

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, OCTOBER 15, 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 Gross, and unanimously carried, the Board approved the agenda.

Approval to Designate MCIT Delegate and Alternate Representation

By consent, the Board approved to designate Commissioner Campbell as the Minnesota Counties Intergovernmental Trust (MCIT) delegate and Commissioner Ebinger as the alternate.

Approval of Liquor Licenses for Barnesville Restaurants LLC (DBA The Pitchfork)-New Owner

By consent, the Board approved the liquor licenses for Barnesville Restaurants LLC (DBA The Pitchfork) - New Owner.

Citizens to be Heard

There were no citizens to be heard.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the bills and vouchers totaling \$1,748,364 from 146 vendors. There were 101 warrants issued under \$2,000 (\$44,664) and the following 45 were over \$2,000.

Blue Cross Blue Shield Minnesota	\$ 738,685	Turnkey Corrections	\$ 11,787
Scott's Electric, Inc	\$ 98,380	RDO Equipment Co.	\$ 9,600
Regents Of The Univ Of MN	\$ 74,141	Northern Woodwork, inc.	\$ 9,018
Moorhead Public Service	\$ 66,162	Forum Communications Printing	\$ 8,172
Specialty Systems	\$ 64,277	Berg Auto Body	\$ 7,335
Advanced Correctional Healthcare, Inc.	\$ 63,182	Timothy & Brian Leiseth	\$ 6,765
Robert Gibb & Sons, Inc.	\$ 52,535	SeaChange Print Innovations	\$ 6,549
Bolton & Menk, Inc.	\$ 46,634	CivicPlus, LLC	\$ 5,565
Gehrtz Construction Services, Inc	\$ 41,341	Rdo Truck Center Co.	\$ 4,930
Enterprise FM Trust	\$ 37,986	TimeClock Plus, LLC	\$ 4,158
Red River Regional Dispatch Center	\$ 37,805	Pomp's Tire Service, Inc.	\$ 3,638
All Finish Concrete, Inc.	\$ 37,226	Amazon Capital Services	\$ 3,520
DOW Acoustics, Inc.	\$ 33,466	M-R Sign Company Inc	\$ 3,514
Connect Interiors LLC	\$ 32,745	Psychotics	\$ 3,225

Trinity Services Group, Inc.	\$ 31,045	Clay County Sheriff's	\$ 2,500
Fergus Drywall	\$ 25,109	Galls, LLC - 1002151418	\$ 2,442
Fargo Glass & Paint	\$ 22,800	Advanced Business Methods	\$ 2,337
Central Door & Hardware Inc.	\$ 19,837	All Season's Lawncare	\$ 2,275
Ledgestone Inc.	\$ 18,350	Fuchs Sanitation Inc	\$ 2,260
Motorola Solutions, Inc.	\$ 14,312	Sabin C Store	\$ 2,246
Tony Eckert & Sons	\$ 14,250	Hood Cleaners	\$ 2,200
STC Flooring	\$ 14,220	Valley Mortuary Services	\$ 2,101
Code 4 Services, Inc	\$ 13,060		

Approval of Minutes from October 1, 2024

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved the minutes from October 1, 2024.

Request Approval to Fill Computer Support Specialist Position Due to Retirement

Technology Services Director, Rory Schmitz, stated there has been a resignation within his office and is requesting to fill that position with backfill. The last working day of the current employee is November 8, 2024, and it would be ideal to start the new hire as early as November 11, 2024.

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to hire a Computer Support Specialist.

Cybersecurity Awareness Month Presentation

Mr. Schmitz and Cybersecurity Analyst, Jocelyn Sloan, presented on Cybersecurity Awareness Month and discussed employee cybersecurity trainings along with what the Technology Services Department puts in place to protect the data and systems of the County.

Request Approval to Hire Two (2) Registered Nurses for the West Central Regional Juvenile Center

Juvenile Detention Director, James O'Donnell stated that Advanced Correctional Healthcare (ACH) provided the West Central Regional Juvenile Center (WCRJC) with a 30 day contract termination notice. Their last day of providing nursing will be November 1, 2024. ACH did not specify a reason for their contract termination request. Based upon ongoing contractual issues, it's suggested to move on and hire our own nursing. Two full time nurses would be comparable to the services that are currently being provided. Providing our own nursing will increase services and transparency at a significantly reduced cost. \$100,000.00 of Variable Hour Staff is also being requested. These staff will fill in gaps for weekends, paid time off, or as directed for special circumstances.

Commissioner Campbell asked if the contract had an option for either party to terminate services. Mr. O'Donnell stated that was correct. June 2025 is when the contract would have been up. Commissioner Campbell asked if it would need Board action to leave the contract. County Administrator, Stephen Larson stated because Clay County isn't the entity that is terminating the contract, action isn't necessary. Commissioner Campbell stated the contract is between ACH and Clay County, and asked if Clay County needed to accept the termination for legality purposes. Mr. Larson stated if the Board feels that would be the more appropriate route, they could take action, however, through the contract, ACH has taken the appropriate steps in notification. County Attorney, Brian Melton, agreed with Mr. Larson and stated it's within the contract and the confinements to allow ACH to do this, so Clay County needs to accept that.

Discussion ensued regarding ACH nurses and the provided hours.

Commissioner Mongeau stated it's important to highlight that there is an anticipated savings between

\$137,231.00 and \$197,348.00 per year.

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to hire two Registered Nurses for the WCRJC and to allow for variable hour resources in the amount up to \$100,000.00.

Request Approval for the West Central Regional Juvenile Center to Compensate Public Health with Costs of Oversight During Nursing Transition

Mr. O'Donnell requested approval for the WCRJC to compensate Public Health to extend resources beyond their budget to safely and effectively provide nursing oversight and guidance during this transition period from ACH to County nursing staff. Public Health has agreed in assisting, however, the nurses will need to work overtime to assist in this transition. Because the Public Health nurses are non-exempt employees, they are only entitled to flex time and not overtime pay. It's requested that Public Health provide this oversight for two weeks prior to the end of ACH services and for an additional month after nursing is secured. Ideally, compensation of overtime pay would be provided to the Public Health nurses who are working above and beyond their regular duties, to help at the WCRJC. In speaking with Public Health this is anticipated to be round 10 hours per week.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved overtime pay for Public Health Nurses and the WCRJC to reimburse Public Health for these expenses.

Request Approval of Change Order #4 for the DMV Facility Project.

Mr. Larson requested approval of change order #4 for the Department of Motor Vehicle (DMV) project and stated that there has been limited change orders with this project. This change order consists of card reader/door revisions, flagpole deduction, landscape rock to concrete replacement/omit bollards, and maintenance strip at patio. This would result in the amount of \$1,366.23.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved Change Order #4 for the DMV Facility Project in the amount of \$1,366.23.

Request Approval to Increase Furniture's, Fixtures, and Equipment Budget-DMV Project

Facilities Director Joe Olson requested permission to increase the furniture's, fixtures, and equipment (FF&E) budget for the DMV project from \$202,543.06 to \$215,252.44. The total increase would be \$12,709.38. The additional funds would go toward lobby chairs and office chairs.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to Increase DMV FF&E Budget to \$215,252.44 using DMV Project Contingency Funds.

Request Approval to Move Forward with Chiller Repair Project-Correctional Facility

Mr. Olson stated the compressor within the chiller system at the Correctional Facility has failed and needs to be replaced. Two quotes were received, Chiller Systems in the amount of \$53,133.69, and Daikin Company in the amount of \$70,063.41. It's requested to move forward with the quote from Chiller Systems for this project.

Discussion ensued regarding Fund 19.

The full Board voted in favor of moving forward with the Chiller Repair Project at the Correctional Facility using Chiller Systems in the amount of \$53,133.69, but no motions were made.

Request Approval of Change Order #6 for the Withdrawal Management/Detoxification Facility

Mr. Larson stated there are three substantial credits on this change order that outweigh the additional costs and asked for the approval of Change Order #6 in the amount of a credit of \$1,804.48 for the Withdrawal Management/Detoxification Facility Project. This would bring the remaining contingency to \$192,760,25.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved Change Order #6 for the Withdrawal Management/Detoxification Program totaling a credit of \$1,804.48.

Committee Reports/County Administrator Update/Discussions

- Commissioner Krabbenhoft reported on meetings for Extension; Clay SWCD; Family Resource Center Core Team; and BRRWD.
- Commissioner Mongeau reported on meetings for the Chamber candidate forum for Moorhead City Council; Finance Committee for the Clay County PRTF Study; and Clay County Land Development Code
- Commissioner Campbell reported on meetings for Chamber candidate forum for Moorhead City Council; Clay County Land Development Code; RRRDC Budget & Finance; RRRDC Board of Authority; Finance Committee for the Clay County PRTF Study; and WCRWD Capital Investment pre-meeting.
- Commissioner Gross reported on meetings for Wild Rice Watershed District and Beyond the Yellow Ribbon.
- Commissioner Ebinger reported on meetings for AMC District 4 Board Chair meeting; Beyond the Yellow Ribbon; and RRRDC Board of Authority
- County Administrator Stephen Larson reported on meetings for Clay County Land Development Code; Clay County Management; AMC District 4 meeting; County-wide Fire Drill; met with Dan Mahli and Robert Wilson and discussed budgets and MFDA; Compliance pre-meeting; met with Dan Kleist with Gehrtz regarding change orders; multi-session for the NACO; Department head evaluations; WCRWD Capital Investment pre-meeting; Finance Committee for the Clay County PRTF Study; reminder for citizens that non-agriculture taxes are due today; and DMV will be moving over the weekend and will be open at the new facility on Monday October 21st.

Adjourn

The meeting was adjourned at 9:34 a.m.

David Ebinger, Chair
County Board of Commissioners

Stephen Larson, County Administrator