

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, JULY 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, Assistant County Attorney Michael Leaser, 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.

Tax Abatement for B. & T. Myers of Moorhead Due to Reduction in Valuation/Change in Classification

By consent, the Board approved the tax abatement for B.& T. Myers of Moorhead due to reduction in valuation/change in classification,

Donation From Luke Miller to Support the Clay County Sheriff's Office K9 Program

By consent, the Board approved the \$20.00 donation from Luke Miller to support the Clay County Sheriff's Office K9 Program.

Citizens to be Heard

County Administrator, Stephen Larson, stated that he just received a citizen concern from Aline McDonough regarding ruts on their property from someone mowing the ditch along 120th Ave South just West of 70th St. near Sabin, MN.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved the bills and vouchers totaling \$2,502,378 from 165 vendors. There were 113 warrants issued under \$2,000 (\$50,986) and the following 52 were over \$2,000.

R J Zavoral & Sons, Inc.	\$ 1,293,932	Motorola Solutions, Inc.	\$ 5,961
Blue Cross Blue Shield Minnesota	\$ 340,772	Radio FM Media	\$ 5,921
Internal Revenue Serv	\$ 283,816	Code 4 Services, Inc	\$ 5,829
Turner Sand & Gravel Inc.	\$ 75,089	Madison National Life	\$ 5,530
Clay Co Public Health	\$ 48,052	Fidlar Technologies	\$ 5,261
Mn Dept Of Revenue	\$ 40,876	Wilkin Co Public Health	\$ 4,645
VEBA Select Account	\$ 30,540	Dean's Bulk Service	\$ 4,612
Prairie Lakes Municipal Solid Waste Auth	\$ 27,168	Personal Touch Marketing & Mfg., Inc.	\$ 4,603
Otter Tail Public Health	\$ 21,939	Sylint, LLC	\$ 4,575
Becker County Public Health	\$ 19,888	Barnesville C-Store	\$ 4,381

Pace Analytical Services, Inc.	\$	18,259	Moorhead Public Service	\$	3,801
High Point Networks, LLC	\$	18,000	Marco Technologies LLC	\$	3,667
City Of Barnesville	\$	16,000	Butler Machinery Co	\$	3,577
MN Life	\$	13,978	City of Pelican Rapids	\$	3,430
NACO	\$	12,239	State of MN Health Care Savings Plan	\$	3,334
Mattson Excavating, Inc.	\$	12,100	Mn Dept Of Health	\$	3,095
Petro Serve Usa-Hwy	\$	11,849	WEX Bank	\$	2,803
North American Benefits Company	\$	9,810	Fuchs Sanitation Inc	\$	2,633
MCM Development	\$	9,533	Disposal Services Inc	\$	2,610
Town & Country Oil Inc.	\$	9,182	Carr's Tree Service, Inc.	\$	2,500
SeaChange Print Innovations	\$	7,797	Clay County Sheriff's	\$	2,500
Nitzkowski, Inc.	\$	7,678	Nancy Hein-Kolo, PsyD, LP	\$	2,500
Melanie Ferris Consulting, LLC	\$	7,050	Election Systems & Software Inc.	\$	2,349
Klein McCarthy & Co Ltd	\$	6,747	River Valley Forensic Services, PA	\$	2,250
Klemetson/Matthew	\$	6,500	Amazon Capital Services	\$	2,156
Powerplan	\$	6,062	MidStates Wireless, Inc.	\$	2,000

Approval of Minutes from June 25, 2024

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the minutes from June 25, 2024.

Budget Presentation - Recorder's Office

County Recorder, Kimberly Savageau, presented the Recorder's Office Budget for 2025 and discussed general service charges, equipment fees, Compliance fund, surcharges, interest revenue, salaries, health insurance, travel and expenses, and computer software.

Budget Presentation - Planning & Zoning

Planning & Zoning Director, Matthew Jacobson, presented the Planning & Zoning budget for 2025 and discussed Riparian aid, per diem rates, postage for violation work, other professional services, and miscellaneous County Owned property clean up.

Commissioner Mongeau discussed violations and stated it's important to understand and remember that part of expanding this department was to make sure that we had adequate opportunity and staff time allowed to follow up on the conditions on permits, and by following through on the violations this department is doing their due diligence on those components.

Budget Presentation - Highway Department

County Engineer, Justin Sorum, presented the Highway budget for 2025 and stated his department is broken down into 4 sections: Highway Maintenance, Highway Construction, Highway Administration, and Highway Equipment Maintenance and Shop.

Mr. Sorum first discussed Highway Maintenance including revenues, state aid allotment, Townships and cities, expenditures, new request for one additional maintenance worker, salaries overtime, training, uniforms, road materials, traffic supplies, roadway maintenance costs, weed and brush control, new construction county funding, and intergovernmental payments.

Next, Mr. Sorum discussed Highway Construction including state grants, bridge bonding, municipal construction, federal grants, engineering consultant technical services, training, right-of-way costs, and construction funding.

Mr. Sorum then discussed Highway Administration, including other professional services, and small office equipment.

Lastly, Mr. Sorum discussed Highway Equipment Maintenance and Shop, including the joint facility expenses, salaries overtime, equipment repair and maintenance, fuel, and radio equipment.

Discussion ensued regarding grant funds and bridge bonding.

Committee Reports/County Administrator Update/Discussions

- Commissioner Mongeau reported on meetings for Rollag Senior Group; DMV Finance Committee; and Barnesville City Council meeting.
- Commissioner Campbell reported on meetings with James O'Donnell, Josh Swanson and Solutions for a tour of the Non-Secure Unit of the Juvenile Detention; Withdrawal Management/Detox Facility Finance Committee; and DMV Finance Committee.
- Commissioner Gross reported on meetings touring the Non-Secure Unit at the Juvenile Detention Center; and Morken Township Picnic.
- Commissioner Krabbenhoft reported on meetings for Buffalo Red River Watershed District.
- Commissioner Ebinger had no meetings to report on.
- County Administrator Stephen Larson reported on meetings for the Non-Secure Unit of the Juvenile Detention tour; met with Sheriff Empting regarding the hiring process; met with Construction Engineers and Burns & McDonnell regarding Garage Doors at the RRC; met with Karen Lauer and Derrick LaPoint regarding Economic Development; Withdrawal Management/Detox Facility Finance Committee; DMV Finance Committee; met with Ryan Weber regarding the pre-design of the Non-Secure Unit of the Juvenile Detention Center; met with Quinn Jaeger regarding onboarding and Social Services issues; next week there will be a budget update and a Market Study update from the David Drown Associate; and this week is the Clay County Fair, July 11 – 14, 2024. We will be at the Fair on Friday, July 12, 2024, from 12:00 – 4:00 p.m. for Government Day.

Adjourn

The meeting was adjourned at 9:23 a.m.

David Ebinger, Chair
County Board of Commissioners

Stephen Larson, County Administrator