

**CLAY COUNTY BOARD OF COMMISSIONERS**  
**1:30 P.M., TUESDAY, AUGUST 16, 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, and Kevin Campbell. Commissioner absent: David Ebinger. Others present: County Administrator Stephen Larson, Assistant County Attorney Michael Leaser, 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 Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved the agenda with one addition: Request for approval to hire Corey Bang as Solid Waste Manager.

**APPROVAL OF STATE AUDITOR ENGAGEMENT LETTER**

By consent, the Board approved the State Auditor Engagement letter.

**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 Campbell, and unanimously carried, the Board approved the payment of bills and vouchers totaling \$2,319,236 from 91 vendors. From that total, 62 warrants issued were under \$2,000 (\$28,929) and the following 29 were over \$2,000:

Sellin Bros, Inc.	\$1,573,393	Sabin C Store	\$8,227
Otter Tail Co Public Health	\$ 104,840	Advance Garage Door, Inc.	\$7,572
Reverse Mortgage Funding	\$ 84,635	Stantec Consulting Services, Inc.	\$6,033
Glacier Enterprises	\$ 78,949	Anjaam Holdings, LLC	\$5,637
Clay Co Public Health	\$ 74,525	Keller Diesel Service	\$4,370
W Central Regional Juvenile Center	\$ 66,999	Valley Mortuary Services	\$4,129
City of Fargo	\$ 60,739	TrueNorth Steel	\$2,842
MJC Investments LLLP	\$ 40,000	Ramsey Co Medical Examiner	\$2,572
Becker Co Public Health	\$ 34,988	WEX Bank	\$2,526
Petro Serve USA	\$ 27,171	Office of Mn IT Services	\$2,332
Polk-Norman-Mahnomen CHB	\$ 24,319	All Season's Lawncare	\$2,240
Kris Engineering, Inc.	\$ 21,608	Reliance Telephone	\$2,131
Trinity Services Group, Inc.	\$ 16,152	Legal Services of NW Mn	\$2,120
Lutheran Social Service of Mn	\$ 13,856	Fevig Oil Co	\$2,108
Wilkin Co Public Health	\$ 13,292		

**APPROVAL OF MINUTES FROM AUGUST 2, 2022**

On motion by Commissioner Campbell, seconded by Commissioner Kahly, and unanimously carried, the Board approved the minutes from August 2, 2022.

**ADDITION: REQUEST FOR APPROVAL TO HIRE COREY BANG AS SOLID WASTE MANAGER**

County Administrator Stephen Larson commented that during the interview process, Mr. Corey Bang stood out as being the top candidate for Solid Waste Manager. He has experience in working at the landfill, and a background that includes management and budget work previous to working at the landfill.

On motion by Commissioner Campbell, seconded by Commissioner Kahly, the Board approved hiring Corey Bang as Solid Waste Manager and backfill his position at the landfill

**REQUEST TO WAIVE PENALTIES FOR LATE PAYMENT OF PROPERTY TAXES FOR AURORA ADULT FOSTER CARE IN MOORHEAD**

County Administrator Stephen Larson noted that Dirk Bichsel provided a letter citing an upheaval in his bill paying system due to flooding in the residency. He has since paid his taxes in full and requests the \$48.58 late fee be waived.

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved waiving the fee of \$48.58 for late payment of taxes for Dirk Bichsel / Aurora Adult Foster Care in Moorhead.

**BUDGET PRESENTATION – EXTENSION OFFICE**

Regional Extension Director Cecilia Amadou stated she has no new requests for 2023. There is a small increase in software costs for Quick Books. An agreement was written last year for a support staff position. There was a gap, from February until June, with the support staff position. There was no billing to the County from those months. They had an interim support staff who did a very good job. They have two applications for the position and hope to fill it by September. The federation paid for one intern over the summer. They have not had a post-fair briefing yet due to some illnesses.

Commissioner Campbell noted that Clay County pays for a .8 position (four days a week) for Macy Miller as a 4-H Educator and Becker County employs her for .2, or one day a week. In response to a question, Ms. Amadou noted that their office doors are always open. An educator is not always there, but someone is always there to help the public. Commissioner Kahly stated if the process to hire is not quick, they will lose quality candidates. Ms. Amadou noted that they talk to at least three references and the background checks take a while.

Chair Mongeau commented on the interim support person being very helpful and doing a good job. She noted that a lot of the work is done in preparation for the County Fair. She stressed that a strong relationship is needed with the County Fair Board, and that is an area of concern. There are two major 4-H fundraisers at the fair and there seems to be some big gaps in that area. She suggested setting up a few meetings for Extension and the County Fair Board for discussions and for strengthening relationships. She offered to facilitate the meetings. She added that the 4-H office has a 30-day obligation to send premiums to the 4-H kids and it is very important that they are processed. Commissioner Campbell added that there was a close working relationship between Extension and the Fair Board and support staff was always hands-on at the fair when he was more involved years ago. He reiterated that there needs to be a real process in place and good

coordination. Chair Mongeau asked for assurance that Clay County is receiving four-fifths of Ms. Miller's hours as an Extension Educator. She advised not abandoning what has been great about the fair to try new things. Ms. Amadou acknowledged all the comments and suggestions from by the Commissioners.

**REQUEST TO PURCHASE EQUIPMENT (CAMERAS, DOOR CONTROLS, AUDIO/VIDEO) FOR RESOURCE RECOVERY FACILITY**

Technology Services Director Rory Schmitz provided quotes for door access controls, security cameras, and AV equipment for the Resource Recovery Facility. This expense is part of Furniture, Fixtures, and Equipment (FF&E). The expense falls outside the building contract but is part of the financial plan. The expense will be paid from the Solid Waste Enterprise Fund. The quote from Tricorne totals \$63,566.00 and quote from NetCenter Technologies totals \$37,973.61. The grand total to cover all this equipment is \$109,539.61.

On motion by Commissioner Campbell, seconded by Commissioner Kahly, and unanimously carried, the Board approved the quotes totaling \$109,539.61 for door access controls, security cameras, and AV equipment for the Resource Recovery Facility.

**REQUEST FOR APPROVAL OF PARTNERSHIP CONTRACT WITH MNDOT / CITY OF MOORHEAD**

County Engineer Justin Sorum and Facilities Director Joe Olson presented with a partnership contract between Clay County, MnDOT, and City of Moorhead. The contract is to replace the salt shed and demo the cold storage building.

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved Contract #1050785 detailing the scope of work, payment and responsibilities relating to the salt shed and demo of the cold storage building at the Highway Department.

**REQUEST FOR APPROVAL OF FINAL CONTRACT VOUCHER FOR THREE BRIDGE REPLACEMENTS**

Mr. Sorum brought forth a final contract voucher for three bridge replacements (SAP 014-598-077, SAP 014-599-108, and SAP 014-599-1123) that were completed late last fall by Riley Construction.

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board approved the final contract voucher for a County bridge on CR 106 (SAP 014-598-077). The initial bid was \$114,707 and final contract voucher is \$112,980.96.

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board approved the final contract voucher for a bridge in Morken Township (SAP 014-599-108). The initial bid was \$174,394 and the final contract voucher is \$173,647.44

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board approved the final contract voucher for a bridge on 50<sup>th</sup> St N in Kragnes Township (SAP 014-599-112). The initial bid was \$130,450 and the final contract voucher is \$127,474.04.

**REQUEST FOR APPROVAL OF PROPOSAL TO INSTALL INTERSECTION LIGHT AT CSAH 1 & 26 INTERSECTION**

This proposal is for installing intersection lighting at the intersection of CSAH 1 and 26. Parsons Electric submitted a proposal to install the light. The light is warranted as the speed limit goes from 55 mph to 30 mph at this point. The project was included in the 5-year plan and the bid came in under the estimate.

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board approved the proposal from Parsons Electric to install an intersection light for \$19,200.

**REQUEST TO FILL VACANCIES FOR TWO JUVENILE COUNSELOR POSITIONS IN NON-SECURE UNIT**

HR Director Darren Brooke approached the Board with a request from Juvenile Center Superintendent to fill two vacancies for mandated staffing.

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved filling two vacancies for Juvenile Counselors in the non-secure unit with backfill if needed.

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

- Commissioner Gross reported on meetings for Wild Rice Watershed District Board and Beyond the Yellow Ribbon.
- Commissioner Kahly reported on Canvassing for Elections and attended the funeral for Sheriff Bergquist.
- Commissioner Campbell reported on a Lakes Country Service Cooperative meeting; Solid Waste Manager interviews; a FM Diversion Groundbreaking Event; and funeral/procession for Sheriff Bergquist.
- Commissioner Mongeau reported on a Red River Basin Joint Powers Board meeting. She also attended Solid Waste Manager interviews; FM Diversion Groundbreaking Event; and funeral/procession for Sheriff Bergquist.
- Mr. Larson had meetings with Burns and McDonnell; Derek Lapointe; Darren Brooke and Labor Attorney Josh Heggem; and Solid Waste Manager Interviews. He attended the FM Diversion Groundbreaking Event and funeral/procession for Sheriff Bergquist.

**CLOSED SESSION – COUNTY ADMINISTRATOR’S ANNUAL EVALUATION**

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board closed the public meeting for a closed session at 9:26 a.m.

On motion by Commissioner Campbell, seconded by Commissioner Kahly, and unanimously carried, the Board reopened the public meeting at 10:30 a.m.

On motion by Commissioner Campbell, seconded by Commissioner Kahly, and unanimously carried, the Board approved a step increase for County Administrator Larson.

The meeting was adjourned at 10:30 a.m.

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Jenny Mongeau, Chair  
County Board of Commissioners

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Stephen Larson, County Administrator