CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, SEPTEMBER 3, 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 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 Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved the agenda.

Employee Recognitions

The Board recognized Maureen Teigen for 20 years with the Sheriff's Office.

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 Mongeau, and unanimously carried, the Board approved the bills and vouchers totaling $4,408,169 from 149 vendors. There were 85 warrants issued under $2,000 ($39,413) and the following 64 were over $2,000:

Buffalo-Red River Watershed	$912,576	WEX Bank - Sheriff	$12,527
Phyllis Nelson	$618,480	NACO	$12,089
Houle Excavating, LLC	$442,790	Fergus Drywall	$11,400
Blue Cross Blue Shield Minnesota	$350,790	Advanced Business Methods	$10,191
Mortenson Masonry, Inc.	$326,614	Great Plains Flooring	$9,499
Internal Revenue Serv	$243,440	Code 4 Services, Inc	$6,921
Northland Glass and Glazing, LLC	$185,734	Moorhead Public Service	$6,163
Grotberg Electric Inc	$163,076	Johnson's Auto Repair LLC	$5,506
Treas Wild R W Shed/Treas Of	$128,039	Sanford Health	$5,159
Turner Sand & Gravel Inc.	$92,871	The Retrofit Companies Inc.	$5,151
Air Mechanical, Inc	$84,121	MN Department of Transportation	$5,037
Klein Mccarthy & Co Ltd	$69,502	Steve Rummler HOPE Network	$5,000
MinKo Construction, Inc.	$64,804	SHI International Corp	$4,524
Gehrtz Construction Services, Inc	$61,846	JT Lawn Service	$4,357
Surface Pros, LLC	$56,153	DKJ Appraisal LLC	$4,343

R J Zavoral & Sons, Inc.	$55,343	Diamond Drugs Inc.	$3,807
Ulteig Engineers, Inc.	$33,920	Ramsey County Med Exam	$3,735
Mn Dept Of Revenue	$32,209	Bob Barker (Ph)	$3,577
VEBA Select Account	$30,219	Amazon Capital Services	$3,417
Fargo Glass & Paint	$29,641	Ott's Quality Painting Inc.	$3,235
Prairie Lakes Municipal Solid Waste Auth	$27,168	PowerDMS, Inc.	$3,180
Mortenson/Michelle	$25,000	City of Pelican Rapids	$3,118
Tony Eckert & Sons	$23,750	Madison National Life	$3,107
Crown Appraisals, Inc.	$22,500	Green View Inc.	$2,772
Falk Drilling INC	$20,100	Jotform Inc.	$2,765
Lemke Home Improvements, Inc	$18,943	Bob Barker (Sheriff)	$2,552
Bolton & Menk, Inc.	$18,657	Acme Tools Inc.	$2,389
Historical & Cultural Society Of Clay Co	$16,781	Road Machinery & Supplies Co.	$2,308
SRF Consulting Group Inc	$16,203	R Travelmart	$2,308
Prosource Technologies, Inc.	$14,613	State of MN Health Care Savings Plan	$2,296
Dakota Plains Mechanical, Inc.	$13,294	WEX Bank	$2,291
General Equipment & Supplies Inc.	$12,776	Fidelity Security Life	$2,056

Approval of Minutes from August 20, 2024, August 27, 2024, and Work Group Session Minutes from August 13, 2024

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the minutes from August 20, 2024, August 27, 2024, and the work group session minutes from August 13, 2024.

Request Approval to Replace One (1) Social Worker Position in Adult Intake

Social Services Director, Quinn Jaeger, and Social Services Supervisor, Jessica Mickelson, requested approval to replace a full-time Social Worker position in Adult Intake and stated this position will be vacated at the end of the year due to retirement. This position is critical to maintaining effective service delivery and ensuring that individuals in need receive timely assistance. The position requires familiarity with various systems, and other state and local databases and given the complexity of the role and the extensive knowledge required about community resources, internal procedures, and inter-agency processes, a 4-week overlap period is being requested. The overlap will facilitate a smooth transition and minimize service disruption.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved to replace 1 FTE Social Worker position with backfill if necessary.

Budget Presentation - Solid Waste

Solid Waste Director, Corey Bang, presented the Solid Waste 2025 budget and discussed the special assessment, interfund transfer, printing & publishing, and composting; recycling which included part-time salaries, equipment & maintenance repair, office supplies, and miscellaneous; Household Hazardous Waste which included part-time salaries, telephone & postage, other professional services, cleaning supplies, small tools and supplies; existing landfill which included landfill fees, rent, printing & publishing, other professional services, conference registration, equipment over $500, and closure & post closure costs; and the Resource Recovery Center which included salaries and building repair & maintenance.

Request Approval of Change Order #3 for the Department of Motor Vehicle Project (DMV)

County Administrator, Stephen Larson requested approval of change order #3 for the Department of Motor Vehicle (DMV). The change order consists of PR-4 Card Reader Revisions in the amount of $1,748.75, Roof Cap Metal Color Upgrade in the amount of $786.00, Waiting Ceiling Perimeter Trim in the amount of $11,597.50, Spray Foam Installation in the amount of $5,775.00, Waiting Area Ductwork Revisions in the amount of $2,454.00. Including the 5.5% CM Fee, this will result in an overall total of $23,591.12. The original construction contingency was $206,170.00 and with this change order, the remaining contingency would be $183,253.25.

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved change order #3 for the DMV project in the amount of $23,591.12.

2025 Budget Discussion

Mr. Larson, and County Auditor-Treasurer, Lori Johnson, presented an update on the 2025 budget. Mr. Larson stated at a previous meeting, there was a net levy request increase of 8.375%. With the market study implementation we're now sitting at a 10.23% increase. This budget does include the 3% Cost of Living Adjustment (COLA), the 9% insurance increase, step increases, new requests, $250,000 for future insurance, and the market study implementation approval. Knowing that a 10.23% increase is not acceptable, there are a few considerations for the Board to consider as the budget process moves forward.

Mr. Larson stated over that last week several different areas were looked into for budget mitigation which include the review of department budgets, the county fund balance, the utilization of additional funding such as public safety dollars and ARPA funds, and internal and external requests.

The use of county fund balance proposal includes $1 million from the general fund, $500,000.00 from Public Health, and $350,000.00 from Social Services. The utilization of additional funding includes $32,487.00 of Public Safety funds to offset the Sheriff's budget. There is currently $144,743 of remaining ARPA funds, and the ARPA committee plans to meet on September 9, 2024, to discuss future allocation of those funds. Internal new requests included removing the $45,000.00 request for Arial Pictometry. from the Assessor' office budget and utilize Riparian Aid instead. To utilize ARPA funds for the Victim Witness position in the amount of $98,187.00, and $20,000.00 for Public Health vaccines. Lastly, during the Highway department's budget prestation, the County Engineer discussed how historically, $400,000.00 has gone to the City of Moorhead for the 40th avenue turnback, but requested that those funds remain in his budget for seal coat and striping. The request would be to utilize $75,000.00 of that to go towards the new request of a Maintenance Worker, and with the removal of the variable hours, there is a saving of $120,120.00. There will also be five upcoming retirements in this department which is a savings of $125,000.00.

Discussion ensued regarding Riparian Aid funds and Extensions budget request.

Commissioner Mongeau discussed her struggles with the joint request from the FMWF Chamber and Greater Fargo Moorhead EDC being a 26% increase, knowing that work, discussions, and initiatives on the Minnesota side aren't being generated.

Discussion ensued regarding the FMWF Chamber/Greater FM EDC joint budget request, and the external requests from Downtown Moorhead Inc. and the Historical & Cultural Society.

Commissioner Mongeau discussed how Clay County needs to start thinking about adding a full-time Assistant County Administrator position, especially as the county continues to grow. Discussion ensued.

Request Approval to Enter into a Pre-Design Contract with Klein McCarthy Architects

Mr. Larson requested approval to enter into a pre-design contract with Klein McCarthy Architects for a Non-Secure Juvenile Facility (NSJF) and a Psychiatric Residential Treatment Facility (PRTF). The plan would be to utilize the NSJF as the location for the PRTF, and then look at funding for the NSJF, in a different location.

This was discussed with Representative Keeler and Senato Kupec and they felt that this would be something that they could support through legislative requests.

The cost impact would be a lump sum contract not to exceed $153,050.00 plus lump sum reimbursable expenses of $2,000.00 for hourly not to exceed total of $155,050.00.

As an hourly not to exceed, the cost for the pre-design and the remodel would be roughly $85,000.00. B-3 requirements do come with legislative funding therefore, there would be up to an additional $75,000.00 in fees for B-3 requirements depending on the square footage of the facility.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to enter into a Pre-Design contract with Klein McCarthy Architects for a Non-Secure Juvenile Facility and for the redesign of the current Non-Secure Juvenile Facility to fit the needs required for a Psychiatric Residential Treatment Facility.

BREAK

The Board took a break from 9:53 a.m. to 9:59 a.m.

Committee Reports/County Administrator Update/Discussions

- Commissioner Campbell reported on meetings for Solid Waste budget discussion; Prairie Lakes Municipal Solid Waste Authority; and Building Committee.
- Commissioner Krabbenhoft reported on meetings for Historical & Cultural Society.
- Commissioner Mongeau reported on meetings for Solid Waste budget discussion; Prairie Lakes Municipal Solid Waste Authority; and met with Steve on 2025 budget.
- Commissioner Ebinger reported on meetings for Building Committee.
- County Administrator Stephen Larson reported on meetings for Solid Waste budget discussion; Building Committee; met with Troy Amundsen and Kathy McKay regarding the food contract at new location, door updates, key issues, and the training schedule; and followed up regarding the question on the cannabis statute, and stated that 80% would go to general fund and 20% will go to local government.

Commissioner Mongeau mentioned that she has been appointed to a subcommittee on taxes and state assessed properties, which is a subcommittee that AMC has through Matt Hilgart to discuss these issues.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to add the AMC Subcommittee for Taxes and State Assessed Properties to Commissioner Mongeau's committee assignments with per diem.

Commissioner Ebinger stated AMC has requested him to serve on a grant review for the Safe Courts Program and is looking to add this to his committee assignments with per diem.

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to add the Safe Courts Program to Commissioner Ebinger's committee assignments with per diem.

Mr. Larson stated he had the opportunity to talk with Commissioner Gross and he's hoping to return soon. Last week, it was brought forward that the Lands Committee will be meeting soon and in the event that Commissioner Gross isn't back for the next meeting, its' suggested to have an alternate with per diem.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved to add Commissioner Krabbenhoft as Commissioner Gorss' alternate for the Lands Committee, with per diem.

Adjourn

The meeting was adjourned at 10:16 a.m.

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David Ebinger, Chair
County Board of Commissioners

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Stephen Larson, County Administrator