

CLAY COUNTY BOARD OF COMMISSIONERS
1:30 P.M., TUESDAY, SEPTEMBER 6, 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, County Attorney Brian Melton, 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 Ebinger, and unanimously carried, the Board approved the agenda with one amendment: Veterans Service Officer's second request for out-of-state travel.

CITIZENS TO BE HEARD

There were no citizens to be heard.

EMPLOYEE RECOGNITIONS

The Board recognized two employees for longevity at Clay County: Larry Young, 25 years, Social Services, and Kate Johnson, 25 years, Correctional Facility.

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 \$1,680,487 from 178 vendors. From that total, 118 warrants issued were under \$2,000 (\$46,617) and the following 60 were over \$2,000:

Blue Cross Blue Shield of Mn	\$276,418	Magic Fund	\$23,898
Internal Revenue Service	\$210,118	BDT Mechanical, LLC	\$21,404
Mn PERA	\$138,713	Dakota Plains Mechanical, Inc.	\$20,704
Turner Sand & Gravel, Inc.	\$135,793	Veolia North America	\$16,174
F-M Economic Development	\$110,000	Historical & Cultural Society	\$16,148
Butler Machinery Co.	\$ 63,895	J-Tech Mechanical, LLC	\$13,000
Clay Co. Public Health	\$ 57,620	Lakes Country Service Co-op	\$12,401
Gast Construction Co., Inc.	\$ 55,000	NACO	\$12,119
Trinity Services Group, Inc.	\$ 48,450	Mn Life	\$11,529
Otter Tail Co. Public Health	\$ 35,955	Pro West & Asso., Inc.	\$10,200
Randall's Excavating, Inc.	\$ 27,700	Thomson Reuters - West	\$10,043
VEBA Select Account	\$ 27,282	CivicPlus, LLC	\$10,020
Mn Dept of Revenue	\$ 27,187	Braun Intertec Corp	\$10,013
C & S Lund Trucking	\$ 25,200	City of Barnesville	\$ 9,125
Becker Co. Public Health	\$ 24,248	Verizon	\$ 7,226
Prairie Lakes Solid Waste Authority	\$ 24,124	Jones Law Office	\$ 7,080
Riley Bros Construction, Inc.	\$ 24,054	Medical Pharmacy	\$ 6,352

Brock White Co, LLC	\$6,336	Stellar Services, LLC	\$3,773
Mn Dept of Rev - Property Tax	\$6,247	Moorhead Public Service	\$3,751
Mn Dept. of Transportation	\$6,208	General Equipment & Supplies, Inc.	\$3,500
Fargo Freightliner	\$6,148	ND State Tax Commissioner	\$3,132
Baker Ballistics, LLC	\$5,707	The Retrofit Companies, Inc.	\$2,974
Capital One Trade Credit	\$5,345	Colonial Life	\$2,936
Wilkin Co Public Health	\$5,195	Lloyd's Auto Body, Inc.	\$2,582
Dacotah Paper	\$5,046	Madison National Life	\$2,520
T.F. Powers Construction Co.	\$4,800	Mn Counties Computer Co-op	\$2,500
Atlas Business Solution, Inc.	\$4,620	River Valley Forensic Services, PA	\$2,250
TrueNorth Steel	\$4,576	Johnson's Auto Repair, LLC	\$2,249
Dept. of Corrections	\$4,165	Galls, LLC	\$2,005
R Travelmart	\$4,111	Sanford Health	\$2,000

APPROVAL OF MINUTES FROM AUGUST 16 AND AUGUST 23, 2022

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from August 16, 2022.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from August 23, 2022

RECOGNITION OF DONATION TO SHERIFF'S OFFICE FOR BALLISTIC SHIELD

Chair Mongeau announced an anonymous donation of \$5,707 to the Sheriff's Office for a rifle-rated ballistic shield for protection during an active shooter event.

UPDATE ON FM AREA DIVERSION PROJECT

Joel Paulsen, Executive Director of Metro Flood Diversion Authority, updated the Board with upcoming changes to some of the FM Area Diversion committees as the project moves into full-scale construction. The Agricultural Committee and Public Outreach Committee will no longer meet. There will be a Planning Committee in place of the Public Outreach Committee. The public may address the Moorhead Clay County Joint Powers Authority or the Planning Committee. The Cemetery Subcommittee has also completed their work and no longer meet. Any cemetery-related items would be brought to the Lands Committee. The Dispute Resolution Board will also be in place after the project is operational.

REQUEST TO FILL UPCOMING VACANCY FOR CHILD SUPPORT OFFICER

Social Services Director Rhonda Porter and Supervisor Sandy Thorne were present with a request to fill a vacancy for a Child Support Officer due to a retirement. The position is eligible for 66% FFP and receives federal and state incentives based on performance.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved filling a vacancy for a Child Support Officer with backfill if needed.

REQUEST ARPA FUNDING FOR ADULT INTAKE & MNCHOICES POSITION FOR 2023

Ms. Porter and Supervisor Jessica Mickelson asked the Board to approve ARPA funding for the Adult Intake and MnChoices Social Worker position for the remainder of 2023. The position was approved for one year,

ending on May 10, 2023, with a possible extension for a second year. ARPA funds cover half the wages and earned revenues cover the other half.

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved ARPA Funding for Adult Intake & MnChoices position thru the end of 2023.

REQUEST FOR NEW FINANCIAL SERVICES SUPERVISOR FOR 2023

Financial Supervisor Jamie Stewart joined Ms. Porter with a request for a new Financial Services Supervisor for 2023. Prior to 2014, the Financial Services Division was staffed with two supervisors and one lead worker. Following a retirement that year, the structure changed to one supervisor and three lead workers. The current request is to add back a supervisor position while keeping the current three lead workers. The caseload volume has continued to increase, and cases are more complex. The unit administers 15 programs. Staff have expressed frustration with just one supervisor. After applying the 52.15% reimbursement, the levy request would be \$42,100 for the position for 2023. Ms. Stewart elaborated on all their programs and an increase in standards and applications.

Commissioner Campbell commented that he is not prepared to vote at this time before the full 2023 budget has been reviewed.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and carried with one nay vote by Commissioner Campbell, the Board approved hiring a new Financial Services Supervisor for 2023 with backfill if needed.

REQUEST FOR APPROVAL FOR HOME AND COMMUNITY BASED WAIVER SOCIAL WORK POSITION

Ms. Porter and Supervisor Holly Wanner brought forth information in justification for an additional Social Worker in Home and Community Based Services for case management for people with disabilities. The request is to meet the increasing workload demands. The position would earn revenue to cover the majority of the wages and there should not be an impact to the levy for the position.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the request for a Home and Community Based Waiver Social Work position with backfill if needed.

REQUEST FOR APPROVAL OF RESOLUTION 2022-25 FOR VETERANS SERVICE OFFICE (VSO) OPERATIONAL ENHANCEMENT GRANT PROGRAM

Veterans Service Officer Curt Cannon remarked that this resolution is for the annual Operational Enhancement Grant for 2023.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board executed Resolution 2022-25 for Veterans Service Office Operational Enhancement Grant Program:

RESOLUTION 2022-25

BE IT RESOLVED by Clay County that the County enter into the attached Grant Agreement with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service

agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in as specified in Minnesota Statutes 197.608 as amended by Minnesota Laws 2022, Regular Session, Chapter 54, Article 1, Section 3, Subdivision 2 (e). This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by Clay County that Curt Cannon, the County Veterans Service Officer, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

REQUEST FOR OUT-OF-STATE TRAVEL FOR NATIONAL VSO TRAINING

Mr. Cannon requested out-of-state travel for he and the Veterans Benefits Coordinator to attend national training in Madison, WI in June 2023.

Mr. Cannon was congratulated for recently being recognized as “Hometown Hero.”

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board approved out-of-state travel for two staff to travel to Madison, WI in June for national training.

ANNUAL PRESENTATION AND BUDGET REQUEST - LAKE AGASSIZ REGIONAL LIBRARY

Liz Lynch, Executive Director for Lake Agassiz Regional Library provided handouts for the library programs and events and a budget request for 2023. They are now offering new services including WIFI hot spots and instant online library cards for Moorhead Public School students in grades 5–12. The City of Moorhead has an item on the ballot for November for a new library. They have also asked for an increase from the legislature.

Commissioners Ebinger and Kahly are on the Lake Agassiz Regional Library Board and expressed positive comments on the programs.

REQUEST FOR APPROVAL OF BID TO CONSTRUCT SALT SAND TENT AT JOINT FACILITY

County Engineer Justin Sorum and Facilities Director Joe Olson requested approval of a bid to construct a salt and sand tent at the Joint Highway Facility. The initial low bid from Roers Construction was for the wrong size tent. They would like to move forward with the second lowest bidder: Gustafson & Goudge, Inc. Rebidding the project would push the project into next year. The additional cost to Clay County would be \$16,266 with the total project cost at \$298,407 including the bunker panels and is still under the projected total.

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved the bid of \$16,266 from Gustafson & Goudge, Inc. to construct the salt and sand tent at the Highway Joint Facility.

APPROVAL OF MNDOT CONTRACT #1051249 AND SUPPORTING RESOLUTION 2022-26

Mr. Sorum stated that the City of Barnesville received \$300,000 in Transportation Aid Federal Funds and the County is the fiscal agent to receive and disperse the funds. The funds will help cover some of Barnesville’s costs for the project.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board executed the following resolution for the County to disburse federal funds to the City of Barnesville:

RESOLUTION 2022-26

IT IS RESOLVED that Clay County enter into MnDOT Agreement No. 1051249 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for County disbursement of federal funds to the City for ADA improvements, lighting, water main, sanitary sewer construction, and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 9 from 4th Street Southwest to 0.26 miles north of County Road No. 55 within the corporate City limits of Barnesville under 014-090-007, No. 1409-25 (TH 9=064), and No. 1408-13 (TH 9=211).

IT IS FURTHER RESOLVED that the County Board Chair and the County Administrator are authorized to execute the Agreement and any amendments to the Agreement.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved MnDOT Contract #1051249.

EXECUTE LETTER OF SUPPORT FOR CSAH 36 BRIDGE REPLACEMENT

Mr. Sorum noted that Polk County is taking the lead on a Bridge Improvement Grant application bundling three bridges across the Red River, including the Counties of Clay, Norman, Polk, Cass, and Trail. These bridge replacements would be funded with 80% Federal Funds and require a 10% local match from MN and ND Counties. The funding sources are \$987,500 from CSAH Regular, \$987,500 from Cass County Funds, and \$7,900,000 in Federal Funds.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board executed the Letter of Support for CSAH 36 Bridge Replacement.

REQUEST FOR ARPA FUNDS FOR FULL-TIME VICTIM/WITNESS RESTORATIVE JUSTICE POSITION

County Attorney Brian Melton stated that his department was able to fill a FT Victim / Witness Restorative Justice position to go into the school system for the 2022-2023. He is seeking approval of ARPA funds for a second year, through 2023.

Commissioners Mongeau and Ebinger commented on their full support of the program and use of ARPA funds.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the request for ARPA Funds for a FT Victim/Witness Restorative Justice position.

SUPPORT FOR OPERATION OF FMWF CHAMBER IGNITE PROGRAM WITH CONTRIBUTION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

County Administrator Stephen Larson commented on the Ignite Program that Shannon Full recently mentioned when she recently came before the Board is on the table today to receive for ARPA funds. The ARPA Committee was fully supportive of this program.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved \$50,000 from ARPA funds for FMWF Chamber Ignite Program.

REQUEST TO APPROVE ALLOCATION FOR TECHNOLOGY REPLACEMENT NEEDS WITH ARPA FUNDS

Mr. Larson stated that during the recent Tech Services budget presentation, Rory Schmitz included a levy request to increase his internal service line item for additional costs of laptops and technology that allowed remote work capabilities during the COVID pandemic. The Board had requested that the ARPA Committee consider ARPA funds to address the additional cost. That committee recently met and supported the allocation of \$95,000 from ARPA funds for technology replacement needs for over 200 laptops that were provided to employees. A significant portion of them will need to be replaced next year.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the request for an allocation of \$95,000 from ARPA funds for technology replacement needs.

BUDGET UPDATE

Auditor Lori Johnson joined County Administrator Stephen Larson for the budget update. They have completed meetings with the County departments and letters were sent out to the external agencies that request funding. The County continues to see sales tax collections coming in strong, at \$2.7 million, as documented on the first spreadsheet that goes back to 2016. 2022 was the first budget cycle where the County was able to fully fund the entire repayment process for the bonds for the Law Enforcement Center and Correctional Facility with sales tax dollars.

Fund Balance Comparison

The fund balance revenues, going back to 2004, for General, Road and Bridge, Social Services, and Buildings categories were provided with estimates in place for 2021. The internal service funds and enterprise funds for Public Health, Solid Waste, and Family Service Center from 2004 thru 2021 were also provided. The general fund deficit was anticipated due to a land swap and a timing issue.

Summary of Revenues and Expenditures by Department

This summary includes 2022 through the end of August or 66% of the year. There were no areas that really stood out in this summary. Solid Waste has two large projects going on. The ARPA fund items still need to be updated.

Summary of 2023 Tax Levy by Funds (compared to 2022 levy)

General Revenue Fund: 4.17% increase (insurance and salary increases)
Road and Bridge Fund: 4.19% increase
Building Fund: same
Library: 2.74% increase
Debt Retirement – Courthouse: 100% decrease
Debt Retirement – County Projects: 100% increase
Social Services Fund: 1.75% increase
Tax Levy: \$44,017,102 / 3.63% increase
New Requests: \$562,964
Total Levy: \$44,580,066 / 4.96% increase
Less County Program Aid: (\$4,063,206)
Spread Levy: \$40,486,860 / 5.06% increase
New Construction: 1.2% increase
Net Levy Increase: 3.86% increase

The Cost-of-Living Adjustment (COLA) has not been determined because the union negotiations have not been completed. A 1% COLA, based on this budget, would be \$350,604.

Distribution Of Proposed Spread Levy by Fund

The new requests that were presented during department budget reviews were listed as well as the requested increases from external agencies. Ms. Johnson noted that she based the reports on actual dollars spent, not projected amounts.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Kahly reported on meetings for Commissioners Workgroup; Crisis Response Mobile Mental Health; Moorhead Business Association; Clay County Intergovernmental Committee; Children’s Mental Health Local Advisory Committee; and Cass-Clay Food Commission. She also attended a FMWF Chamber event; met with Rep. Heather Keeler on a variety of items and met with Sara Dixon Hackey.
- Commissioner Gross reported on meetings for Highway Tracking; Commissioners Workgroup; Detox Planning Committee; and attended a Drug Court Graduation.
- Commissioner Campbell reported on meetings for Highway Tracking; Commissioners Workgroup; Prairie Lakes Municipal Solid Waste Authority; Solid Waste Advisory Committee; Moorhead Clay County Joint Powers Authority; FM Diversion Authority; ARPA Committee; Clay County Intergovernmental Committee; and attended a staff retirement.
- Commissioner Ebinger reported on meetings for FM Diversion Authority Finance Committee; FM Diversion Authority; Commissioners Workgroup; and attended an FMWF Chamber Event.
- Commissioner Mongeau reported on meetings for Prairie Lakes Municipal Solid Waste Authority; ARPA Committee; Moorhead Clay County Joint Powers Authority; Mobil Mental Health; Detox Planning Committee; and Moorhead Lions.
- Mr. Larson attended meetings for Highway Tracking; Commissioners Workgroup; Solid Waste Advisory Committee; Moorhead Clay County Joint Powers Authority; FM Diversion Authority; ARPA Committee; Clay County Intergovernmental Committee; Detox Planning Committee; County Management; Budget - 2023; Self-Insuring; Board Agenda Builder from Civic Plus; and union negotiation discussions with Human Resources. He met with Rhonda Porter; scheduled interviews for next week; met with County Auditor; and met Sheriff at Steam Threshers Reunion.

The meeting was adjourned at 11:05 a.m.

Jenny Mongeau, Chair
County Board of Commissioners

Stephen Larson, County Administrator