

**CLAY COUNTY BOARD OF COMMISSIONERS**  
**1:30 P.M., TUESDAY, OCTOBER 4, 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, Kevin Campbell, and David Ebinger. Others present: County Administrator Stephen Larson, Assistant County Attorney Michael Leeser, 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 Gross, and unanimously carried, the Board approved the agenda with the following additions: 1) Request for Board Approval to Repurchase Tax Forfeit Property in Moorhead; and 2) Request for Approval to Hire Solid Waste Truck Driver with Requested Salary Grid Placement.

**EMPLOYEE RECOGNITION(S)**

The Board recognized the following employees: Annette Mahler, 20 years, Treasurer’s Office; Scott Madson, 20 years, Social Services; and Pamela Anderson, 30 years, Information Systems.

**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 \$1,720,032 from 122 vendors. From that total, 91 warrants issued were under \$2,000 (\$34,926) and the following 31 were over \$2,000:

Construction Engineers, Inc.	\$1,033,806	MN Life	\$6,048
Blue Cross Blue Shield of MN	\$ 265,378	Schmidt/Shawn	\$6,000
Soil & Water Conservation District	\$ 68,602	Toay/Brian P	\$6,000
Dakota Plains Mechanical, Inc.	\$ 48,207	Moorhead Public Service	\$5,670
Clay Co Social Services	\$ 43,250	Clay Co Public Health	\$5,270
BNSF Railway Co	\$ 26,328	Town & Country Oil Inc.	\$4,680
Magic Fund	\$ 23,898	R Travelmart	\$4,187
Far-Moor Acoustics & Floors, LLC	\$ 19,984	Amazon Capital Services	\$3,266
Historical & Cultural Society	\$ 16,148	Adamant Digital Forensics	\$3,057
Holm Construction Services, LLC	\$ 15,000	Fremstad Law Firm PLLC	\$3,000
Rick Electric Inc	\$ 13,048	River Valley Forensic Service	\$3,000
Clay Co Social Services	\$ 13,047	Madison National Life	\$2,520
Vanguard Appraisals, Inc.	\$ 12,925	BDT Mechanical, LLC	\$2,371
Marco Technologies, LLC	\$ 12,274	Thomson Reuters W-590031	\$2,076
J-Tech Mechanical, LLC	\$ 7,876	Thomson Reuters W-549780	\$2,054
Uline	\$ 6,137		

**APPROVAL OF MINUTES FROM SEPTEMBER 20, 2022**

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved the minutes from September 20, 2022.

**ACKNOWLEDGEMENT OF DONATION(S) FROM SABIN LIONS CLUB AND COMSTOCK COMMUNITY CENTER**

Chair Mongeau acknowledged donations from the Sabin Lions Club for \$100 toward the DARE Program and from Comstock Community Center for \$100 for the Sheriff’s work detail supplies.

**ADDITION: REQUEST BOARD APPROVAL FOR KEVIN SHORES TO REPURCHASE TAX FORFEIT PROPERTY IN MOORHEAD**

Veterans Service Officer Curt Cannon approached the Board. He commented that Kevin “NeSe” Shores could not be here today. He was approved to represent Mr. Shores and provided a letter from him stating he wishes to repurchase his home at 902 16 St S in Moorhead. The Auditor-Treasure has also been involved in this item and has provided documentation. A total of \$16,750.16 in delinquent taxes and fees must be paid for property at 902 16 St N, Moorhead. The County’s legal counsel has reviewed the material.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the request from Mr. Shores for the repurchase of his house from the State of Mn.

**ADDITION: REQUEST FOR APPROVAL TO HIRE SOLID WASTE TRUCK DRIVER WITH REQUESTED SALARY GRID PLACEMENT**

Solid Waste Manager Corey Bang noted that they have been advertising for a truck driver since May and have had very few applicants based on the salary. They recently interviewed an applicant with a lot of experience and is able to operate all the equipment at the landfill but does not have a CDL to drive the semi-truck. The department is currently paying a company \$350/load to haul 20-25 loads of leachate per week due to not having a truckdriver. Mr. Bang is requesting the County hire this applicant at Grade 11, Step 5, at \$23.57/hour, and also consider paying for his certification. The cost for the CDL would be approximately \$6,000.

Commissioner Campbell noted there is a shortage of truckdrivers, and the County salary grid is not following the market for CDLs. HR Director Darren Brooke added that the applicant may need to sign off on a minimal length of employment if the County pays for his certification. The Personnel Issues Committee (PIC) will meet to consider having a policy for CDLs and may review the salary grid as well. Chair Mongeau commented that Mr. Bang has had to drive loads at 4:00 a.m. to get back for his other work and Solid Waste meetings. More drivers will also be needed after the Resource Recovery Facility opens this winter.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved hiring a truck driver for the Solid Waste Department on the salary grid at Grade 11, Step 5.

**UPDATE ON UNITED WAY CAMPAIGN**

This year’s United Way Committee consists of Rita Rueckert, Kirstin Wegenast, LaRae Goeden and James O’Donnell. Employee contributions and special events last year totaled \$11,852.40. This year, contributions can be made online or on paper. The employee campaign will start on October 10<sup>th</sup> and close on October 28<sup>th</sup>. There are several fundraisers planned for the Government Center, Juvenile Center, and Social Services in the Family Service Center.

United Way Representatives Valerie Meis and Megan Kleckner extended their appreciation to the County for its participation. This year's campaign is "Prepare Children to Succeed" expanding a partnership with the schools to get a support person to coordinate services for students living in poverty in the community.

**REQUEST FOR APPROVAL TO SIGN MEDICAL CONTRACT (ACH) FOR CORRECTIONAL FACILITY**

Correctional Facility Administrator Kari Tuton and Asst. Administrator Katie Johnson were present. Ms. Tuton asked the Board to approve the Advanced Correctional Healthcare (ACH) medical contract. She has reviewed the contract with its specified coverage and costs. This contract has also been reviewed by legal counsel. The Correctional Facility has two FT nurses, one PT nurse, and one Practitioner. They need one more PT or FT nurse to be fully staffed. Having the mental health professionals at the facility to diagnose and decide on medications, has helped reduce the costs. In lieu of that reduction, they hope to get an electronic medical system to help with errors and safety. They have had paper files destroyed in the past. The annual cost with the electronic system is \$718,313.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved the three-year contract with ACH for the Correctional Facility.

**REQUEST FOR APPROVAL TO FILL VACANCIES FOR THREE FT CORRECTIONAL OFFICERS**

The Correctional Facility will have three more department staff by the end of October and an additional one by December. With those additions, the Correctional Facility will be short just three more staff. At one point they were down by 14 staff.

The Commissioners applauded the department for its mental health services, phenomenal staff, and great leadership. An inmate recently conveyed that he received the most help and care at our facility that he ever received in his life.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved filling vacancies for three FT Correctional Officers.

**REQUEST TO APPOINT NEW CHIEF DEPUTY SHERIFF WITH SALARY GRID PLACEMENT PREFERENCE**

Sheriff Empting and Chief Deputy Landsem were next on the agenda with a request related to Chief Deputy Landsem's retirement on March 31, 2023. This is a critical position with many duties including the department's budget and assuming all the Sheriff's duties, responsibilities, and authority when he is absent. An early appointment of the position would allow the person to attend a one-week course for new Chief Deputies beginning on February 5, 2023, which is only held every four years. The person would also have an opportunity to work with Landsem for two months. The request is to start the position on the same salary grid level (Grade 26, Step 9) as Landsem. This would be budget neutral for 2023 as they budgeted a salary for Dave Johnson, who recently retired. He was a lieutenant and will be replaced with a new hire deputy with a savings of \$37,372. Currently, they are trying to fill his position. A two-month overlap would cost \$23,524, including benefits. They would like to start the process in November to get a person onboard by January. This request has gone before the Personnel Issues Committee. The Sheriff will make the appointment.

The Board acknowledged Chief Deputy Landsem for all his years of service.

On motion by Commissioner Ebinger, seconded by Commissioner Campbell, and unanimously carried, the Board approved the request to appoint a new Chief Deputy Sheriff with a starting salary on Grade 26, Step 9 with two months overlap, and backfill if needed.

**RESOLUTION FOR TAX FORFEITURE PROPERTY**

Chair Mongeau stated she received a note from the County Auditor that a resolution will need approval for an earlier item that the Board approved: Kevin Shores to Repurchase Tax Forfeit Property in Moorhead. The taxes are being paid by State Housing. Resolution 2022-29 was brought forth and read in support of the repurchase of the tax forfeit property.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board amended an agenda addition to include the adoption of Resolution 2022-29.

On motion by Commissioner Kahly, seconded by Commissioner Campbell, and unanimously approved, the Board executed Resolution 2022-29 for Kevin Shores to repurchase his tax forfeit property in Moorhead.

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

- Commissioner Campbell reported on meetings for Personnel Issues Committee; State Auditor Exit; Prairie Lakes Municipal Solid Waste Authority; Solid Waste Advisory Committee; and tour of Taracon Facility in Clay County.
- Commissioner Gross reported on a Resource Recovery Facility update and tour of Taracon.
- Commissioner Kahly reported on meetings with leaders from the local mosque; AMC staff members for a Family Resource Center in Moorhead; tour of Taracon Facility in Clay County; Clay County Law Library Board; and Moorhead Planning Commission.
- Commissioner Mongeau reported on meetings for Personnel Issues Committee; State Auditor Exit; Solid Waste Advisory Committee; Resource Recovery Facility update; and presented at MN Community Action Conference in Duluth.
- Mr. Larson attended meetings for Resource Recovery Facility update; Personnel Issues Committee, State Auditor Exit; Management; Substance Use Design Meeting #5; Solid Waste Advisory Committee; Union Negotiations; and met with Gertz Construction re: Substance Use Crisis Facility. He announced that Clay County DMV started a pilot project; vaccine clinics are scheduled; Golden Sock Drive is starting at the Law Enforcement Center; and the Hjemkomst Center is hosting a judicial listen session on October 6th.

The meeting was adjourned at 10:09 a.m.

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Jenny Mongeau, Chair  
County Board of Commissioners

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Stephen Larson, County Administrator