

CLAY COUNTY BOARD OF COMMISSIONERS
1:30 P.M., TUESDAY, JULY 5, 2022
Rooms A/B, 3rd 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, HR Director/Asst. Administrator Darren Brooke, 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 Campbell, seconded by Commissioner Kahly, and unanimously carried, the Board approved the agenda with the cancellation of Item #7: Update on Accommodations at National Cemetery.

AMENDMENT TO LEASE WITH DEPT. OF PUBLIC SAFETY; BCA AT LAW ENFORCEMENT CENTER

By consent, the board approved the amendment to the lease with Dept. of Public Safety, BCA at the Law Enforcement Center.

DNR FARM LEASE FOR COUNTY-OWNED PROPERTY IN KEENE TOWNSHIP

By consent, the board approved a DNR farm lease for \$250 annually for County-owned property in Section 6, Keene Township.

EMPLOYEE RECOGNITIONS

The following employees were recognized: Tracy Bedford, 20 years, Assessor's Office and Mark Sloan, 25 years, Information Services.

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 Ebinger, and unanimously carried, the Board approved the payment of bills and vouchers totaling \$26,375,819 from 169 vendors. From that total, 82 warrants issued were under \$2,000 (\$35,428) and the following 87 were over \$2,000:

City of Moorhead	\$ 11,526,826	City of Glyndon	\$644,210
Ind. School Dist. 152	\$ 5,088,053	Buffalo-Red River Watershed	\$618,114
City of Dilworth	\$ 1,554,124	R J Zavoral & Sons, Inc.	\$408,969
Ind. School Dist. 2164	\$ 940,841	Ind. School Dist. 914	\$370,840
Ind. School Dist. 146	\$ 909,583	City of Ulen	\$166,951
City of Hawley	\$ 789,109	Wild Rice Watershed	\$156,921
City of Barnesville	\$ 779,450	City of Sabin City	\$147,172
Ind. School Dist. 150	\$ 730,321	Oakport Twp	\$ 68,096

Egdon Twp	\$59,241	Keene Twp	\$17,279
Morken Twp	\$56,615	DGF Schools	\$15,000
Elmwood Twp	\$55,101	City of Felton	\$14,885
Hawley Twp	\$53,298	High Point Networks, LLC	\$14,393
Cromwell Twp	\$52,872	Hagen Twp	\$13,901
Turner Sand & Gravel, Inc.	\$49,055	City of Georgetown	\$13,392
Ulen Twp	\$44,808	Lakes&Prairies Community Action	\$12,976
Highland Grove Twp	\$43,573	Flowing Twp	\$12,342
Kurtz Twp	\$43,293	Riverton Twp	\$11,602
Goose Prairie Twp	\$41,371	Moorhead Twp	\$11,583
Ada-Borup-West ISD 2910	\$41,332	Medical Pharmacy	\$10,011
Barnesville Twp	\$40,572	Spring Prairie Twp	\$10,002
Fitzgerald Construction	\$40,503	Delta Design & Construction, Inc.	\$10,000
Elkton Twp	\$38,003	City of Comstock	\$ 8,120
JT Lawn Service	\$37,705	Pemberton Law, P.L.L.P.	\$ 7,052
Georgetown Twp	\$36,057	Town & Country Oil, Inc.	\$ 6,054
Ind. School Dist. Bc 2889	\$33,622	Code 4 Services, Inc.	\$ 5,643
Moland Twp	\$32,992	Moorhead Public Service	\$ 5,375
Kragnes Twp	\$32,019	New Horizons MN	\$ 5,225
Hitterdal City	\$29,466	Sanford Health	\$ 4,948
Tansem Twp	\$29,152	R Travelmart	\$ 4,728
Viding Twp	\$29,024	Northland Business Systems	\$ 4,149
Skree Twp	\$27,225	Fevig Oil Co.	\$ 3,677
Humboldt Twp	\$26,669	TrueNorth Steel	\$ 3,556
Parke Twp	\$26,556	Great Plains Towers, Inc.	\$ 3,315
Holy Cross Twp	\$25,549	Network Cabling Services, Inc.	\$ 3,203
Prairie Lakes Solid Waste Autho.	\$24,124	L & M Road Services LLC	\$ 3,093
Magic Fund	\$23,898	Haugen/Joshua	\$ 3,050
Glyndon Twp	\$23,545	River Valley Forensic Services, PA	\$ 3,000
Felton Twp	\$21,767	Creating Community Consulting	\$ 2,800
Historical & Cultural Society	\$21,555	MN Dept of Transportation	\$ 2,699
Ind. School Dist. Otc 548	\$19,376	Chiller Systems, Inc.	\$ 2,400
Alliance Twp	\$18,391		

APPROVAL OF MINUTES FROM JUNE 21 AND 28, 2022

On motion by Commissioner Ebinger, seconded by Commissioner Gross, and unanimously carried, the Board approved the Minutes from June 21, 2022.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the Minutes from June 28, 2022.

ACKNOWLEDGEMENT OF DONATION FROM SCANDIA LUTHERAN CHURCH

Scandia Lutheran Church WELCA was recognized for their \$50 donation toward Sheriff's Office work detail.

BUDGET PRESENTATION – INFORMATION SYSTEMS

Director Mark Sloan stated that his 2023 budget for Information Services is rather straightforward. His largest increase is for license software which increased with the recent population increase. He provided a handout on the Section Corner Redocumentation Program. The program is paid from the Recorder’s Compliance Fund and the contractual agreement for the survey work is with AE2S. The County has 3,559 section corners and 1,222 of them have been completed. The survey coordinates are used for GIS mapping. Some of the section corners have been completed at no cost to the County as part of recent road projects and other projects.

REQUEST FOR APPROVAL OF EMPLOYEE REFERRAL PROGRAM

Human Resources (HR) Director Darren Brooke and Correctional Facility Administrator Kari Tuton were present to introduce a new employee referral pilot program. The program, to incentivize employees to recruit new employees, is especially for the 24/7 operations: Law Enforcement, Correctional Facility, Juvenile Center, and Detox Unit. HR will also have a booth at the County Fair with new “Join Our Team” flyers with QR codes for the Clay County website. Employees who recruit a new FT/PT employee will receive \$500 upon that recruited employee’s completion of six months of employment and another \$500 after completion of one year of employment. Recruitment of a variable hour employee will garner \$250 after 400 hours and another \$250 after 800 hours of employment. Each department would pay the incentive pay for their recruited employees. Mr. Brooke requested the program be evaluated after six months and again after one year.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved the Policy for an Employee Referral Pilot Program starting July 15, 2022, with the terms as presented.

BUDGET PRESENTATION – HUMAN RESOURCES

Mr. Brooke brought forth the 2023 HR budget. The budget includes a new \$7,000 request for an online program, with 17 licenses, for streamlining the process of recruiting and onboarding new employees. The cost may be reduced if not all 17 licenses are needed. There will be a savings in another line item when a copier contract ends this year. Commissioner Campbell commented that there would be an overall increase of 15.1% when estimating the actual costs from 2022, not the 2022 budgeted amount.

REQUEST TO APPOINT TRAVIS BOUTON TO BOARD OF ADJUSTMENT

Planning Director Matt Jacobson requested the appointment of Travis Bouton to a three-year term on the Board of Adjustment (BOA). He mentioned that the BOA is a five-member appointed board to hear variance requests to the Clay County Development Code. Mr. Bouton has lived in Clay County for most of his life and has worked with his grandpa who was a local land developer with two large rural developments in Clay County.

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board appointed Travis Bouton to a three-year term on the Board of Adjustment.

REQUEST FOR APPROVAL OF RESOURCE RECOVERY FACILITY CONSTRUCTION CHANGE ORDER #6 AND INCREASE TO GUARANTEED MAXIMUM PRICE CONTRACT

County Administrator Stephen Larson addressed the Board with Change Order #6 for the Resource Recovery Facility Construction Project. He noted that the increase to the Guaranteed Maximum Price is due to 11 different weather events topped with the wettest spring on record. The high-water table led to dewatering costs. The supply chain issues also led to the contingency funds being depleted. The Board has had on-going discussions about the impacts that depleted the contractor contingency. The County’s contract with Construction Engineers identifies several areas that allow the contractor to request additional funding, impacting the Guaranteed

Maximum Price (GMP). This change order would increase the project's GMP by \$617,431, with \$539,632 going to the Contractor Contingency and \$77,799 to the Owner Contingency. Commissioner Campbell commented that the funds could come out of the bonding package from the road access savings. The target date for completion is mid-December.

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board approved Resource Recovery Facility Construction Change Order #6 with an increase of \$617,431 to the GMP; \$539,632 going to the contractor contingency and \$77,799 to the owner contingency.

REQUEST TO MOVE FORWARD WITH REORGANIZATION OF ADMINISTRATION AND HR DEPARTMENTS TO INCLUDE A COMMUNICATIONS COORDINATOR

County Administrator Stephen Larson and HR Director Darren Brooke introduced a proposed reorganization of multiple departments. With the Resource Recovery Facility nearing completion, an increase in departmental needs, and an upcoming retirement, there will be several changes. The Sr. Administrative Assistant position would change to a Communications Coordinator and go from Grade 14 to 18. The HR and Solid Waste Assistant position will transition to a FT position for the Solid Waste Department at the Resource Recovery Facility. There would be a new Administrative Assistant position for HR and Administration at Grade 10. The Communications Coordinator position would be part of a communications group to share information to the public and the media and handle data requests. The group would include the Web Specialist and Diversity and Ethnic Community Coordinator. The proposed changes would increase staff by an additional half-staff. The administrative budget would increase by \$17,779. A list of duties for the Communications Coordinator and Administrative Assistant was provided.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the reorganization of Administration and HR Departments to include a Communications Coordinator position and an increase of \$17,779 to the Administration budget.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Ebinger assisted with the employee picnic.
- Commissioner Campbell reported on a Finance Committee meeting and assisted with the employee picnic. He stressed that the County Commission has always been non-partisan and should not be using the County's social media to endorse, promote, or tag others running for state offices which are partisan races.
- Commissioner Gross assisted with the employee picnic.
- Commissioner Kahly assisted with the employee picnic and volunteered at Moorhead Business Association's fireworks event.
- Commissioner Mongeau reported on meetings for Planning Commission; Detox Financial Plan; ARPA Committee; and assisted with the employee picnic.
- Mr. Larson reported on meetings for Finance Committee; ARPA Committee; Detox Financial Plan; Highway budget; webinar on new commissioners; conversed with Derek LaPoint; Information Services budget; Technology Services budget; HR budget; MCIT cyber security training; landfill project; Red River Regional Dispatch Center plans; and assisted with the employee picnic.

The meeting was adjourned at 3:04 p.m.

Jenny Mongeau, Chair
County Board of Commissioners

Stephen Larson, County Administrator