

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 A.M., TUESDAY, JULY 13, 2021

Rooms A/B, 3rd Floor, Courthouse

MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Kevin Campbell, Jenny Mongeau, Frank Gross, Jenna Kahly, and David Ebinger. Others present: County Administrator Stephen Larson, County Attorney Brian Melton, Human Resource Director Darren Brooke, and Sr. Administrative Asst. Colleen Eck.

CALL TO ORDER

Chair Campbell called the meeting to order at 8:30 a.m.

APPROVAL OF AGENDA

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the agenda with one change: the consent agenda item to accept a grant will be removed from consent for discussion.

CITIZENS TO BE HEARD

There were no citizens present who wished to be heard. Mr. Larson noted he has a pending request from a citizen that will come at a later meeting.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved payment of bills and vouchers totaling \$1,575,072 from 140 vendors. From that total, 113 warrants issued were under \$2,000 (\$64,286) and the following 27 were over \$2,000:

R J Zavoral & Sons, Inc.	\$713,335	Braun Intertec Corp	\$ 7,662
Lakes Country Service Cooperative	\$307,250	Galls, LLC - DBA Keepers	\$ 7,293
Turner Sand & Gravel, Inc.	\$ 92,152	MN Counties Computer Co-op	\$ 6,686
Clay Co Public Health	\$ 77,563	Wilkin Co Public Health	\$ 5,197
MEnD Correctional Care, LLC	\$ 59,761	MN Counties Intergovernmental Trust	\$ 5,000
Otter Tail Co Public Health	\$ 55,233	Farmers Co-op Oil Co	\$ 3,896
City Of Fargo	\$ 39,671	Sabin C Store	\$ 2,835
Trinity Services Group, Inc.	\$ 36,262	Enterprise FM Trust	\$ 2,698
Becker Co Public Health	\$ 30,603	Barnesville C-Store	\$ 2,373
Rick Electric, Inc.	\$ 11,197	Stellar Services, LLC	\$ 2,368
Amherst H. Wilder Foundation	\$ 10,000	Valley Mortuary Services	\$ 2,261
Pinnaca	\$ 8,821	River Valley Forensic Services, PA	\$ 2,250
Verizon	\$ 8,386	City of Moorhead	\$ 2,057
Nitzkorski, Inc.	\$ 7,976		

APPROVAL OF MINUTES FROM JUNE 22, 2021

On motion by Commissioner Mongeau, seconded by Commissioner Kahly, and unanimously carried, the Board approved the minutes from June 22, 2021.

REQUEST TO ACCEPT DHS GRANT FUNDING FOR 2021-2026 TO ADDRESS YOUTH ALCOHOL, TOBACCO, AND OTHER SUBSTANCE USE

Chair Campbell removed this item from the consent agenda to obtain more information. Public Health Director Kathy McKay was present with the request to accept a Department of Human Services (DHS) grant for 2021-2026 to address youth alcohol, tobacco, and other substance use. Clay County will receive \$927,228 in grant dollars over five years which will be used for staff to manage the program. The County has a full-time staff person who is qualified for the position and was paid under another grant which is ending. They will also advertise the position and interview any other qualified candidates, as required by DHS. In response to a question regarding programing at the detox center, Ms. McKay noted this funding is for youth only. The focus will be on one school to begin with but could expand to other schools.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board accepted DHS grant funding for 2021-2026 to address youth alcohol, tobacco, and other substance use along with the five-year staff person to manage the program.

REQUEST FOR APPROVAL OF SHERIFF'S OFFICE 2022 VEHICLE PURCHASE

Sheriff Empting and Lt Josh Schroeder were present with a request to purchase 2022 vehicles for the Sheriff's Office. They ordered the 2021 vehicles at this time last year. The request is for eight new vehicles: one Dodge Durango (Lt for warrants, transports, and civil papers), one Chrysler Pacifica (for warrants and transports) and six Chevrolet Tahoe's (for the patrol division.) They are switching to Tahoe's to gain more ground clearance, easier for mechanics to work on, less expensive parts, and better resale at auctions. The Tahoe's also have standard heat and air in the back. They currently have one Tahoe for a K9 officer. The Tahoe would get a few less miles per gallon and their fuel budget for next year will reflect the increase. The prices listed are state bid prices and range from \$31,429 to \$40,784. Four of the Tahoe's would be ordered with spotlights. The Internal Service Funds available are \$336,543, 2021 auction proceeds are \$48,475, and \$10,000 for an upcoming sale of a van to Tech Services. They will have to equip the new vehicles but use as much of their current equipment as possible. They plan to purchase transfer kits for some of the lights and cages they currently use. If the vehicles are ordered soon, they will receive them by February or March 2022.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved the purchase of eight new 2022 vehicles and auction of eight used vehicles.

ANNUAL BUDGET PRESENTATION – INFORMATION SERVICES

Information Services Director Mark Sloan commented that the department heads work diligently to be good stewards of the public's money and make the best investments they can. The majority of the budget items listed in the handouts have stayed consistent. There is an increase that involves part-time help. There are two variable hour positions in the department: Multi-Media Technician and GIS Technician. They want to keep a GIS technician position for working on their facilities management system for better efficiency. Their Multi-Media Technician, Tim DeForge, was promoted to FT Web Specialist (following a retirement) and is looking for part-time help especially for evening meetings, etc. The other increase is under Other Professional Services

due to growth and additional licensing for added security camera systems. Mr. Sloan commented that his department is deploying the section corner re-monumentation program and are achieving really good data. Commissioner Campbell noted that any new requests should be determined by September.

ANNUAL BUDGET PRESENTATION – TECHNOLOGY SERVICES

Technology Services Director Rory Schmitz commented that Technology Services is an extension of every other department in the County in serving the public and its customers. In looking at their 2022 budget the salaries have decreased by roughly \$40,000 with a retirement and newer staff. Planned increases are in the overtime budget, training budget, equipment over \$500 (for a staff vehicle), and an increase of \$25,000 for internal services for replacement of laptops and desktops. There were a significant number of laptops purchased with CARES dollars last year for staff working at home. There is a \$400 difference between laptops and desktops and the trade-in cycle for laptops is shorter than for desktops. There are replacement funds set aside but an increase will be needed. There is little trade-in value on the used computers, and they are usually recycled rather than going to auction. They typically use equipment for one more year after its warranty expires.

ANNUAL BUDGET PRESENTATION – ATTORNEY’S OFFICE

County Attorney Brian Melton stated he is not requesting anything new for the Attorney’s Office budget. The department is done with city prosecution. They receive Restorative Justice grant funds and miscellaneous refunds through the State of MN for social service cases. There is a slight increase listed for salaries and benefits. The number of trials and related costs have been down but are expected to increase again. Travel expenses should go back up as well. If they add another specialty court for mental health the focus would shift but they should not need for staff. When a fifth judge is added an additional attorney will be needed but that may be a couple years out.

There is a grant application involving Social Services, Public Health, and the courts that is due on August 8th. There are no extra demands anticipated for the Attorney’s Office if they receive the grant. When individuals who are being charged are not competent to move forward with trial, they have to place them or commit them for mental health and/or chemical dependency. They currently go to community-based health hospitals in Fergus Falls, Alexandria, and Wilmar. If they had local placement the costs for stays, coordination, and travel would be reduced.

ANNUAL UPDATE – WEST CENTRAL INITIATIVE

Director of Development Rebecca Peterson introduced Development Associate Jenna Ray; Council Vice-Chair Deb White; Innovation Strategist Jill Amundson; and Development Specialist Samantha VanWechel-Meyer from West Central Initiative (WCI)

Ms. Amundson stated she works as a planner in economic development for WCI. She is still waiting for 2020 census information to finalize her data and will send it on as soon as it is available. Their five-year plan for economic strategies was just approved. The plan focuses on housing, childcare issues, workforce issues, and infrastructure improvements including broadband. They have added two additional planners, one in Moorhead, who is working with HRA on housing.

Ms. Peterson thanked the Board for their past support to WCI and referred to the letter she sent requesting a 20% increase for next year. She noted that last year they were able to provide \$91,000 in loans and \$730,000

in grants for Clay County. Their resiliency fund was started last year. They have done a lot of work in Barnesville.

Other key issues discussed were identifying the best ways to get the resource information to the citizens and communities and coordinating with other local economic development groups on projects. They represent nine counties and 22 communities. They have 18 staff and have budgeted for six additional positions. As the community grows and changes, they have gained knowledge for working with different cultural populations and are respectful of different ideas and beliefs. Community action is highly featured on their website. Their website is wcif.org and phone number is 800-735-2239. They can also be found on Facebook.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Kahly attended meetings for Moorhead Planning Commission; Clay Soil and Water Conservation District; West Central Initiative; and attended the ribbon cutting for Birthing of a Diamond.
- Commissioner Ebinger attended Emergency Communication Training on ARMER and Next Generation 911.
- Commissioner Mongeau attended a Comprehensive Plan Update and has been painting at the Clay County Fairgrounds.
- Commissioner Gross attended meetings for Beyond the Yellow Ribbon; Glyndon Township Officers RE: road concerns; Morken Township annual event; and a session at the American Legion on Substance Abuse. He mentioned assisting the townships with the America Recovers funding process and sharing information with them at the annual fall township meeting.
- Commissioner Campbell attended meetings for Resource Recovery Campus Construction and Update of the Comprehensive and Transportation Plan.
- County Administrator Larson attended meetings for Resource Recovery Campus Construction; Comprehensive and Transportation Plan; Budget Pre-Meetings; Family Service Center Safety Plan; met with representatives from FM Diversion Authority; Regional Extension Director; and Sheriff Re: challenges with applications.

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

Chair Kevin Campbell
County Board of Commissioners

Stephen Larson, County Administrator