

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, SEPTEMBER 10, 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 Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved the agenda.

Approval of Amendment to the Crime Victim Services Grant

By consent, the Board approved the amendment to the Crime Victim Services Grant.

Citizens to be Heard

There were no citizens to be heard.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the bills and vouchers totaling \$631,585 from 113 vendors. There were 80 warrants issued under \$2,000 (\$30,544) and the following 33 were over \$2,000.

Advanced Correctional Healthcare, Inc.	\$ 165,305	US Records Midwest LLC	\$ 6,270
Code 4 Services, Inc	\$ 118,395	Powerplan	\$ 5,813
Turner Sand & Gravel Inc.	\$ 89,093	Sabin C Store	\$ 5,382
MN Life	\$ 20,863	True North Surveys, P.A.	\$ 5,107
Clay Co Public Health	\$ 17,057	Barnesville C-Store	\$ 4,874
Advanced Business Methods	\$ 16,782	Twin City Garage Door, Inc.	\$ 4,628
Otter Tail Public Health	\$ 16,189	Ramsey County Med Exam	\$ 3,340
Becker County Public Health	\$ 14,666	Disposal Services Inc	\$ 3,045
Lutheran Social Service Of Mn	\$ 13,717	River Valley Forensic Services, PA	\$ 3,000
Town & Country Oil Inc.	\$ 11,914	Wilkin Co Public Health	\$ 2,842
Marco Technologies LLC	\$ 10,626	Rick Electric Inc	\$ 2,582
SRF Consulting Group Inc	\$ 9,556	SHI International Corp	\$ 2,550
Orbis Partners LLC	\$ 8,900	TrueNorth Steel	\$ 2,363
Dean's Bulk Service	\$ 8,105	Northwest Iron Fireman Inc	\$ 2,252
Verizon-386550144	\$ 7,514	Nereson Automotive Inc.	\$ 2,142
Dakota Plains Mechanical, Inc.	\$ 7,363	Galls, LLC - 1002151418	\$ 2,044
Klein Mccarthy & Co Ltd	\$ 6,749		

Request Approval for the Housing and Redevelopment Authority (HRA) of Clay County to Levy and Collect a Special Benefit Tax

Clay County Housing and Redevelopment Authority Executive Director, Dara Lee, and Deputy Director, Dawn Bacon, requested approval for the Clay County HRA to levy and collect a special Benefit Tax of \$300,000.00 for 2025 based on their resolution 08-15-24-1 which was presented during an August 13, 2024 Clay County Board of Commissioners Work Session. Along with that there is the request for consent to repurpose some of the Statewide Affordable Housing Aid (SAHA) that was awarded to the Clay County HRA through an Request for Proposals (PRF) process last year.

Ms. Lee stated the HRA has undertaken numerous measures to increase revenue and decrease costs by reducing the workforce by 12% through attrition, eliminating programs that were unable to be self-sustaining in the long term, the consolidation of programs to make them more efficient, taken over the management of the Moorhead Public Housing Agency, and looking into long term sustainability of a few properties by adjusting the subsidy that is provided in those units.

Commissioner Mongeau asked about additional funding that would be allocated and if that has been received. Ms. Lee stated for the Relief for Affordable Housing fund, an allocation of \$115,600.00 would be applied to Houge Estates, \$1.4 million was awarded to Sharp View Apartments, through the Bring it Home Minnesota Rental Assistance Program, Clay County HRA has been designated to receive over \$860,000.00, the RFP for those funds is anticipated to be released in November. For Clay County the SAHA has been awarded for years 2023, 2024, and 2025. There has been some homeowner options released that is typically funneled through the private banks in the form of low interest loans to low income populations. Commissioner Mongeau asked if there was any inclination as to when those funds would be received. Ms. Lee was unsure but stated the \$860,000.00 would hopefully be received and operational by late spring, early summer timeframe. Commissioner Mongeau asked if it was typical for allocated funds to not be received until 24 months later. Ms. Lee stated depending on the fundings source, it typically takes six to eighteen months on average.

Commissioner Campbell discussed the re-allocation of SAHA funds and asked if that meant to utilize the remaining unused funds that were awarded in 2024, to be used in 2025. Ms. Lee stated that was correct and stated the HRA had savings that came out of the budget for the 2023 and 2024 funds, and the legislature retroactively changed the uses for the 2024 funds, and expanded those eligible uses.

Discussion ensued regarding the re-allocation of the remaining 2024 funds, the Moorhead Public Housing Agency, regressive tax to solve the homelessness problem, state designated funding, and the 5-year goal for the Clay County HRA.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the Housing and Redevelopment Authority (HRA) of Clay County to Levy and Collect a Special Benefit Tax of \$300,000.00.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the Clay County HRA to reallocate the State Affordable Housing Aid funds that were awarded in 2024 to be utilized in 2025 in the amount of \$40,414.83.

Request Approval to Purchase UKG Recruiting and Onboarding Modules

Human Resources Director, Darren Brooke, stated in 2022 the new Human Resources (HR)/Payroll system UKG was implemented, which helped with automate the services that are provide to the employees. In the last twelve years, Clay County has gone from 452 employees to 687 employees, and in that time, only one .5 position has been added to the HR Department. Just last year, there was 799 applications that were received, 181 employees were hired, and 133 employees who separated from employment. The HR Department has used a patchwork of programs to advertise, track applications and onboard new employees. Many of these processes require multiple manual entries, increasing the likelihood of mistakes. With the new recruiting and onboarding systems, it will allow this entire process to be automated and import data straight into the HR/Payroll system. By implementing this system, it will increase efficiency and reduce the workload of the HR Team.

Mr. Brooke stated the implementation cost for the program would be \$9,450.00 and after that, it would be an annual cost of \$12,156.00. It's requested to utilize the remaining dollars from the Market study, in the amount of \$6,325.00, funds from the Performance Improvement Program in the amount of approximately \$9,000.00, \$10,000.00 from Technology Services to cover the implementation cost, and remaining ARPA dollars.

Commissioner Campbell stated that this did come to the Personnel Issues Committee (PIC) and PIC recommended this go before the ARPA Committee for funds. Yesterday the ARPA Committee did meet and did approve for ARPA funds to be used for these modules.

Discussion ensued regarding ARPA funds and annual rates.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to allocate ARPA funds in the amount of \$12,156.00 for the UKG Recruiting and Onboarding modules for HR.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to use Technology Services funds for the implementation of the UKG Recruiting and Onboarding modules for HR in the amount of \$9,450.00.

Request Approval to Designate Remaining ARPA Funds for the 2025 Budget

County Administrator, Stephen Larson, stated that Clay County received American Rescue (ARPA) Funds from the Federal Government through the US Treasury as a result of the COVID pandemic. The timeline provided for these funds states that they must be designated by December 31st, 2024 and spent by December 31, 2026. Currently, the ARPA fund has a remaining balance of \$144,733.00. This Board also approved \$25,000.00 of the ARPA funds for the Red River Communications Border to Border grant, which is still being considered, however, Red River Communications has yet to hear whether or not we'll receive those funds.

It's recommended to utilize \$98,187.00 for the Victim Witness position, \$20,000.00 to Public Health for vaccines, \$12,156.00 for the new UKG recruiting and onboarding module that was just approved, which would leave a total of \$14,390.00 to apply towards the levy.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the allocation of ARPA funds to Public Health in the amount of \$20,000 for vaccinations, to the Victim Witness position in the amount of \$98,187.00, and the remaining amount of ARPA funds to be designated towards the General Fund.

Request Approval of Resolution 2024-25 for Clay County to Act as a Legal Sponsor for DNR Funding for Snowmobile Trails Managed by Clay Trails Alliance

Mr. Larson stated on May 7, 2024, Greg Strommen from the Clay County Trailblazers Snowmobile Club provided the Clay County Board of Commissioners with an update of the 2023-24 snowmobile season and also requested approval of resolution 2024-17 allowing Clay County to act as the legal sponsor for DNR funding for the 24-25 season. On August 15, 2024, Mr. Strommen, the Clay County Administrator, and DNR officials met to review the sponsorship program. As a result of that review, additional verbiage was requested to be added to the resolution.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved Resolution 2024-25 for Clay County to Act as a Legal Sponsor for DNR Funding for Snowmobile Trails Managed by Clay Trails Alliance.

RESOLUTION 2024-25

BE IT RESOLVED, that Clay County act as the legal sponsor for an application for funding from the State of Minnesota Department of Natural Resources for grooming and maintaining of two-way snowmobile trails managed by the Clay Trails Alliance Snowmobile Club,

BE IT FURTHER RESOLVED, that upon approval of its application by the State, Clay County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement,

BE IT FURTHER RESOLVED, that the County Administrator is authorized to sign such an agreement with the Department of Natural Resources,

BE IT FURTHER RESOLVED, that the Clay County as the legal sponsor grants the authority to the Clay Trails Alliance Snowmobile Club to obtain landowners permissions in the name of the club and sponsor,

BE IT FURTHER RESOLVED, that Resolution 2024-25 will supersede Resolution 2024-17,

BE IT FURTHER RESOLVED, that Clay County is hereby authorized to serve as the fiscal agenda for the above referenced project,

Adopted this 10th day of September 2024.

Committee Reports/County Administrator Update/Discussions

- Commissioner Gross did not have any meetings to report on.
- Commissioner Krabbenhoft reported on meetings for Law Library; Clay County Intergovernmental Committee; Children's Mental Health LAC; Family Resource Center Core Team; Clay County Collaborative; Investiture of Michael Leeser; Cass Clay Food Commission; and Buffalo Red River Watershed District.
- Commissioner Mongeau reported on meetings for Highway Tracking; AMC Subcommittee on Taxes and State Assessed Properties; Red River Basin Committee; Metro COG Policy Board; Withdrawal Management/Detox Facility Finance Committee; DMV Finance Committee; and APRA Committee.
- Commissioner Campbell reported on meetings for Highway Tracking; Clay County Intergovernmental Committee; Withdrawal Management/Detox Facility Finance Committee;

DMV Finance Committee; and ARPA Committee.

- Commissioner Ebinger reported on meetings for Safe & Secure Courts Advisory – AMC Public Safety.
- County Administrator Stephen Larson reported on meetings for Highway Tracking; met with Commissioner Krabbenhoft with a series of county issues; STRIVE for Excellence; met with Corey Bang, Brian Melton, and Joe Olson regarding garage doors at the RRC; Clay County Intergovernmental Committee; met with Jill Suurmeyer regarding presenting on cannabis ordinance presentation at AMC with Matthew Jacobson; met with Sheriff Empting on a series of issues; met with Dan Mahli and Derrick LaPoint regarding City Hall remodel; NACO leadership training; Investiture of Michael Leese; Withdrawal Management/Detox Facility Finance Committee; DMV Finance Committee; ARPA Committee; Metro COG 2026-2030 Transit Development Plan Study Committee; and discussed the 2025 budget and setting the preliminary levy.
- County Attorney Brian Melton discussed the consent agenda item regarding the amendment to the Crime Victim Services Grant and the increase of funding by \$10,000.
- Communications Coordinator Jacqueline Finck stated invites for the Withdrawal Management/Detox Facility & DMV Open House & Ribbon Cutting Ceremony will be sent out this week.

Adjourn

The meeting was adjourned at 10:00 a.m.

David Ebinger, Chair
County Board of Commissioners

Stephen Larson, County Administrator