

**CLAY COUNTY BOARD OF COMMISSIONERS**  
**8:30 A.M., TUESDAY, JUNE 28, 2022**  
Rooms A/B, 3<sup>rd</sup> Floor, Courthouse  
**MINUTES**

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

**CALL TO ORDER**

Chair Mongeau 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 the cancellation of one consent agenda item for a DNR Farm Lease (Attachment C).

**NEW AUDITOR FORM FOR AUTHORIZATION OF CREDIT CARDS WITH UPDATED DOLLAR LIMITS**

By consent, the board approved a new auditor form for Authorization of Credit Cards with updated dollar limits.

**MPCA ANNUAL REPORT FOR COUNTY FEEDLOT PROGRAM FOR 2021**

By consent, the board approved the MPCA Annual Report for the County Feedlot Program in 2021.

**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 Kahly, and unanimously carried, the Board approved the payment of bills and vouchers totaling \$5,499,184 from 106 vendors. From that total, 78 were under \$2,000 (\$29,481) and the following 28 were over \$2,000:

Central Specialties, Inc.	\$2,669,969	Lutheran Social Service of Mn	\$7,542
RJ Zavoral & Sons, Inc.	\$2,422,972	Brock White Co, LLC	\$6,426
WC Regional Juvenile Center	\$ 66,999	Black Hills Window Cleaning, Inc.	\$4,340
Turner Sand & Gravel, Inc.	\$ 66,180	Kurita America, Inc.	\$4,302
Comstock Construction, Inc.	\$ 50,244	Stein's, Inc.	\$4,299
Red River Glazing, Inc.	\$ 25,590	Code 4 Services, Inc.	\$4,229
Clay Co Public Health	\$ 25,175	The Retrofit Co	\$3,857
L & M Road Services, LLC	\$ 22,110	Houston Engineering	\$3,502
Pace Analytical Services, Inc.	\$ 21,117	City of Pelican Rapids	\$3,414
Soil & Water Cons District	\$ 11,211	Ramsey Co Med Examiner	\$3,126
Rick Electric, Inc.	\$ 9,650	NetCenter Technologies	\$2,739
Lloyd's Auto Body, Inc.	\$ 8,486	Madison National Life	\$2,485
MN Life	\$ 7,992	BIR Performance Driving	\$2,100
Dept of Corrections	\$ 7,595	Claris International, Inc.	\$2,052

**APPROVAL OF MINUTES FROM JUNE 14, 2022**

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the Minutes from June 14, 2022.

**REQUEST FOR APPROVAL TO UTILIZE ENTERPRISE LEASE PROGRAM FOR FOUR ADDITIONAL 2023 SQUAD VEHICLES**

Sheriff Mark Empting requested leasing four additional squads for warrants, transports, and investigations. The total estimated annual payment would be \$34,740. These would be four-year leases. One vehicle is a Chevy Traverse rather than a van. Payments would be made from the Internal Service Account.

On motion by Commissioner Ebinger, seconded by Commissioner Campbell, and unanimously carried, the Board approved the request to utilize the Enterprise Lease Program for four additional 2023 squad vehicles.

**REQUEST TO FILL VACANCY FOR FTE DEPUTY AND PROMOTE A DEPUTY TO SERGEANT**

Sheriff Empting relayed that Lt. Dave Johnson is retiring after 28 years in the Sheriff's Office. Filling the vacancy will lead to some savings in 2022 and 2023 budget. A department reorganization includes shifting from four to three lieutenants, combining investigations and patrol to an operations division. An additional sergeant would then go to investigations to carry a caseload and be the frontline supervisor. They currently have an administrative lieutenant in investigations. They will refer back to their list from the last promotional process in the department.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved filling a vacancy for a full-time deputy and promotion of a deputy to a sergeant position.

**REQUEST FOR APPROVAL TO FUND DEMO OF COLD STORAGE TENT AT JOINT HIGHWAY FACILITY**

Facilities Director Joe Olson stated that the cold storage project at the Joint Highway Facility was awarded a few weeks ago. This portion of the project is for demolition of the old cold storage tent. MnDOT has one-third ownership of the current tent and will cover one-third of the demo cost. They obtained quotes for the project and hope to commence demo work in mid-July. The low quote was \$55,000, with the County's cost of \$36,667. The bid is higher than expected but would be offset by other bonding projects that were lower.

County Engineer Justin Sorum added that he has staff who will help with removal of some of the concrete to help cut costs for the demolition.

On motion by Commissioner Ebinger, seconded by Commissioner Gross, and unanimously carried, the Board approved the low quote of \$36,667 from Gast Construction for demolition of the cold storage tent at the Joint Highway Facility.

**REQUEST FOR APPROVAL TO FUND PORTION OF SALT AND SAND TENT PROJECT AT JOINT HIGHWAY FACILITY**

Mr. Olson informed the Board that the new Salt and Sand Tent Project is one-third County, one-third MnDOT and one-third City of Moorhead. MnDOT has taken the lead and handled the bid process. The total cost without the bunker panels is \$765,202 with the County responsible for \$252,068. Approval for bunker panels for separating the tent materials will be brought back to the Board in the next couple weeks.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved funding one-third of the Salt and Sand Tent Project at the Joint Highway Facility in the amount of \$252,068.

**REQUEST TO MOVE FORWARD WITH REMODEL PROJECT OF WOMEN’S BATHROOMS IN FAMILY SERVICE CENTER WITH ARPA FUNDS**

The remodel of the women’s restrooms in the Family Service Center (FSC) is Mr. Olson’s final ARPA project on the list of items that were approved and totaled \$1.2 million. He commented that the men’s restrooms are still in decent shape and no work is needed. Due to the high percentage of women in the FSC those restrooms are used a great deal more. He obtained two quotes and received low quotes from TF Power for \$58,800 and BDT Mechanical (for plumbing) for \$6,657. The total project cost is \$65,457. Mr. Olson had budgeted \$50,000 for the project but overall, the full list of projects will be very close to the total that was approved.

Commissioner Mongeau asked that updated diaper changing stations be included in the women’s restrooms and added to the men’s restrooms. She received support for the new stations.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved moving forward with the remodeling project of women’s restrooms in the Family Service Center with \$65,457 to be paid with ARPA Funds.

**REQUEST FOR APPROVAL TO AUCTION 2003 FREIGHTLINER SEMI-TRACTOR**

County Administrator Stephen Larson noted that the Solid Waste Department has a semi-tractor that they were hoping to use for a few more months until their new one arrives. Unfortunately, it recently blew a head gasket and would cost more to fix than it is worth. The Solid Waste Advisory Committee addressed the issue last Thursday and were in support of it going to auction.

On motion by Commissioner Campbell, seconded by Commissioner Kahly, and unanimously carried, the Board approved the request to auction a 2003 Freightliner semi-tractor from the Solid Waste Department.

**COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS**

- Commissioner Ebinger reported on meetings for FM Diversion Finance Committee; Chamber of Commerce Economic Development Commission; FM Diversion Authority Board; and West Central Initiative.
- Commissioner Campbell reported on meetings for Personnel Issues Committee; Prairie Lakes Municipal Solid Waste Authority; Solid Waste Advisory Committee; Resource Recovery Facility Construction Update and tour; and FM Diversion Authority Board.
- Commissioner Gross attended a Wild Rice Watershed District meeting; spoke to a resident who had positive comments on landfill operations; and attended the retirement open house for Dave Johnson.
- Commissioner Kahly reported on meetings for Adult Mental Health Local Advisory Council; Moorhead Business Association event; Lakes and Prairies Community Action Plan; Moorhead Economic Development; and Clay County Collaborative; and met with Adult Basic Education Re: barriers in the community.
- Commissioner Mongeau reported on meetings for Solid Waste Advisory Committee; Personnel Issues Committee; Resource Recovery Facility Construction Update and tour; Prairie Lakes Municipal Solid Waste Authority; Extension Office; Solid Waste Manager Interview; Lakes and Prairies Community

Action Plan; and Lakeland Mental Health Board. She spoke with Sabin City Council Re: Hwy 52 and a Skree Township resident re: a bridge replacement.

- Mr. Larson reported on meetings for Personnel Issues Committee; Resource Recovery Facility Construction Update and tour; County Management; Opioid Funding Discussion; Red River Regional Dispatch Center discussion and budgets; Planning Commission meeting discussion; discussion on transitioning to ACH services; discussion on Resource Recovery Facility with City of Moorhead; and attended a retirement open house.

The meeting was adjourned at 9:15 a.m.

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Jenny Mongeau, Chair  
County Board of Commissioners

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Stephen Larson, County Administrator