

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, AUGUST 13, 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.

Donation from AirMed to Support the Clay County Sheriff's Office K9 Program

By consent, the Board approved the donation from AirMed to support the Clay County Sheriff's Office K9 program in the amount of \$50.00.

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 \$1,438,473 from 155 vendors. There were 109 warrants issued under \$2,000 (\$53,014) and the following 46 were over \$2,000.

Department Of Corrections	\$ 230,279	Nitzkowski, Inc.	\$ 7,272
Otter Tail Public Health	\$ 218,236	Klein Mccarthy & Co Ltd	\$ 7,006
Clay Co Public Health	\$ 206,480	Barnesville C-Store	\$ 6,523
Becker County Public Health	\$ 122,863	Sylint, LLC	\$ 6,145
Moorhead Public Service	\$ 77,136	JT Lawn Service	\$ 5,689
Turner Sand & Gravel Inc.	\$ 73,389	Sabin C Store	\$ 5,508
West Central Regional Juvenile Center	\$ 66,947	City of Hitterdal	\$ 5,103
Red River Regional Dispatch Center	\$ 37,508	The Retrofit Companies Inc.	\$ 5,033
Enterprise FM Trust	\$ 34,070	Trinity Services Group, Inc.	\$ 4,474
Prairie Lakes Municipal Solid Waste Auth	\$ 27,168	Clay County Social Services	\$ 3,707
Wilkin Co Public Health	\$ 26,311	Wallwork Truck Center	\$ 3,536
MN Counties Computer Coop	\$ 20,150	City of Felton	\$ 3,427
City Of Dilworth	\$ 20,131	Mn Dept Of Revenue	\$ 3,422
Treas Of Tansem Twsp	\$ 19,946	FM Truck & Trailer Repair LLC	\$ 3,348
Bolton & Menk, Inc.	\$ 17,017	Fuchs Sanitation Inc	\$ 2,880
WEX Bank - Sheriff	\$ 15,888	Dakota Plains Mechanical, Inc.	\$ 2,633
Veolia North America	\$ 15,085	All Season's Lawncare	\$ 2,600

City Of Hawley	\$ 13,029	Pomp's Tire Service, Inc.	\$ 2,550
City Of Barnesville	\$ 12,716	MidStates Wireless, Inc.	\$ 2,357
Road Machinery & Supplies Co.	\$ 11,465	Marco Technologies LLC	\$ 2,279
Petro Serve Usa-Hwy	\$ 10,913	General Equipment & Supplies Inc.	\$ 2,264
City of Pelican Rapids	\$ 8,731	Wex Bank (fleet)	\$ 2,144
Forum Communications Printing	\$ 7,979	Johnson's Auto Repair LLC	\$ 2,098

Approval of Minutes from August 6, 2024

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the minutes from August 6, 2024.

Budget Presentation - FMWF Chamber/Greater FM EDC

Attorney Tami Norgard, with Vogel Law Firm discussed being a the current Board Chair for the Chamber, as well as a previous member of the Greater Fargo Moorhead Economic Development Corporation (EDC). Ms. Norgard stated Cass County encouraged the Chamber and the EDC to collaborate to optimize public funding and tackle the workforce issues that this region is struggling with. And as part of that challenge, the EDC and Chamber came together to developed a comprehensive plan.

Greater FM EDC Board Chair, Jim Buus introduced himself and thanked the Board of Commissioners for their longtime support and involvement with the EDC.

FMWF Chamber President/CEO, Shannon Full, and Greater FM EDC President/CEO, Joe Raso, presented Innovate 28, which is a four year collaborative plan between the Chamber and the EDC. Ms. Full discussed the objectives of the plan including regional labor force growth, business expansion, and public policy alignment. Ms. Full further discussed talent and workforce, and public policy. Mr. Raso discussed business development, tax revenue, methodology, partnership, four-year regional impact, and budget.

Discussion ensued regarding the Greater Moorhead Days at the Capitol, general engagement with residents and business owners, career academy and outreach, border cities legislation, and the last legislative session.

Budget Presentation - Historical & Cultural Society

Historical & Cultural Society Executive Director, Dr. Maureen Kelly Jonason, presented the Historical & Cultural Society Budget for 2025 including visitors, giftshop, membership and admissions goals, grants, donors, school tours, historical artifacts, collections conditions, how the County allocation helps with staff salaries, and the new Clay County Centered exhibition about food production, tentatively called '*Land to Table, Clay County Food Stories*' to open in February 2025.

Ms. Jonason stated the HCSCC fiscal year is a calendar year, therefore, their budget won't be approved until December. Once that is approved by the Board of Directors, she will provide that information to the Clay County Board of Commissioners.

Budget Presentation - Lakes & Prairies Community Action (CAPLP)

Lakes & Prairies Community Action (CAPLP) Economic Empowerment Director, Robin Christianson, and Executive Director, Lori Schwartz, presented the annual budget request for 2025.

Ms. Christianson discussed the requests including the Senior Coordinator position, and the Rural Route Transportation Program.

Discussion ensued regarding the Rural Route Transportation program.

Request Approval to Hire Three (3) Motor Grader Operators

County Engineer, Justin Sorum, stated that we have three (3) upcoming Motor Grader Operator retirements and would like to start advertising these positions as soon as possible. As per the Union Contract, they will be advertised for five (5) days internally, then advertised to the public after this period.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved hiring three (3) Motor Grader Operator positions with backfill as needed.

Request Approval to Hire Shop Foreman

Mr. Sorum requested approval to hire a Shop Foreman due to an upcoming retirement. This position carries a lot of responsibilities, and it's requested to start advertising right away.

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to hire for the Shop Foreman position with backfill if needed.

CLOSED SESSION - Board Discussion Re: Labor Negotiations Per Minn. Stat. 13D.03, Subd. Clay County Attorney Brian Melton

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to close the meeting at 9:35

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board reopened the public meeting at 10:15 a.m.

Request Approval to Re-Hire an Open Position in the Non-Secure Unit

Juvenile Detention Director, James Odonnell, requested to re-hire an open position in the non-secure unit. This position is necessary for safe and effective programming in the transition program.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to re-hire the open position in the Non-Secure Unit with backfill should there be any internal interest.

Budget Presentation – West Central Regional Juvenile Center

Mr. Odonnell presented the West Central Regional Juvenile Center (WCRJC) budget for 2025 for both the Secure and Non-Secure Units.

Mr. Odonnell discussed revenues and expenditures for Secure Unit. Revenues include miscellaneous revenues, and the 10 other member counties share. Expenditures include staffing, salaries, overtime, dues & memberships, other professional services, travel &

expenses, office supplies, repair & maintenance, internal services, miscellaneous, background checks, subscriptions, telehealth platforms, and capital improvement.

Mr. Odonnell discussed revenues and expenditures for the Non-Secure Unit. Revenues include JAG Federal grants. Expenditures include staffing, health insurance, PERA, rent, dues & memberships, training, medical consultant & other professional services.

Request Approval to Increase the Furniture, Fixtures and Equipment Budget to Purchase a Snowblower, Mower and Trailer for the Withdrawal Management/Detox Facility

Facilities Director, Joe Olson, requested to increase the Withdrawal Management/Detox Facility FF&E budget by using project contingency funds to purchase a snow blower attachment, mower, and trailer. This equipment is needed to help with snow removal and grounds for the new facility.

Mr. Olson received a quote from RDO Equipment for a John Deere Z530M Mower in the amount of \$5,725.00, a quote from Swanston Equipment for an Erskine SB360 Snow Blower Attachment in the amount of \$8,000.00, and a quote from Ultimate Transportation for a Utility Trailer 77x12 PJ Trailer in the amount of \$2,994.00. This results in a total amount of \$16,719.00.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to increase the Withdrawal Management/Detox Facility FF&E Budget using the project contingency fund to purchase a snowblower attachment, mower and trailer for the Withdrawal Management/Detox Facility in the amount of \$16,719.00.

Request Approval to Execute a Contract with the Department of Human Services to Accept and Receive Grant Funds

Social Services Director, Quinn Jaeger, stated that the Family First Prevention Services Act (FFPSA) of 2018 is federal legislation that changes the way child welfare services are provided in Minnesota. FFPSA gives state, county and tribal child welfare agencies the ability to receive 50% reimbursement for federally approved services for children at imminent risk of out-of-home placement and their caregivers. The FFPSA establishes placement prevention services to strengthen families, prevent maltreatment, and addresses other conditions that lead to out-of-home placement.

Motivational Interviewing National Trainers (MINT) is one of the recognized prevention services under FFPSA. The Department of Humans Services (DHS), in partnership with the MN Child Welfare Training Academy, have created a program to allow local child welfare agencies to host their own Motivational interviewing training for staff, with a certified MINT trainer, called Pathway 3.

Clay County Social Services requested to utilize Pathway 3, sought out a certified trainer and submitted our work plan to DHS, which was approved. As a part of that plan, DHS is providing \$14,000 to cover part of the cost of the training.

Additional funds were designated, as a part of the work plan for the FFPSA Allocation, to cover any remaining costs of the MINT training for staff. With these funds our entire child welfare workforce will have the certified training.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to execute a contract with the Department of Human Services to accept and receive Grant Funds in the amount of \$14,000.00.

Committee Reports/County Administrator Update/Discussions

- Commissioner Campbell reported on meetings for Highway Tracking; FM Diversion Planning Committee; Red River Regional Dispatch Center (RRRDC) - Budget & Finance; Red River Regional Dispatch Center (RRRDC) – Board of Authority; and Lakes County Services Coop.
- Commissioner Krabbenhoft reported on meetings for Clay Soil & Water Conservation District (SWCD); MN Office of Cannabis Management webinar Implementing Chapter 342 Guidance for Local Governance on Adult Use Cannabis; and Buffalo-Red River Watershed.
- Commissioner Mongeau reported on meetings for Highway Tracking; and Transition Meeting for the Withdrawal Management/Detox Facility and DMV.
- Commissioner Ebinger reported on meetings with the State Auditor regarding an audit for Partnership4Health; Night to Unite; Kiwanis Club meeting; and Red River Regional Dispatch Center (RRRDC) – Board of Authority.
- County Administrator Stephen Larson reported on meetings for Highway Tracking; met with Quinn Jager regarding Social Services issues and the PRTF; met with Lori Johnson regarding budget discussions; met with Justin Sorum regarding some issues with enterprise and vehicle leasing; meeting regarding card readers for Detox; met with Dale Arnold regarding Probations budget; met with Joe Olson, Sarah Hellem and MCIT Representative Joe Cieminski regarding Risk Management; Transition meeting for the Withdrawal Management/Detox Facility and DMV; meeting with Matt Jacobson and Jason McCoy regarding our Cannabis Ordinance; met with Darren Brooke, Anna Moore, and David Drown Associate Tessia Melvin regarding the market study; the Board has been invited to the Moorhead City Council Public Hearing on August 26, 2024 at 5:45 p.m. at the Hjemkomst Center regarding the 2024 Enterprise Zone Program; on August 21 & 22, 2024, the Government Center parking lot will be seal coated, please park on the west gravel area on those two days; today is primary election from 7:00 a.m. to 8:00 p.m. at the Government Center and additional polling places throughout the county are listed on our website.

CLOSED SESSION - County Administrator's Annual Evaluation

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved to close the meeting at 11:05 a.m.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board reopened the public meeting at 11:54 a.m.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved the Annual Evaluation of the County Administrator and recommended a step increase.

Adjourn

The meeting was adjourned at 11:56 a.m.

David Ebinger, Chair
County Board of Commissioners

Stephen Larson, County Administrator