

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 A.M., TUESDAY, JULY 20, 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.

CITIZENS TO BE HEARD

There were no citizens present who wished 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 payment of bills and vouchers totaling \$1,961,210 from 86 vendors. From that total, 62 warrants issued were under \$2,000 (\$32,075) and the following 24 were over \$2,000:

R J Zavoral & Sons, Inc.	\$893,678	Houston Engineering, Inc.	\$5,364
Construction Engineers, Inc.	\$832,580	Anjaam Holdings LLC	\$5,007
Moorhead Public Service	\$ 74,879	CDW Government, Inc	\$3,909
Petro Serve USA	\$ 24,340	Psychlogics	\$3,870
Dakota Fence, Inc.	\$ 10,812	Thomson Reuters - West	\$3,839
Advanced Business Methods	\$ 9,323	Madison National Life	\$3,337
City Of Fargo	\$ 8,820	Holiday Credit Office	\$3,217
Xcel Energy	\$ 8,546	Marco Technologies LLC	\$3,166
AED Market	\$ 6,795	CHS Credit Card Dept	\$2,929
Forum Communications Printing	\$ 6,702	Thomson Reuters - West	\$2,046
Otter Tail Co Public Health	\$ 6,207	SHI International Corp	\$2,003
MN Life	\$ 5,766	Nancy Hein-Kolo, PsyD, LP	\$2,000

APPROVAL OF MINUTES FROM JULY 6, 2021

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from July 6, 2021.

REQUEST FOR APPROVAL TO PURCHASE FLEET VEHICLE FOR TECHNOLOGY SERVICES

Tech Services Director Rory Schmitz addressed the Board with a request to use internal service funds at this time to purchase Dodge Caravan, selling for \$10,000, from the Sheriff's Office. He has a vehicle listed in his budget for next year, but this opportunity came up. Staff from Tech Services and Information Services would be allowed to use the vehicle for travel between the various Clay County locations. A department vehicle would cut down on the time spent with reservations and loading/unloading time for each trip made.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the purchase of a used Dodge van from the Sheriff's Office for Tech Services using \$10,000 from Internal Service Funds.

REQUEST TO FILL VACANCY FOR SOCIAL WORKER IN ADULT PROTECTION SERVICES

Social Services Supervisor Kirstin Wegenast requested filling a vacancy for a Social Worker in Adult Protection Services. The work assignment for this budgeted position has switched to mainly adult protection with less time needed in the area of chemical health. There may be internal interest in the position.

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved filling a vacancy for a Social Worker in Adult Protection Services and backfill positions as needed.

REQUEST FOR APPROVAL OF UPDATED RED RIVER REGIONAL DISPATCH CENTER TELETYPE AGREEMENT WITH SHERIFF'S OFFICE

Sheriff Empting was present to obtain approval and signatures for an updated Red River Regional Dispatch Center teletype agreement. The update to the 2003 agreement was requested by the Mn Bureau of Criminal Apprehension (BCA). The new agreement has been reviewed by the BCA Training and Auditing Unit and meets all their requirements.

On motion by Commissioner Ebinger, seconded by Commissioner Gross, and unanimously carried, the Board approved the updated Red River Regional Dispatch Center Teletype Agreement with the Sheriff's Office.

RECOGNITION FOR PRE-TRIAL, PROBATION, AND PATROL WEEK

Janelle Cheney, District Supervisor of Probation, announced that this week is recognized nation-wide as Pre-Trial, Probation, and Patrol Week. There are 15 agents, six support staff and one STS crew leader who serve Clay County. The staff are an essential part of the criminal justice system. Ms. Cheney commented that they are trained professionals who uphold the law with dignity while recognizing the rights of the public to be safeguarded from criminal activity. They provide services, support, protection, and advocate for a healthy community.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board proclaimed July 18 - 24, 2021 as Pre-Trial, Probation, and Patrol Week.

ANNUAL BUDGET PRESENTATION – PROBATION

Ms. Cheney stated there is some decrease in salary due to a retirement. Sentence to Serve (STS) was moved from the Correctional Facility budget to the Probation budget this year. There are slight increases in health insurance and translator costs (other professional services). The decreases were in costs for cell phones, travel, and equipment. Overall, there is a slight increase in the Probation budget for 2022.

ANNUAL BUDGET PRESENTATION – HUMAN RESOURCES

HR Director Darren Brooke noted that the majority of his budget is for salaries for four staff. He requested continuance with the David Drown HR Tech Assistance Program thru AMC. The funds for that program were taken from CARES dollars last year. An advertising line was also added to the HR budget for a \$2,000 annual subscription to GovernmentJobs.com which is a nationwide site. Other ads for job openings are billed to the department with the opening. The current HR program will be obsolete next year. A new HR payroll system will be used but will be covered in another portion of the County budget.

REQUEST FOR APPROVAL OF CHANGE ORDER(S) FOR CSAH 8 PROJECT

County Engineer David Overbo and Assistant Engineer Justin Sorum reviewed the significant issues they had with the CSAH 8 project. The change orders were mainly due to unsuitable soils and the struggles and attempts to properly fix that road. State rules require that all change orders over \$50,000 be approved by the MnDOT District State Aid Engineer and this has been done. The request today is for the Board to also approve the following change orders:

1	Salvage Flap Gate - rather than install new	\$ 545.00
2	Additional traffic control for culvert installation	\$ 880.00
3	Remove 8" treated base to farm wet failing subgrade	\$ 8,190.50
4	Additional rental trucks for subgrade corrective work	\$ 6,674.25
5	RR Insurance to work within the ROW	\$ 696.30
6	Installation of French drains to remove moisture in subgrade	\$64,690.43
7	Temp signing and striping during winter suspension	\$ 13,155.18
8	Removal of 30" of failing subgrade - replaced with 12" of granular and 18" of gravel for 7,100 ft	\$621,350.35
9	Compensation for asphalt cement in the millings that were used during subgrade corrective work	\$ 69,340.04
10	Payment for time lost and for moving the paving train back and forth and getting stuck in the failing subgrade areas	\$ 64,134.93
11	Additional mobilization and increased asphalt prices to complete the project in 2021	\$198,697.10

Commission Campbell noted that fortunately other grants they received should help to offset these expenses. This road will be fixed correctly and should last many years. The Board will need to have further discussions on how to proceed with future significant change orders for the Highway Department.

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved the 11 Change Orders as listed for CSAH 8 Project.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Mongeau attended a CARES-2 meeting and the Clay County Fair. She thanked the Fair Board and Extension Office for all their work.
- Commissioner Gross attended meetings for Highway Tracking; Ulen City Council; and Wild Rice Watershed Board.
- Commissioner Kahly attended the AMC County Government 201 Conference.
- Commissioner Ebinger attended the AMC County Government 201 Conference.
- Commissioner Campbell attended meetings for Solid Waste Management Budget; Highway Tracking; FM Diversion Authority Public Outreach; and CARES-2.
- County Administrator Larson attended meetings for Highway Tracking; Solid Waste Budget; Correctional Facility; County Management; Strive; Safety, Security and Planning Roles on Campus; Highway Engineer; Probation Budget; MCCJPA premeeting; Budget and Bonding with Auditor; Clay County Government Fair Day; Law Enforcement Budget; CARES-2; Economic Development in Clay County; and met with another County Administrator. He announced the upcoming SWCD Fall Tour, Resource Recovery Facility Groundbreaking, and County picnic.

The meeting was adjourned at 9:46 p.m.

Chair Kevin Campbell
County Board of Commissioners

Stephen Larson, County Administrator