

## **CLAY COUNTY BOARD OF COMMISSIONERS**

**8:30 AM, TUESDAY, AUGUST 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, 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 Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved the agenda.

#### **Employee Recognitions**

The following employees were recognized: Denise Dyer, 15 years with Social Services; Ross Reno, 20 years with Facilities; Tracy Sunde, 25 years with Social Services; Amy Amundsen, 25 years with Social Services; and Sandra Thorne, 40 years with Social Services.

#### **Citizens to be Heard**

There were no citizens to be heard.

#### **Approval of Payment of Bills and Vouchers**

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the bills and vouchers totaling \$2,575,319 from 208 vendors. There were 138 warrants issued under \$2,000 (\$63,531) and the following 70 were over \$2,000.

|                                        |            |                                        |          |
|----------------------------------------|------------|----------------------------------------|----------|
| Blue Cross Blue Shield Minnesota       | \$ 352,636 | Town & Country Oil Inc.                | \$ 8,153 |
| Internal Revenue Serv                  | \$ 243,321 | Code 4 Services, Inc                   | \$ 7,996 |
| Northland Glass and Glazing, LLC       | \$ 229,235 | Verizon-386550144                      | \$ 7,702 |
| Far-Moor Acoustics & Floors, LLC       | \$ 162,729 | Bytespeed, LLC                         | \$ 7,490 |
| Mortenson Masonry, Inc.                | \$ 150,641 | Nova Fire Protection Inc.              | \$ 7,237 |
| Fifth Third Bank, N.A.                 | \$ 131,686 | CivicPlus, LLC                         | \$ 6,764 |
| Central Door & Hardware Inc.           | \$ 116,775 | High Point Networks, LLC               | \$ 6,220 |
| Turner Sand & Gravel Inc.              | \$ 85,663  | Moorhead Public Service                | \$ 5,733 |
| Air Mechanical, Inc                    | \$ 83,178  | Streicher's                            | \$ 5,434 |
| MCI Carpet One                         | \$ 71,314  | Braun Intertec Corp                    | \$ 5,244 |
| Grotberg Electric Inc                  | \$ 63,526  | Butler Machinery Co                    | \$ 4,966 |
| Gehrtz Construction Services, Inc      | \$ 63,050  | Stantec Consulting Services, Inc.      | \$ 4,954 |
| Clay County Social Services            | \$ 60,690  | Dakota Plains Mechanical, Inc.         | \$ 4,622 |
| Surface Pros, LLC                      | \$ 56,153  | Rick Electric Inc                      | \$ 4,034 |
| Trinity Services Group, Inc.           | \$ 51,622  | Wegner Psychological & Therapeutic Svc | \$ 3,750 |
| Clay Co Public Health                  | \$ 38,180  | Galls, LLC - 1002151418                | \$ 3,672 |
| Advanced Correctional Healthcare, Inc. | \$ 37,853  | Ramsey County Med Exam                 | \$ 3,634 |

|                                          |           |                                       |          |
|------------------------------------------|-----------|---------------------------------------|----------|
| Mn Dept Of Revenue                       | \$ 31,922 | Amazon Capital Services               | \$ 3,558 |
| Northwest Cabinets, Inc.                 | \$ 31,016 | Clay Trail Alliance                   | \$ 3,383 |
| VEBA Select Account                      | \$ 30,874 | Northwest Iron Fireman Inc            | \$ 3,252 |
| Lutheran Social Service Of Mn            | \$ 30,517 | Green View Inc.                       | \$ 3,163 |
| Connect Interiors LLC                    | \$ 28,344 | North Star Mental Health, LLC         | \$ 3,096 |
| Earthwork Services Inc.                  | \$ 27,360 | Campbell-Tintah Public School         | \$ 3,003 |
| Metro Cog                                | \$ 21,247 | Sanford Health                        | \$ 2,969 |
| MinKo Construction, Inc.                 | \$ 19,892 | RnC Consulting P.A.                   | \$ 2,928 |
| Fergus Drywall                           | \$ 19,000 | Johnson's Auto Repair LLC             | \$ 2,812 |
| Tony Eckert & Sons                       | \$ 19,000 | R Travelmart                          | \$ 2,715 |
| Historical & Cultural Society Of Clay Co | \$ 16,781 | Dawn Marie Mark                       | \$ 2,412 |
| SeaChange Print Innovations              | \$ 15,804 | Advanced Business Methods             | \$ 2,240 |
| Ellenson Caulking LLC                    | \$ 14,250 | West Central Regional Juvenile Center | \$ 2,191 |
| Wallwork Truck Center                    | \$ 14,070 | Otis Elevator, Inc.                   | \$ 2,185 |
| Culinex, Inc.                            | \$ 13,825 | Fevig Oil Co                          | \$ 2,160 |
| Black Hills Window Cleaning, Inc.        | \$ 12,390 | MHSRC/Range                           | \$ 2,100 |
| NACO                                     | \$ 12,239 | State of MN Health Care Savings Plan  | \$ 2,087 |
| Otter Tail Public Health                 | \$ 9,097  | Fidelity Security Life                | \$ 2,027 |

### **Approval of Minutes from July 23, 2024**

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved the minutes from July 23, 2024.

### **Request Approval to Replace the Assistant Jail Administrator Position Due to Retirement**

Sheriff Mark Empting stated the Assistant Jail Administrator submitted her notice of retirement, effective August 1, 2024.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to hire an Assistant Jail Administrator with backfill should there be internal interest.

### **Budget Presentation - Extension**

University of Minnesota Extension NW Regional Director, Cecilia Amadou, presented the Extension budget for 2025 and discussed the Memorandum of Agreement (MOA) between the University of Minnesota and Clay County.

Commissioner Mongeau discussed Exhibit A – Table A of the MOA and stated the price for program staff is a package price, so the amount includes salary, fringe benefits, and travel.

### **Request Approval for Out of State Travel - Public Health Emergency Preparedness Coordinator**

County Administrator Stephen Larson stated that the Public Health Department was notified about a FEMA conference in Anniston, AL from August 5 through August 9 which is a critical training opportunity for the Clay County Emergency Preparedness Coordinator. The training is an introduction to Strategic National Stockpile (SNS) Operations. The course covers planning considerations, capabilities related to requesting, receiving, distributing, dispensing and administering SNS medical countermeasures and medical equipment through classroom presentations, group discussions and hands-on activities. Public Health is responsible for the mass dispensing and vaccine administration within our communities and the Emergency Preparedness Coordinator leads the organization during these events.

Mr. Larson stated due to the short turn around for conference registration, he discussed this with both the Board Chair and the County Attorney to provided preliminary approval for the Public Health Emergency Preparedness Coordination to travel Out-of-State for the conference, with the understanding it would come with the formal request of the full Board of Commissioners.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved Out-of-State Travel to a FEMA training in Anniston, AL for the Public Health Emergency Preparedness Coordinator.

### **Budget Presentation - Public Health**

Public Health Administrator, Kathy McKay, and Finance and Admin Manager, Carmen Barth, presented the Public Health budget for 2025, and discussed revenues including non-Government Grants, Federal & State Grants, insurance revenue, license fees, client fees, contracts, miscellaneous, County allocation, and County allocation – ambulance. Expenses include payroll expenses, communications, subscriptions & dues, marketing & advertising, auditing, other professional fees, medical consultants, repair & maintenance, training & travel expenses, rent, insurance, worker compensation, unemployment, client care, supplies & equipment, immunizations, miscellaneous, Community Health Board expenses, ambulance appropriations, building expenses, grants & subsidies, and new requests.

Discussion ensued regarding new hires for the new Withdrawal Management/Detox Facility, vaccines, and COVID test kits.

### **BREAK**

The Board took a break from 9:21 a.m. to 9:26 a.m.

### **Committee Reports/County Administrator Update/Discussions**

- Commissioner Mongeau reported on meetings for Prairie Lakes Municipal Solid Waste Authority; FM Diversion Land Management; SWAC; Roundtable event with Isaiah MN Project and Stephen Larson regarding decarbonization, recycling, and water quality initiatives; MCCJPA Special Meeting; Metro COG Policy Board; Metro COG Executive Committee; Withdrawal Management/Detox Facility Finance Committee; DMV Finance Committee; and Chamber Public Policy Committee Roundtable event.
- Commissioner Campbell reported on meetings for Prairie Lakes Municipal Solid Waste Authority; FM Diversion Land Management; SWAC; FM Diversion Authority; West Central Regional Water District; Meeting with Becker County, Corey Bang, and Steve Larson regarding solid waste; MCCJPA Special Meeting; Department of Transportation monthly update on the 11th Street Underpass; Withdrawal Management/Detox Facility Finance Committee; and DMV Finance Committee.
- Commissioner Krabbenhoft reported on meetings for the Historical & Cultural Society; Family Resource Center meeting; and Moorhead City Planning Commission.
- Commissioner Ebinger reported on meetings for the Red River Regional Dispatch Center – Board of Authority; FM Diversion Finance; and FM Diversion Authority.
- County Administrator Stephen Larson reported on meetings for West Central Regional Juvenile Center Pre-Budget meeting; Pre-Budget meeting for Public Health; SWAC; Greater Fargo Moorhead EDC meeting with Mark Sloan; met with Dara Lee regarding the upcoming

HRA & Board of Commissioners meeting; meeting in Becker County with Corey Bang, and Commissioner Campbell regarding solid waste; met with Joe Olson regarding a series of issues including the RRC garage doors; MCCJPA Special meeting: met with Darren Brooke, Anna Moore, and David Drown Associates regarding the Market Study; met with Dan Mahli regarding the Moorhead Center Mall construction, the 11th Street Underpass, budget discussions, Law Enforcement coverage, and the importance in meeting together on legislative priorities; Withdrawal Management/Detox Facility Finance Committee; and DMV Finance Committee.

Discussion ensued regarding Commissioner Gross' committee assignments.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the temporary replacement of Commissioner Gross on the following committees; Audit Investment Committee to be covered by Commissioner Campbell, Budget & Finance to be covered by Commissioner Campbell, the Building Committee to be covered by Commissioner Ebinger, Highway Tracking to be covered by Commissioner Mongeau, One Watershed One Plan – Buffalo Red to be covered by Commissioner Krabbenhoft, Personnel Issues Committee to be covered by Commissioner Campbell, Substance Use Programming Committee to be covered by Commissioner Krabbenhoft, and the West Central Regional Water District Steering Committee to be covered by Commissioner Krabbenhoft (pending the legality of temporary replacement of Board Members).

### **Adjourn**

The meeting was adjourned at 10:26 a.m.

---

David Ebinger, Chair  
County Board of Commissioners

---

Stephen Larson, County Administrator