

**CLAY COUNTY BOARD OF COMMISSIONERS**  
**8:30 A.M., TUESDAY, AUGUST 3, 2021**  
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: 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 Mongeau, seconded by Commissioner Gross, and unanimously carried, the Board approved the agenda with the cancellation of Recorder’s Budget Presentation (Item 8).

**LIQUOR LICENSE MODIFICATION FOR WILLOW CREEK GOLF COURSE**

By consent the Board approved the liquor license modification for Willow Creek Golf Course.

**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 Ebinger, and unanimously carried, the Board approved payment of bills and vouchers totaling \$529,651 from 139 vendors. From that total, 113 warrants issued were under \$2,000 (\$23,938) and the following 26 were over \$2,000:

Gerit Hanson Contracting, Inc.	\$139,508	Becker Co Public Health	\$5,353
Lakeland Mental Health Ctr, Inc.	\$ 76,458	Department of Corrections	\$5,000
Soil & Water Conservation Dist.	\$ 56,059	Bee Seen Gear	\$4,837
Turner Sand & Gravel, Inc.	\$ 46,163	Lloyd's Auto Body, Inc.	\$4,118
Moore Engineering, Inc.	\$ 34,423	Amazon Capital Services	\$4,021
Strata Corp.	\$ 33,561	Sanford Health	\$3,269
Historical & Cultural Society	\$ 15,881	MN BCA	\$3,005
Dakota Plains Mechanical, Inc.	\$ 12,828	R Travelmart	\$2,783
Advanced Business Methods	\$ 12,605	Green View, Inc.	\$2,512
Magic Fund	\$ 9,957	Stellar Services LLC	\$2,386
NetCenter Technologies	\$ 9,411	CDW Government, Inc.	\$2,313
Stantec Consulting Services, Inc.	\$ 8,039	Medical Pharmacy	\$2,189
Moorhead Public Service	\$ 6,987	Clay Co Sheriff	\$2,047

**APPROVAL OF MINUTES FROM JULY 20, 2021**

On motion by Commissioner Kahly, seconded by Commissioner Ebinger , and unanimously carried, the Board approved the minutes from July 20, 2021.

### **EMPLOYEE RECOGNITION**

Terri Busch was recognized for 15 years as a Public Health Nurse in Clay County Public Health.

### **UPDATE ON NORTH BROADWAY BRIDGE**

County Engineer David Overbo and Tom Trowbridge, Assistant City Engineer for Moorhead, attended the meeting via Teams. They have been working on the issue with the North Broadway Bridge since February 11, 2021, when the bridge was closed due to a shift in one of the bridge's piers. The bridge exceeded the threshold for the parameters that were set. They have developed tasks including traffic impacts and a geotechnical analysis on the ND side where the issue is greatest. They will be providing the layout and cost estimates of full reconstruction options for the bridge at the current elevation and raising it above the 37-foot flood stage. They are working with the City of Fargo on drafting survey questions for public input from local residents on their needs and demands regarding the bridge. The survey will go out in mid-August. They plan to have a joint meeting with ND officials in October for further discussion.

### **REQUEST FOR APPROVAL TO PURCHASE WEB-BASED SOILS MODULE**

County Assessor Nancy Gunderson has been using Crop Equivalent Ratings (CER) since 1980 to value tillable acreage. Other counties and University of MN Soil, Water, and Climate are now going to Crop Productivity Index (CPI) ratings. ProWest Associates has recently provided demonstrations of their web-based module. The cost to purchase the module which includes the GIS mapping layer is \$12,071. The annual maintenance fee is \$500. The County Recorder has confirmed that the item would meet the criteria for use of their technology funds. There are sufficient funds to purchase the module this year. Ms. Gunderson was asked to provide this information to the producers in the County and to add information on it on the County website. The product should help with consistency in ranking soils based on their potential for crop production. It could take up to five years to roll it out.

On motion by Commissioner Ebinger, seconded by Commissioner Gross, and unanimously carried, the Board approved the purchase of a \$12,071 ProWest web-based soils module with a \$500 annual maintenance fee with Recorder technology funds.

### **REQUEST TO FILL TWO VACANCIES FOR FT CORRECTIONAL OFFICERS**

Correctional Facility Administrator Justin Roberts stated replacement of two upcoming vacancies in the Correctional Facility is in their budget and their DOC staffing plan. He noted that many times these positions are not long-term goals and are used as steppingstones for other types of law enforcement and patrol positions. The Correctional Facility has rotating shift work and is moving to 12-hour shifts with more days off. The staff seems pleased with the change to their shifts.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved filling vacancies for two Correctional Officers.

### **APPROVAL OF RESOLUTION 2021-28 FOR CITY OF GLYNDON TO PURCHASE TAX FORFEIT PROPERTY:**

Glyndon Mayor Tracy Tollefson and City Clerk Wendy Affield stated they intend to purchase a Glyndon property and to clear the site for economic development. The property is in the Stockwood development and is currently under the State of MN. They provided a resolution of support for Board approval.

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board executed Resolution 2021-28:

#### **RESOLUTION 2021-28**

**BE IT RESOLVED** on this 3rd day of August 2021 that the Property owned by the State of Minnesota, County of Clay, and legally described as follows: Lot 3, Block 1, Jensen's 1<sup>st</sup> Addition to the City of Glyndon, Clay County, Minnesota, Parcel #55.175.0030, 418 2<sup>nd</sup> St SE, Glyndon has forfeited to the State of Minnesota for non-payment of taxes. The City of Glyndon has requested to purchase this parcel for the total market value of \$55,200.00 which is located on the Clay County Parcel Report and was approved by Clay County Deputy Auditor Shannon Morin. The City of Glyndon will also pay the Deed Tax, Assurance Fee and State Deed Tax and will utilize the property to remove blight and create Economic Development as in Minn. Stat. 282.01.

**BE IT FURTHER RESOLVED** that the Chair of the Board, the Auditor and/or the County Administrator are hereby authorized to execute whatever documents are necessary to effectuate said transfer.

**BE IT FURTHER RESOLVED**, this Resolution shall be effective as of August 3, 2021, the date Board action was taken.

#### **ANNUAL BUDGET PRESENTATION FROM PLANNING AND ZONING**

Planning Director Matt Jacobson first noted that the 2021 budget was larger due to the additional \$20,000 for the Comprehensive Plan Update. Excluding the \$20,000, the budget has a 2% decrease for 2022. The revenues have stayed pretty steady. This may be the last year to receive riparian aid from the state. Clay County has \$800,000 banked for any litigation associated with the riparian buffer law. He can check to see if any of those funds can be used for other related expenses. The Planning Tech position that was added a couple years ago has allowed them to have timely inspections on building permits and check on conditions that have been placed on various Conditional and Interim Use Permits. They also developed a gravel pit inspection application. The applicant fees have been kept low but also should cover the costs to implement the programs. Not all the costs for public hearings are being recouped with the current fees. They may need to look at adjusting those fees sometime in the future.

#### **REQUEST TO RE-APPOINT EZRA BAER TO SECOND 3-YEAR TERM ON BOARD OF ADJUSTMENT**

On motion by Commissioner Mongeau, seconded by Commissioner Gross, and unanimously carried, the Board re-appointed Ezra Baer to his second three-year term on Clay County Board of Adjustment.

#### **ANNUAL BUDGET PRESENTATION FROM SOIL AND WATER CONSERVATION DISTRICT**

Kevin Kassenborg, District Manager for the Soil and Water Conservation District (SWCD), referred to his budget sheets and letter to the Board. They maintain a staff of five FT employees and keep their budget pretty consistent. The County funding request is for a 2.2% increase for 2022, mainly in salaries and benefits.

Mr. Kassenborg listed the major SWCD programs for the new Commissioners. They include a conservation tree program (with 30 varieties); no till drill program; feedlot officer program; ag inspector program for noxious weeds; assist town boards; provide low interest loans for septic system upgrades; urban conservation program; continue working toward 100% compliance with the riparian buffer law; conservation reserve program; assist with aquatic invasive species; water resource programs; work with landowners on wetland programs; and are ramping up with One Watershed One Plan.

**REQUEST FOR ACCEPTANCE OF 2022 LIFE AND LONG-TERM DISABILITY INSURANCE PLANS**

HR Coordinator Anna Moore provided information for 2022 Life Insurance and Long-term Disability Insurance Plans. The current County contracts expire at the end of 2021. A Request for Proposal (RFP) was conducted thru National Insurance Services and sent to seven companies. The results were presented to the Insurance Committee last week. The committee along with Steve Smith, Employee Benefits Consultant for National Insurance Services, both recommended staying with Securian Life and Madison National Life.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board accepted the 2022 Securian Life Insurance and Madison National Long-Term Disability Insurance plans, both administered by Ochs.

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

- Commissioner Gross attended meetings for Building Committee and Georgetown City Council.
- Commissioner Mongeau attended the Clay County Comprehensive Plan Open House.
- Commissioner Ebinger met with Mayor Rick from City of Barnesville, Mayor Carlson of Moorhead, and Mayor Joy of Hawley Re: Red River Regional Dispatch Center (RRRDC) Issues. Discussion ensued regarding Clay County having their own console, staffing, and financial responsibilities. The Mayor of Glyndon was also invited.
- Commissioner Kahly attended meetings for Insurance Committee; Historical and Cultural Society; and Moorhead Business Association.
- Commissioner Campbell attended meetings for Insurance Committee; FM Diversion Authority Executive Committee; and RRRDC meeting with local mayors.
- County Administrator Larson attended meetings for Insurance Committee; RRRDC; County Management; Building Committee; Mn Asso. of County Administrators Conference; Opioid Settlement Webinar; Facility and Maintenance Budget Review; and Resource Recovery Center groundbreaking preparations.

**CLOSED SESSION: ANNUAL EVALUATION FOR COUNTY ADMINISTRATOR**

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board closed the public meeting at 10:01 a.m. for a closed session.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board re-opened the public meeting at 10:58 a.m.

The meeting was adjourned at 11:00 a.m.

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Chair Kevin Campbell  
County Board of Commissioners

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Stephen Larson, County Administrator