

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, OCTOBER 1, 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 Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved the agenda with the Agenda Addition: Request Permission to Rehire Landfill Operator due to Resignation.

Employee Recognitions

The Board recognized Chad Hagen for 30 years with the Sheriff's Office.

Citizens to be Heard

There were no citizens to be heard.

Commissioners Campbell and Commissioner Ebinger offered their condolences to all those affected by Hurricane Helene.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved the bills and vouchers totaling \$2,069,828 from 151 vendors. There were 110 warrants issued under \$2,000 (\$47,004) and the following 41 were over \$2,000.

Knife River Materials Inc.	\$ 1,270,007	Wold Johnson, P.C.	\$ 6,000
Internal Revenue Serv	\$ 244,395	Pillar/Allison	\$ 5,726
West Central Regional Juvenile Center	\$ 66,947	Moorhead Public Service	\$ 5,502
Clay County Social Services	\$ 59,775	Glacier Dust Control Inc.	\$ 5,401
City Of Moorhead	\$ 37,602	Diamond Drugs Inc.	\$ 4,723
Mn Dept Of Revenue	\$ 32,689	Amazon Capital Services	\$ 4,056
VEBA Select Account	\$ 30,531	Madlom/Alexis	\$ 4,000
ALPHA Training & Tactics, LLC	\$ 27,471	Galls, LLC - 5287110	\$ 3,826
SeaChange Print Innovations	\$ 23,973	Sign Pro, Inc	\$ 3,550
Advanced Striping & Sealcoating, Inc.	\$ 21,885	Advanced Business Methods	\$ 3,514
MN Department of Transportation	\$ 19,924	CPS Technology Solutions, Inc	\$ 3,100
WEX Bank - Sheriff	\$ 16,810	R Travelmart	\$ 2,943
R J Zavoral & Sons, Inc.	\$ 15,925	Code 4 Services, Inc	\$ 2,763
Randall's Excavating, Inc.	\$ 13,896	Office of MNIT Services	\$ 2,757
NACO	\$ 12,189	Advantage Court Reporting, LLC	\$ 2,742
High Point Networks, LLC	\$ 12,046	Thomson Reuters - West 590031	\$ 2,374

CivicPlus, LLC	\$	11,711	State of MN Health Care Savings Plan	\$ 2,338
Tech Tronix	\$	10,000	Fevig Oil Co	\$ 2,318
North American Benefits Company	\$	9,585	Johnson's Auto Repair LLC	\$ 2,275
Mark Sand & Gravel Co.	\$	7,292	Jim's Towing of Fargo	\$ 2,250
Schmidt/Shawn	\$	6,000		

Approval of Minutes from September 17, 2024

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the minutes from September 17, 2024.

Request Approval to Replace a Social Worker Position in the Child Protection Services Division

Social Services Director, Quinn Jaeger, requested approval to replace a Social Worker position in the Child Protection Services Division and stated this position had been assigned child protection family assessment/investigative work as well as child welfare assessments. It's critical that this position be filled as a vacancy could disrupt the continuity of care for vulnerable children and families. This position has unique caseload demands stemming from state and federal guidelines relative to the agency's response to these reports. In addition, this position requires specialized forensic interview training that would need to be scheduled as it becomes available.

Discussion ensued regarding forensic interview training.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved replacement of a Social Worker position within the Intake/Investigations Unit with backfill should there be an internal appointment.

Request Approval to Accept Quotes for the Female Transition Unit Remodel

Juvenile Detention Director, James O'Donnell, requested approval to accept quotes for the female transition unit remodel and stated the current plan is to have 2 phases to remodel the space. The first phase of the project would consist of the major contracted work that will need to be done such as plumbing, electrical, and tile/flooring. It would be ideal to get these trades locked into a timeline that would allow for the work to be completed by November 2024 or Early December 2024. The second phase of the project would consist of Furniture, Fixtures, & Equipment (FFE) costs and finishing trade work.

The total budget allowance for the project is \$200,000.00, and the total cost of phase 1 is \$95,002.00.

Commissioner Krabbenhoft asked what they're expecting for numbers regarding capacity. Mr. O'Donnell stated 8 youth and potentially 12. Commissioner Campbell asked if they could accommodate 12 youth, if the space is licensed for 12. Mr. O'Donnell stated it will be licensed for 12, however, staffing will be the deciding factor if that many youth can be accommodated.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to accept quotes for phase 1 for the Female Transition Unit remodel in the amount of \$95,002.00.

Request Approval to Advertise for SP 014-614-001

County Engineer, Justin Sorum, requested approval to advertise for SP 014-614-001. This is a bridge replacement project on CSAH 14 over the Buffalo River. The proposed letting date will be November

5, 2024, at 9:00 a.m. Mr. Sorum stated there is federal funding, CSAH Regular, and bridge bonding.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved advertising for the Bridge Replacement Project on CSAH 14 SP 014-614-001 with a letting date of November 5th, 2024.

Request Approval to Replace Glyndon Highway Shop Roof

Mr. Sorum and Facilities Director, Joe Olson, requested approval to replace the Glyndon Highway Shop roof, as the metal roof is in need of replacement. The Building Committee met and approved the replacement. Three quotes were received, and it's recommended to move forward with the quote from Lund Roofing in the amount of \$13,700.00. Mr. Olson stated that the funding will come from Fund 19.

Discussion ensued regarding Fund 19.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the quote from Lund Roofing for the metal roof replacement of the Glyndon Highway Shop in the amount of \$13,700.00.

Request Approval of the Garage Door Replace Project for the Resource Recovery Center

Mr. Olson requested approval of the garage door replacement project for the Resource Recovery Center and stated there are four large overhead doors that have experienced several issues in the past two years. It would be ideal to replace these doors prior to the winter. The doors have not passed the required warranty period through the project, therefore, reimbursement from the Construction Manager at Risk and the Architect of this project is being looked into, with the help of the Clay County Attorney's office. The total project cost would be \$98,250.00.

Discussion ensued regarding the warranty phase.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved the garage door replacement project for the Resource Recovery Center using Twin City Garage Door with approval of fund balance in the amount of \$98,250.00.

AGENDA ADDITION: Request Permission to Rehire Landfill Operator Due to Resignation

Solid Waste Manager, Corey Bang, requested permission to rehire for the Landfill Operator position with backfill and stated the new employee would need to get a commercial driver's license (CDL).

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to rehire the Landfill Operator position with backfill should there be any internal interest.

Committee Reports/County Administrator Update/Discussions

- Commissioner Campbell reported on meetings for Clay County EDC/EDA; Prairie Lakes Municipal Solid Waste; SWAC; MCCJPA; FM Diversion Authority; West Central Regional Water District; and Health Insurance Subcommittee.
- Commissioner Gross reported on meetings for Clay County EDC/EDA; Clay County 2023 Audit; and West Central Regional Water District.
- Commissioner Krabbenhoft reported on meetings for Clay County EDC/EDA; Historical & Cultural Society; Open House at the Hjemkomst Center; Clay County Collaborative;

and Health Insurance Subcommittee.

- Commissioner Mongeau reported on meetings for Clay County EDC/EDA; Construction meeting at the Moorhead Lakeland Clinic; SWAC; Metro COG Electric Vehicle Readiness Study; MCCJPA; Metro COG Special meeting for Metro 2050 Transportation Plan; Heart of Clay is having their annual fundraiser this evening at the Courtyard by Marriot at 7:00 p.m.
- Commissioner Ebinger reported on meetings for Clay County EDC/EDA; Clay County 2023 Audit; FM Diversion Authority Finance; FM Diversion Authority; and Advisory Panel for the Courts Safe and Secure program.
- County Administrator Stephen Larson reported on meetings for Clay County EDC/EDA; met with Sheriff Empting on a series of issues; Clay County 2023 Audit; Administrators meeting with Cass County, the City of Fargo and the City of Moorhead; SWAC; MCIT Administrative meeting; met with GIS & Communications regarding EDA/EDC webpage; MCCJPA; FM Diversion Authority; Ribbon Cutting/Open House meeting for the DMV & Withdrawal Management; NACO Leadership; West Central Regional Water District; met with James O'Donnell and Josh Swanson regarding Non-Secure programing; Health Insurance Subcommittee; Flu Shot Clinic will be held on Wednesday, October 2, 2024, from 8:15 a.m. - 4:15 p.m.; the FMWF Chamber will be hosting a Candidate Forum on Wednesday, October 2, 2024, at 5:00 p.m. at the Courthouse in meeting rooms A/B; and the Ribbon Cutting/Open House meeting for the DMV & Withdrawal Management Facility will be today, October 1, 2024, at 1:00 p.m.; and the DMV will be opening on October 21, 2024.

Adjourn

The meeting was adjourned at 9:38 a.m.

David Ebinger, Chair
County Board of Commissioners

Stephen Larson, County Administrator