

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, SEPTEMBER 17, 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, 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 Krabbenhoft, and unanimously carried, the Board approved the agenda.

Minnesota Lawful Gambling LG240B Application to Conduct Excluded Bingo - Trojan Takedown Club

By consent, the Board approved the Minnesota Lawful Gambling LG240B Application to Conduct Excluded Bingo - Trojan Takedown.

Citizens to be Heard

There were no citizens to be heard.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Mongeau, seconded by Commissioner Gross, and unanimously carried, the Board approved the bills and vouchers totaling \$827,182 from 152 vendors. There were 115 warrants issued under \$2,000 (\$48,837) and the following 37 were over \$2,000.

Internal Revenue Serv	\$ 251,721	Code 4 Services, Inc	\$ 6,370
Moorhead Public Service	\$ 80,347	Best Buy Business Advantage Account	\$ 5,889
Turner Sand & Gravel Inc.	\$ 65,282	LELS	\$ 5,505
Trinity Services Group, Inc.	\$ 52,607	New Roots Midwest	\$ 4,948
Enterprise FM Trust	\$ 39,799	Aggressive Towing & Recovery	\$ 4,876
Red River Regional Dispatch Center	\$ 37,508	Solutions Behavioral Health PC	\$ 4,115
Mn Dept Of Revenue	\$ 33,055	Amazon Capital Services	\$ 3,294
VEBA Select Account	\$ 30,595	All Season's Lawncare	\$ 2,850
Advanced Striping & Sealcoating, Inc.	\$ 18,750	Psychlogics	\$ 2,580
Performance Paving & Sealcoating LLC	\$ 15,463	Fuchs Sanitation Inc	\$ 2,480
Braun Intertec Corp	\$ 13,250	State of MN Health Care Savings Plan	\$ 2,447
SHI International Corp	\$ 12,662	Uline	\$ 2,280
NACO	\$ 12,089	Ampersand Psychological Services	\$ 2,244
Turnkey Corrections	\$ 11,791	NetCenter Technologies	\$ 2,235
Petro Serve Usa-Hwy	\$ 11,020	Office of MNIT Services	\$ 2,208
Xcel Energy	\$ 9,266	Connect Interiors LLC	\$ 2,150
Forum Communications Printing	\$ 8,029	Wallwork Truck Center	\$ 2,021
Wegner Psychological & Therapeutic Svc	\$ 7,500	Bob Barker (Wcrjc)	\$ 2,008
Nitzkowski, Inc.	\$ 7,097		

Approval of Minutes from September 3, 2024

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the minutes from September 3, 2024.

Request Approval to Rehire a Juvenile Detention Worker Position in Secure

Juvenile Detention Director, James Odonnell, requested permission to rehire a vacated Juvenile Detention position in the Secure Unit and stated that this position is needed for safe and effective programming. Mr. Odonnell praised the departing staff member and thanked them for all their hard work.

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved to rehire a Juvenile Detention Worker position.

Public Health Diversity, Equity and Inclusion Update

Public Health Diversity Equity Inclusion Liaison, Sarah Dixon-Hackey, presented the Public Health Diversity, Equity and Inclusion (DEI) update including communications, collaborations, and outreach.

Communications includes accruing information for the translation information age of the Clay County Public Health webpage and featured information, facilitated interpreting and recording of texts for child and teen check-ups, renewal of medical mini-grant, and building a pipeline of more consistent communications with DEI partners through monthly updates and quarterly check-ins.

Collaborations consisted of facilitating translation of promotional information for Essentia's *Community Health Needs Assessment*, and working with Lake and Prairies Community Action Partnership (CAPLP), Early Childhood Initiative, ABC 123 Childcare, Creating Community Consulting, and other community partners to host The Longest Table event.

Outreach includes coordinated cultural competency trainings for college healthcare students, and distributing of COVID test kits to DEI partners.

Discussion ensued regarding community partners, and what diversity is.

Request Approval of Resolution 2024-26 to Re-Appoint Jill Murray to a Four-Year Term as the Clay County Assessor

County Administrator, Stephen Larson stated on August 1, 2024, the Minnesota Department of Revenue gave the Clay County Board of Commissioners chair notice of expiration of the County Assessors term and potential reappointment guidelines. The four-year term would begin on January 1, 2025, through December 31, 2028, pursuant to the provisions of Minn. Stat. § 273.061, is subject to the approval of the Commissioner of Revenue.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved Resolution 2024-26 to Re-Appoint Jill Murray to a Four-Year Term as the Clay County Assessor for the period of January 1, 2025, through December 31, 2028 Pending Approval of the Commissioner of Revenue.

Resolution 2024 – 26

Re-Appointment of the Clay County Assessor

WHEREAS, Minn. Stat. §273.061 declares that the term of office as County Assessor shall begin on January 1 of every fourth year after 1973; and

WHEREAS, January 1, 2025, will begin a new term of office for county assessors statewide.

THEREFORE, BE IT RESOLVED, that the Clay County Board of Commissioners Reappoints JILL MURRAY, COUNTY ASSESSOR, to a four-year term beginning on January 1, 2025, through December 31, 2028, pursuant to the provisions of Minn. Stat. § 273.061, subject to the approval of the Commissioner of Revenue.

Assessor Update - Parcel Information

County Assessor, Jill Murray, provided the Board an update on information that will be added to the County Website regarding property information including square footage and a link to a printable property card.

Commissioner Mongeau asked what the benefit was of the property cards. Ms. Murray stated Title Companies, Realtors, and Insurance appraisers use those resources for their listings and reports. This was discussed with the County Attorney and it has been deemed as public data.

Commissioner Gross asked how individuals currently obtain this information. Ms. Murray stated the Assessor's Office receive those requests via email, phone call, or walk-ins.

Commissioner Mongeau asked if photographs were included on the property cards. Ms. Murray stated the only photographs would be the exterior of the property.

Request Approval to Raise Solid Waste Parcel Fees

Solid Waste Manager, Corey Bang, stated the Solid Waste budget is separated into capital and operational categories. The capital costs appear on tax statements. The operation costs are covered through tipping fees. With the increased costs of equipment, it has become necessary to raise the internal service calculation within the capital portion of the budget. The cost of the increase would help offset the escalating costs of capital equipment and ensure there is funding in future budgets to upgrade these necessary items as needed. Below are the rates that were presented:

CLASSIFICATION	CURRENT RATE	PROPOSED 2025 RATE
I. RESIDENTIAL CATEGORY		
R1 – Single Family Homes, Mobile Homes	\$45	\$50
R2 – 2-3 Plexus	\$90/135	\$100-150
R3 – Apartments (\$4+ Units per Building Unit)	\$29/Apt	\$35/Apt
R – 4 Seasonal Residences, Motels, Hotels per Unit	\$23	\$25
R – 5 Nursing Homes (per bed)	\$23/Bed	\$25/Bed
R – 6 Small Rural Churches/Cemeteries, Farm and Small Commercial Storage Buildings, Township Halls	\$23/45	\$25/50

II. COMMERCIAL, INDUSTRIAL, INSTITUTIONAL (Categorized/Generation Rate)			
CATEGORY	CY MONTH	CURRENT RATE	PROPOSED RATE
Light 0 – Seasonal, Occasional, part-time	0 - 3	\$75	\$80
Light 1 – Small, 2-person Offices, etc.	4 - 8	\$150	\$160
Light 2 – Smaller Cafes, Taverns, etc.	9 – 16	\$300	\$320

Light 3 – Medium-Sized Cafes, etc.	17 – 24	\$450	\$475
Medium 1 – Larger Cafes, Banks, etc.	25 – 50	\$600	\$625
Medium 2 – Urban Banks, Larger Business	51 – 75	\$900	\$925
Medium 3 – Some Fast Foods	76 – 100	\$1,200	\$1,225
Heavy 1 – Golf Courses, Light Industrial	101 – 300	\$1,500	\$1,600
Heavy 2 – Some Schools, Med Industrial	301 – 500	\$3,000	\$3,200
Heavy 3 – Colleges, Gov't Buildings, Heavy Industrial	501+	\$5,245	\$5,500

Discussion ensued regarding rates.

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board approved the increased proposed rates for the Per Parcel Fees as presented for 2025 property tax statements.

Request Approval to Raise the Per Ton/Yard Tipping Fee on Municipal Solid Waste (MSW)

Mr. Bang requested approval to raise the per ton/yard tipping fee on municipal solid waste (MSW) from \$53.00 to \$56.00 per ton and from \$9.00 to \$10.00 per yard on all commercial loads. The increases would cover operating costs for MSW.

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved to increase in the Solid Waste Tipping Fees to \$56.00 Per Ton and \$10.00 Per Yard, effective January 1, 2025.

Request Approval of Resolution 2024-27 Requesting Permission to Set the 2025 Preliminary Levy

Mr. Larson stated Minnesota Statute requires the County Auditor to certify the preliminary levy each year through a resolution approved by the Clay County Board of Commissioners prior to October 1st. Once the preliminary levy is set the levy can only be decreased, it cannot be increased. Citizens will be able to provide feedback on the preliminary levy at Truth in Taxation on Tuesday, November 26, 2024, at 6:00 p.m.

Mr. Larson discussed the summary of 2025 tax levy by funds and stated the net levy increase that is proposed is 4.62%. This includes a 3% Cost of Living Adjustment (COLA), 3% marker study grid adjustment, steps for employee longevity, 9% increase of insurance, \$250,000.00 for further insurance needs, new requests of \$227,316.00, and external requests.

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved Resolution 2024-27 Establishing the Certified 2025 Preliminary Levy at 4.62%.

RESOLUTION 2024-27

WHEREAS, The Minnesota Department of Revenue has established guidelines for county government to follow in order to meet the "Truth in Taxation" requirements for taxes payable in 2025 and

WHEREAS, these guidelines state that counties must certify a proposed levy by September 30

WHEREAS, this certified levy must be after the deduction of County aid,

THEREFORE BE IT RESOLVED, That the Clay County Board of Commissioners hereby sets the proposed levy for taxes to be collected in 2025 as follows;

	<u>Preliminary Levy</u>	<u>County Program Aid</u>	<u>Certified Levy</u>
Revenue Fund	29,237,501	3,345,782	\$25,891,719
Road and Bridge Fund	5,449,657	623,629	4,826,028
Building Improvements	50,000	5,722	44,278
Library	332,580	38,059	294,521
Social Services	14,922,224	1,707,619	13,214,605
Debt Retirement-DMV	141,304	0	141,304
Debt Retirement-County Proj	<u>524,291</u>	<u>0</u>	<u>524,291</u>
Total	<u>\$50,657,557</u>	<u>\$5,720,811</u>	<u>\$44,936,746</u>

BE IT FURTHER RESOLVED, that this is a proposed levy only and is subject to change.

BE IT FURTHER RESOLVED, that the Clay County Board of Commissioners confirms the date of their public budget meeting to be Tuesday, November 26, 2024, at 6:00 p.m. in the Clay County Courthouse, Moorhead, Minnesota.

Committee Reports/County Administrator Update/Discussions

- Commissioner Krabbenhoft reported on meetings for Clay County Owned Property; Moorhead City Planning Commission; AMC Fall Policy Conference; and there is a Public Health group meeting at 1:00 p.m. today to discuss a flavored tobacco/vape.
- Commissioner Mongeau reported on meetings for Clay County Owned Property; Ordinance Review Committee; and discussed the Clay County 4-H State Horse Show last week.
- Commissioner Campbell reported on meetings for Diversion Authority Planning Committee; Clay County Land Development Code Ordinance; AMC Fall Policy Conference; and District Court Meeting for District 7 regarding the WCRWD.
- Commissioner Gross reported on meetings for Wild Rice Watershed District; Beyond the Yellow Ribbon; and District Court Meeting for District 7 regarding the WCRWD.
- Commissioner Ebinger reported on meetings for Northwest Emergency Communications Board; and AMC Fall Policy Board.
- County Administrator Stephen Larson reported on meetings for Clay County Owned Property; Clay County Management; AMC Fall Policy Conference; Notice was given to Roers that the DMV will no longer be in the Moorhead Center Mall effective October 25, 2024; and a reminder that the Rural Cities & County Meeting will be Thursday, September 19, 2024 from 4:00 p.m. – 6:00 p.m. at Glyndon Community Hall.

Commissioner Gross mentioned there is a Moorhead Armory Community Open House event at the Moorhead Readiness Center on Thursday, October 3, 2024, from 4:00 p.m. – 7:00 p.m.

Adjourn

The meeting was adjourned at 9:58 a.m.

David Ebinger, Chair
County Board of Commissioners

Stephen Larson, County Administrator