

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, SEPTEMBER 24, 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 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 Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved the agenda.

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 \$1,741,523 from 111 vendors. There were 75 warrants issued under \$2,000 (\$33,755) and the following 36 were over \$2,000.

Houle Excavating, LLC	\$ 449,886	Ledgestone Inc.	\$ 15,058
Mortenson Masonry, Inc.	\$ 324,267	Ellenson Caulking LLC	\$ 14,250
Fergus Drywall	\$ 160,548	North American Benefits Company	\$ 9,841
Scott's Electric, Inc	\$ 92,301	City of Glyndon	\$ 9,308
Gehrtz Construction Services, Inc	\$ 88,488	Advanced Engineering & Environmental	\$ 8,602
Fargo Glass & Paint	\$ 73,150	Tony Eckert & Sons	\$ 8,578
Northland Glass and Glazing, LLC	\$ 70,252	Sanofi Pasteur, Inc.	\$ 7,489
All Finish Concrete, Inc.	\$ 63,277	Otter Tail Public Health	\$ 6,052
Grotberg Electric Inc	\$ 47,769	Election Systems & Software Inc.	\$ 4,410
Robert Gibb & Sons, Inc.	\$ 40,850	Elan Financial Services	\$ 4,352
MinKo Construction, Inc.	\$ 36,480	City of Pelican Rapids	\$ 3,742
Culinex, Inc.	\$ 32,303	L & M Road Services LLC	\$ 3,671
Far-Moor Acoustics & Floors, LLC	\$ 22,899	Trinity Services Group, Inc.	\$ 3,585
Pomp's Tire Service, Inc.	\$ 19,858	ANJAAM HOLDINGS, LLC	\$ 3,515
MCM Development	\$ 19,066	Trane U.S. Inc.	\$ 3,293
Flaherty & Hood, P.A.	\$ 18,120	Ultimate Transportation	\$ 2,999
Air Mechanical, Inc	\$ 17,562	Green View Inc.	\$ 2,640
MCI Carpet One	\$ 17,088	City Of Fargo	\$ 2,205

Approval of Minutes from September 10, 2024

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the minutes from September 10, 2024.

Request Approval of the TCP Software Contract with the Sheriff's Office

Sheriff, Mark Empting, requested approval of the TCP Software contract for Schedule Anywhere, and

stated the Sheriff's Office uses TCP Software for scheduling all staff within the Sheriff's Office, and the Correctional Facility. The Sheriff's Office has been using this scheduling software for some time and are billed on an annual basis for it.

With approval of this contract, it would lock in the annual price of \$4,158.00, for the next five years. The contract allows 105 user licenses, anything beyond that is \$39.60 per person per year.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved the five-year contract between the Sheriff's Office and TCP Software for Schedule Anywhere.

Moorhead Area Public Schools Capital Project Levy Presentation

Moorhead Area Public Schools Superintendent, Brandon Lunak, provided the Board and update regarding the Moorhead Area Public Schools Capital Project Levy.

Mr. Lunak discussed the widening gap, budget projections fiscal year 2025 – fiscal year 2028, Special Education expenses, transportation expenses, technology software expenses, and the current Moorhead operating referendum.

Commissioner Mongeau asked for Mr. Lunak to clarify a bond referendum versus a levy referendum. Mr. Lunak stated bonds are to address the building situation to address the growing population. The Capital Project levy is put into place to help with operating costs to keep those buildings moving.

Commissioner Krabbenhoft asked how often the state makes adjustments to the pupil rate. Mr. Lunak stated after the last legislative session, there is a 2% adjustment for per pupil unit.

Mr. Lunak continued to discuss comparable school districts with voter approved authority per pupil unit for fiscal year 2024-2025, what it would look like if the levy is passed, fiscal stewardship, and the tax impact.

Commissioner Campbell referenced the difference in dollars, if the levy is passed and asked if there was an opportunity to leverage some of that with state dollars or if that would be collected from the district. Mr. Lunak stated that would be all local collection.

Commissioner Campbell asked if there were more restrictions with capital projects levy dollars versus operational levy dollars. Mr. Lunak stated an operational levy is very open with no restrictions. There are restrictions with capital projects, but as discussed there's about \$8 million dollars worth of capital expenditures that the budget is taking on right now, but the \$4.3 million was settled on because that's what the community would support.

Discussion ensued regarding operational levy dollars funding capital projects, technology expenses, restricted funds, the widening gap, transportation, and when this would show up on property tax statements.

PUBLIC HEARING: Public Input Meeting for 5 Year Capital Improvement Plan

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board opened the public hearing at 9:06 a.m.

County Engineer, Justin Sorum, discussed the 5 year Capital Improvement Plan for years 2024 through 2028, including project number, highway number, location, type of construction, and funding sources.

Discussion ensued regarding preservation, project #9 diamond grind joint repair and protect funds, project #29 North Broadway bridge, daily traffic numbers, and township roads.

Commissioner Krabbenhoft referenced 15th Avenue North and discussed the growing communities, and asked how anticipated traffic fits into a 5-year plan. Mr. Sorum stated those particular roads, such as 15th Avenue North, are township roads. The County is a partner in the corridor study, and as part of the corridor study, traffic counts were taken, from there you try to anticipate what future land use is going to be and that all goes into future projections. Township roads are not shown the 5 year plan.

Discussion ensued regarding township roads versus county roads.

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board closed the public hearing at 9:31 a.m.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the Capital Improvement Plan for years 2024-2028.

Request Approval to Hire a Maintenance Worker

Mr. Sorum requested approval to hire a maintenance worker due to an upcoming retirement, and stated with winter quickly approaching, it's requested to start the hiring process as soon as possible.

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the hiring of a Maintenance Worker for the Highway Department.

Request Approval of the Continuation of the Clay County Referral Program

Human Resources, Darren Brooke, requested approval of the continuation of the Clay County Referral Program, and stated since the pandemic, it's been difficult to recruit new employees into the workforce. Positions such as the 24/7 operations, are harder to recruit for than others. On July 15, 2022, Clay County initiated an employee referral program to attract new employees into the workforce. By implementing the Clay County Referral Program, Clay County has greatly enhanced its ability to attract new talent. Using monetary incentives for the current employees, there has been 128 new employees recruited since the inception of the program. The total payout to date is \$30,250.00.

Discussion ensued regarding variable hour positions moving into full-time positions.

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the continuation of the Clay County Referral Program through 2025.

Committee Reports/County Administrator Update/Discussions

- Commissioner Mongeau reported on meetings for Planning Commission; Metro COG Policy Board; Rural Cities & County meeting; and Lakeland Mental Health Center.
- Commissioner Campbell reported on meetings for Rural Cities & County meeting; and Non-Secure Juvenile Center/Psychiatric Residential Treatment Facility Kickoff meeting.
- Commissioner Gross reported on meetings for Personnel Issues Committee; and Rural Cities & County meeting.
- Commissioner Krabbenhoft reported on meetings for Public Health staff regarding flavored tobacco ordinance; Adult Mental Health LAC; CAPLP Finance; Historical & Culture Society; Clay County Substance Abuse Committee; Clay County HRA Liaison; Rural Cities & County

meeting; CAPLP Board; CAPLP Open House; and Cass Clay Food Commission.

- Commissioner Ebinger reported on meetings for Personnel Issues Committee; met with Public Health staff regarding flavored tobacco ordinance; Greater Fargo Moorhead EDC; Rural Cities & County meeting; and Lake Agassiz Regional Library.
- County Administrator Stephen Larson reported on meetings for Personnel Issues Committee; met with Public Health staff regarding tobacco ordinance; presented at the Moorhead Business association; met with Matt Jacobson, Brian Melton, Kathy McKay and Jason McCoy regarding cannabis registration; met with Sheriff Empting on a series of issues; met with Darren Brooke and Anna Moore on a series of HR issues; met with Joe Olson regarding the Government Center Election preparation and the establishment of an election room; Rural Cities & County meeting; Land Development Code meeting; NACO Leadership; Regional MACA meeting; Department Head evaluation; took FM Extra on a tour of the new WM/DF and DMV; Non-Secure Juvenile Center/Psychiatric Residential Treatment Facility Kickoff meeting; there is a public input meeting on September 25, 2024 at the Hjemkomst Center from 11 a.m. – 1 p.m. and again at 5 p.m. – 7 p.m. for Metro COG 2050; on October 28, 2025, there will be a Clay County Leaders Roundtable to discuss legislative priorities.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to move the Non-Secure Juvenile Center project and the Psychiatric Residential Treatment Facility (PRTF) project from the Building Committee to the Finance Committee.

BREAK

The Board took a break from 10:12 a.m. to 10:19 a.m.

CLOSED MEETING: Pursuant to Minnesota Statute 13D.05, subd. 3(d)

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved to close the meeting at 10:19 a.m. pursuant to Minnesota Statute 13D.05, subd. 3(d).

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to open the meeting at 10:41 a.m.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to move forward with adopting a committee to maintain physical, technical, and administrative security compliance surrounding HIPAA and PHI in Social Services, and for the County as a whole, whose members will be determined by the County Administrator, Stephen Larson, the Technology Services Director, Rory Schmitz, and the Social Services Director, Quinn Jaeger, and to have Commissioner Mongeau serve on the committee on behalf of the Board of Commissioners.

Adjourn

The meeting was adjourned at 10:45 a.m.

David Ebinger, Chair

Stephen Larson, County Administrator