

CLAY COUNTY BOARD OF COMMISSIONERS
1:30 P.M., TUESDAY, NOVEMBER 1, 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 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 Campbell, and unanimously carried, the Board approved the agenda.

RENEWAL OF LEASE AGREEMENT WITH U OF M EXTENSION AT FAMILY SERVICE CENTER

By consent, the Board approved extending the lease agreement with U of M Extension to rent 3,404 sf in the Family Service Center for three additional years.

CITIZENS TO BE HEARD

There were no citizens to be heard.

EMPLOYEE RECOGNITIONS

The Board recognized the following employees: Shannon Morin, 15 years, Auditor’s Office; and Alexandra Ishaug, 15 years, Social Services.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the payment of bills and vouchers totaling \$5,698,337 from 171 vendors. From that total, 120 warrants issued were under \$2,000 (\$48,669) and the following 51 were over \$2,000:

Ind. School District 152	\$ 2,645,778	Astech Corp.	\$41,400
Construction Engineers, Inc.	\$ 999,910	VEBA Select Acct	\$27,022
Ind. School District 2164	\$ 463,301	Mn Dept of Revenue	\$26,058
Ind. School District 146	\$ 225,391	High Point Networks, LLC	\$24,362
Ind. School District 150	\$ 209,064	Prairie Lakes Solid Waste	\$24,124
Internal Revenue Service	\$ 208,811	Xcel Energy	\$18,353
MN PERA	\$ 138,153	Rick Electric, Inc	\$15,906
City of Moorhead	\$ 119,365	CivicPlus, LLC	\$15,649
McArthur Tile Co.	\$ 95,915	Trinity Services Group, Inc.	\$15,610
Ind. School District 914	\$ 59,185	The Carpet Garage	\$14,525
Burns McDonnell	\$ 55,242	Braun Intertec Corp.	\$13,936
Green Construction	\$ 43,503	J-Tech Mechanical, LLC	\$13,000

NACO	\$12,120	Clay Co. Public Health	\$4,255
Medical Pharmacy	\$10,565	Best Buy Business Advantage	\$4,060
Two Rivers Construction	\$ 9,975	FM Title	\$3,288
MN Dept. of Transportation	\$ 9,000	Nd State Tax Commissioner	\$3,270
Ada-Borup-West ISD 2910	\$ 7,741	Ind. School District Otc 548	\$3,167
Schmidt/Shawn	\$ 6,000	Fuchs Sanitation, Inc.	\$3,155
Toay/Brian P	\$ 6,000	Fremstad Law Firm, PLLC	\$3,000
Dakota Plains Mechanical, Inc.	\$ 5,709	Braseth/Brady	\$2,951
Little Falls Machine, Inc.	\$ 5,415	Shaffer/Charles	\$2,951
Ind. School District Bc 2889	\$ 5,229	Otter Tail Co. Public Health	\$2,582
Psychlogics	\$ 5,160	MN Dept. of Transportation	\$2,371
R Travelmart	\$ 4,882	Moorhead Public Service	\$2,198
North Point Geographic Solutions	\$ 4,664	Thomson Reuters - West	\$2,054
Marco Technologies, LLC	\$ 4,342		

APPROVAL OF MINUTES FROM OCTOBER 18, 2022

On motion by Commissioner Ebinger, seconded by Commissioner Campbell, and unanimously carried, the Board approved the minutes from October 18, 2022.

UPDATE ON SCHEMATIC DESIGN PRELIMINARY ESTIMATE FOR SUBSTANCE USE CRISIS FACILITY

County Administrator Stephen Larson, Steve Gehrtz from Gertz Construction, and Troy Amundsen, Substance Use Crisis Facility Director approached the Board.

Mr. Larson noted that in July of this year the Board entered into a design contract with Klein McCarthy. Based on their original presentation they brought forward a project with a high-level estimate of \$13,941,198. There were two additional design options added for front entry upgrades and an outdoor area in the back for the clients, that were addressed at the design committee meetings. Gertz Construction was then chosen for the construction manager.

Steve Gehrtz thanked the Board and noted that Klein McCarthy has done a great job on the schematic design. He referred to the project item sheet which included inflationary costs. There are line items for plumbing and site construction that vary quite a bit due to compliance with the B3 Sustainable Building Energy Standards. They are still waiting to hear what component they will be required to have in the building, but it is trending toward geothermal. There may also be more soft costs depending on the results of the B3 study and required design changes. The total project budget with contingencies and insurance is at \$14,084,197. The design changes required by B3 is scheduled for November 9th and the Design Development Package is due by December 15th. The proposed new Bid Document due date is set for March 2, 2023.

The Board discussed committee needs for the project. Commissioners Mongeau and Gross will continue with the Detox Planning Committee. At this time a finance/construction committee is needed for the project.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board assigned Commissioners Mongeau and Campbell to the Finance/Construction Committee for the Substance Use Crisis Facility construction project.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, Commissioners Mongeau and Campbell were authorized to approve Substance Use Crisis Facility construction project purchases up to \$50,000 prior to coming to the full Board.

UPDATE ON REORGANIZATION OF ADMINISTRATION AND HUMAN RESOURCES DEPARTMENT

Mr. Larson referred to the Board’s approval in July for reorganization of the Administration and Human Resource departments. That change also impacted the Solid Waste Department. The reorganization includes hiring a full-time Communication Coordinator and an Administration Assistant. The original request was to allow for a month of overlap for the Communication Coordinator for training purposes and wait to hire an Administrative Assistant until December after the Resource Recovery Facility opened. The change in the request today is to hire both positions, effective November 7th.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved hiring both the Communication Coordinator and Administrative Assistant effective November 7th with overlap for training for both positions.

REQUEST TO FILL VACANCY FOR OFFICE ASSOCIATE IN SHERIFF’S OFFICE

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the request from the Sheriff’s office to fill a vacancy for a full-time Office Associate with backfill if needed.

PRESENTATION ON NEW EMERGENCY PROCEDURES

Information Services Director Mark Sloan brought forth a new Emergency Procedures guide, to replace the flip chart guide that was designed 15 years old. The Emergency Management Director, Gabe Tweten, was responsible for the final document. This document is updated with the new buildings and new equipment. Training and drills will be started up again in the next several months. Commissioner Campbell added that this is more of an employee guide rather than a new policy.

REQUEST TO MOVE FORWARD WITH FAMILY SERVICE CENTER PHASE TWO LOBBY IMPROVEMENT PROJECT

Facilities Director Joe Olson announced that the first-floor lobby project at the Family Service Center is completed, and they are ready to move onto phase two on the other lobbies and floors. The project is expected to be completed by the end of the year.

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved moving forward with the Family Service Center Phase Two Lobby Improvement Project.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Ebinger reported on meeting for FM Diversion Finance Committee and a premeeting for the upcoming meeting with the West Central Regional Juvenile Center partners.
- Commissioner Campbell reported on meetings for Prairie Lakes Municipal Solid Waste Advisory Committee; Moorhead Clay County Joint Powers Authority; and FM Diversion Authority.
- Commissioner Gross reported on meetings for County Owned Land and Substance Use Crisis Facility Planning.
- Commissioner Kahly reported on meetings with Leaders at Moorhead Mosque on Mental Health Training; Lakes and Prairies Community Action Partnership; and CDS Regional Childcare Group.
- Commissioner Mongeau reported on meetings for Moorhead Clay County Joint Powers Authority; Lakes and Prairies Community Action Partnership; County Owned Land; Prairie Lakes Municipal Solid

Waste Advisory Committee; Substance Use Crisis Facility Planning; met with Mayor Carlson on items of mutual concern; Stoneware Software in Barnesville celebration.

- Mr. Larson attended meetings for Moorhead Clay County Joint Powers Authority; Substance Use Crisis Facility Planning; County Owned Land; Interviews; Department Head Evaluation; County Management; and had meeting with Sheriff Empting and with Steve Gehrtz.

The meeting was adjourned at 9:34 a.m.

Jenny Mongeau, Chair
County Board of Commissioners

Stephen Larson, County Administrator