

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 A.M., TUESDAY, JANUARY 5, 2021
Community Room, 3rd 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, and Senior Administrative Assistant Colleen Eck.

OATHS OF OFFICE (8:15 a.m.)

The Oaths of Office were administered by District Court Judge Michelle Lawson for the following: newly elected Commissioners Jenna Kahly and David Ebinger and re-elected Commissioner Frank Gross.

CALL TO ORDER

Chair Gross called the meeting to order at 8:30 a.m.

APPROVAL OF AGENDA

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the agenda.

REQUEST TO FILL NEW SYSTEMS ADMINISTRATOR POSITION

By consent, the Board approved the request to fill a new Systems Administrator Position in Technology Services.

RENEWAL OF CONTRACT WITH LAKELAND MENTAL HEALTH

By consent, the Board renewed West Central Regional Juvenile Center's contract with Lakeland Mental Health for 2021.

FILL VACANCIES FOR A JUVENILE WORKER AND A JUVENILE COUNSELOR IN NON-SECURE PROGRAM

By consent, the Board approved filling vacancies for a Juvenile Worker and Juvenile Counselor in the Non-Secure Program.

CONVERT TWO POSITIONS IN JUVENILE CENTER FROM COUNSELOR TO COORDINATOR; AND ONE POSITION FROM COUNSELOR TO TRAINING & STANDARDS COORDINATOR

By consent, the Board approved converting two positions in the Juvenile Center from Counselor to Coordinator; one position from Counselor to Training & Standards Coordinator.

CONVERT TWO OPEN SECRETARIAL POSITIONS TO ONE JUVENILE WORKER/OFFICE COORDINATOR

By consent, the Board approved converting two open secretarial positions to one Juvenile Worker/Office Coordinator.

CONVERT ONE JUVENILE WORKER IN SECURE UNIT TO CULTURAL COORDINATOR

By consent, the Board approved converting one Juvenile Worker in the Secure Unit to a Cultural Coordinator.

EMPLOYEE RECOGNITIONS

The following employees were recognized for their years of service at Clay County: Jarod Jacobsen, 15 years, Sheriff’s Office; Janel Roggenbuck, 30 years, Sheriff’s Office; Pamela Foss, 20 years, Attorney’s Office; and Rebecca Upton, 25 years, Auditor’s Office.

CITIZENS TO BE HEARD

During this pandemic, citizens continue to have the opportunity to share feedback at Board meetings via website link. There were no citizens to be heard at this time.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Commissioner Campbell, seconded by Commissioner Kahly, and unanimously carried, the Board approved payment of bills and vouchers totaling \$376,118 from 70 vendors. From that total, 46 warrants issued were under \$2,000 (\$31,139) and the following 24 were over \$2,000:

Otter Tail Co. Public Health	\$61,033	Tricorne Audio, Inc.	\$5,439
Sellin Bros, Inc.	\$60,925	RTVision, Inc.	\$4,371
Clay Co. Public Health	\$42,465	Wilkin Co Public Health	\$3,730
Advanced Engineering & Enviro.	\$42,000	Bison Plains Lodge	\$3,267
Mn State Auditor	\$24,110	Moore Engineering, Inc.	\$3,201
Medical Pharmacy	\$17,303	Moorhead Public Service	\$3,063
Becker Co. Public Health	\$16,480	Scheidecker/Hannah	\$3,000
Streicher's	\$14,638	Stop Stick, Ltd	\$2,863
Trinity Services Group, Inc.	\$13,639	MN Transportation Alliance, Inc.	\$2,688
Lutheran Social Service of Mn	\$10,850	Asso. of Mn Counties	\$2,166
WCRJC	\$7,273	Stellar Services, LLC	\$2,135
Sanford Health	\$6,341	Northern Star Customs, LLC	\$2,000

APPROVAL OF MINUTES FROM DECEMBER 15 and 22, 2020

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from December 15 and 22, 2020.

STATE OF THE COUNTY ADDRESS:

Chair Gross provided the State of the County Address (available on the County website).

ELECTION OF 2021 CHAIR AND VICE-CHAIR

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, Commissioner Campbell was elected Chair of the County Board for 2021.

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, Commissioner Mongeau was elected Vice-Chair of the County Board for 2021.

Chair Campbell expressed his appreciation to Commissioner Gross for his leadership in 2020 and congratulated the new commissioners.

ESTABLISH BOARD OF COMMISSIONERS MEETING SCHEDULE FOR 2021

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board approved continuing with the current meeting schedule for 2021: Meetings at 8:30 a.m. on the 1st

four Tuesdays of the month and no regular meetings on any 5th Tuesday that may occur during the year.

REQUEST TO ADOPT RESOLUTION(S) 2021-01 – 2021-04 FOR NEWSPAPER DESIGNATIONS FOR 2021

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board adopted the following resolution o

RESOLUTION 2021-01

BE IT RESOLVED, that *The Extra* is hereby designated by the Board of Commissioners of the County of Clay, State of Minnesota, as the official County Newspaper for 2021.

BE IT FURTHER RESOLVED, *The Extra* will furnish *Clay County Union, Barnesville Record Review, and Hawley Herald* with copies of all proceedings published by them for the County of Clay, which may be carried in those newspapers at no additional cost to the County.

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board adopted the following resolution for a 2021 newspaper assignment:

RESOLUTION 2021-02

BE IT RESOLVED, that *Clay County Union* is hereby designated by the Clay County Board of Commissioners as the newspaper in which the notice and list of the real property taxes and penalties becoming delinquent on the first Monday in January 2021, must be published.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board adopted the following resolution for a 2021 newspaper assignment:

RESOLUTION 2021-03

BE IT RESOLVED, that *Barnesville Record Review* is hereby designated by the Clay County Board of Commissioners to publish the first printing of the Clay County Financial Statement.

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board adopted the following resolution for a 2021 newspaper assignment:

RESOLUTION 2021-04

BE IT RESOLVED, that *Hawley Herald* hereby designated by the Clay County Board of Commissioners to publish the second printing of the Clay County Financial Statement.

REVIEW COMMITTEE APPOINTMENTS

The Commissioners reviewed the draft list of committee assignments for 2021. Several of the committees require that official appointments are made for 2021.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board appointed the following Association of Minnesota Counties (AMC) Committees for 2021: Commissioner Gross – AMC General Government; Commissioner Campbell - AMC Transportation; Commissioner Mongeau – AMC Environmental & Natural Resources Policy and AMC Extension; Commissioner Kahly – AMC Health and Human Services; and Commissioner Ebinger – AMC Public Safety

On motion by Commissioner Mongeau, seconded by Commissioner Kahly, and unanimously carried, the Board appointed Commissioner Ebinger to Greater Fargo Moorhead Economic Development Corporation Executive Board.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board appointed Commissioner Gross as the voting delegate to Rural Counties Caucus, and Commissioner Mongeau as alternate.

Final approval of the remainder of these appointments will be addressed at the next Board meeting after the Commissioners have had a week to review the appointments.

REQUEST FOR APPROVAL OF CONTRACTS FOR SOCIAL WORKERS, CASE AIDES, AND DEPUTIES FOR 2021 – 2022

Human Resources Director Darren Brooke stated there are four bargaining units up for contracts this year. All units agreed to a two-year contract. There are tentative agreements to 3% increases in 2021 and 2% in 2022 with three of the four units: Social Workers, Case Aides, and Deputies. There are a few language clarifications in the contracts. Mediation for the Assistant County Attorney contract is scheduled for January 25. They are asking for a split-year percentage.

On motion by Commissioner Ebinger, seconded by Commissioner Gross, and unanimously carried, the Board approved the contracts for Social Workers, Case Aides, and Deputies for increases of 3% in 2021 and 2% in 2022.

Mr. Brooke referred back to the changes made in the County contributions in 2020. This change led to an increase of 12 family insurance plans at the end of 2020 and a savings to the County.

COVID-19 UPDATE

Public Health Director Kathy McKay provided the most recent numbers for COVID-19 cases in Clay County. There are 180 active cases, 78 deaths, and 6,261 cumulative reported cases. The County is still utilizing their contract tracers and case investigators. Throughout MN there are 423,688 cumulative reported cases, 5,443 deaths, and 22,180 cumulative hospitalizations. The cumulative positivity rate is at 7.6%. The number of hospitalizations locally are manageable. In Cass County, ND there are 20,081 cumulative reported cases, 169 deaths and 424 active cases. The cumulative positivity rate is 24.61%.

Director of Nursing Jamie Hennen provided the number of Minnesota vaccine doses sent to registered provider sites: 168,650 Pfizer doses and 127,700 Moderna doses. As of December 30, over 78,000 COVID-19 vaccines have been administered. In Clay County 474 individuals have received their first vaccines. Public Health has been planning and training for the vaccine clinic. They follow the MN Department of Health guidelines for administering in phases. There are three priority areas in Phase 1. They are collecting information on the amount of vaccines needed for them. Their clinic is open on Tuesday, Wednesday, and Thursday each week. They are using a registration method for now but may go to walk-ins in later phases for the general population. Ms. Hennen warned of a scam going on with an offer to be put on a list and pay a price for it; however, there is no list and no cost for the vaccine. Commissioner Campbell asked if the process for getting the vaccines administered can be accelerated. Ms. Hennen noted it is a lengthy process with the training requirements. RNs still have to go thru all the training and the protocol has to be in place.

In the past week there were 1,708 saliva tests performed at the testing site in Moorhead. There are also home testing kits available. There are no rapid tests in Clay County.

A special meeting has been scheduled with the Community Health Board to discuss the potential adjustment of 2021 Licensing Fees in response to Covid-19.

REQUEST FROM KATHLEEN SCHAEFER TO WAIVE PENALTIES ON TAXES

Deputy Treasurer Annette Mahler reported that their office received a letter from Kathleen Schaefer four weeks ago. Ms. Schaefer has paid her property taxes on time in the past. She is asking to have her penalties waived for late payment of her taxes that were due in October. With COVID changes she was unable to pay in person and then found out in December that the check she had mailed never cleared her account. Her taxes have now been paid in full.

On motion by Commissioner Mongeau, seconded by Commissioner Kahly, and unanimously carried, the Board approved waiving penalties and interest for Kathleen Schaefer in the amount of \$302.64.

REQUEST FROM CAROL PETTENGILL TO WAIVE PENALTIES ON TAXES

Ms. Mahler also spoke with Carol Pettengill and then received a letter from her requesting her penalties be waived for late payment of property taxes. Typically, she makes that payment from her office but she was out of the office and was hospitalized for COVID. Her tax payment is now up to date.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved waiving penalties and interest for Carol Pettengill in the amount of \$207.49.

REQUEST APPROVAL OF FINAL CONTRACT VOUCHER FOR CSAH 33 MILL & OVERLAY SAP 014-633-017

County Engineer David Overbo and Assistant Engineer Justin Sorum provided information on the final contract voucher for CSAH 33, north of Hawley, to CSAH 26. Mr. Overbo reported that it was a large project. There were a few blow-out spots where extra bituminous was needed and some of the approaches were in really tough shape. There was an overrun of \$10,000.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the following final contract with RJ Zavoral and Sons:

Project	Original Contract	Final Contract to be Approved
SAP 014-633-017	\$1,164,635.67	\$1,174,046.88

REQUEST APPROVAL TO ADVERTISE MILL & OVERLAY ON CSAH 2 and PAVING ON CSAH 21

Commissioner Mongeau commented on the increased traffic and truck traffic in this area. The residents along there have been patient but are ready to have the project done. The project on CSAH 2 will start at the east limits of Comstock and extend slightly past CSAH 11. The portion on CSAH 21 will include bituminous paving over the new structure that was completed in 2020. The proposed bid letting is set for February 9, 2021. The project has been on the five-year plan and includes some funding from the Diversion Authority.

On motion by Commissioner Mongeau, seconded by Commissioner Gross, and unanimously carried, the Board approved advertising for mill and overlay on CSAH 2 and bituminous paving over the new structure on CSAH 21 with a bid letting on February 9, 2021.

REQUEST APPROVAL TO ADVERTISE FOR MILL & OVERLAY ON CSAH 6

This request is for approval to advertise for a Mill & Overlay on CSAH 6. This project will start 1,700 feet east of State Hwy 32 and extend east 2.6 miles to the east County Line. The proposed bid letting will be February 9, 2021.

On motion by Commissioner Mongeau, seconded by Commissioner Kahly, and unanimously carried, the Board approved advertising for 2.6 miles of mill and overlay on CSAH 6 with a bid letting on February 9, 2021

REQUEST TO ADOPT RESOLUTION 2021-05 - COUNTY DEFICIENT BRIDGE PRIORITIZATION; AND RESOLUTION 2021-06 – TOWNSHIP DEFICIENT BRIDGE PRIORITIZATION

Mr. Sorum commented that the resolutions for the County and Township Deficient Bridge Prioritization is required by MnDOT. He reviewed the bridge list and funding sources, noting that some of them have been recently added to the list. There would be major liabilities for everyone involved if there was an incident on a bridge.

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the following resolution:

RESOLUTION 2021-05

COUNTY BRIDGE PRIORITIZATION REPLACEMENT LIST

WHEREAS, Clay County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal supplied by local citizenry and local units of government; and

WHEREAS, Clay County has identified those bridges that are high priority and has previously established a list of those that require replacement, rehabilitation, or removal; and

WHEREAS, the following additional bridges have since been identified as also requiring replacement, rehabilitation, or removal;

NOW, THEREFORE BE IT RESOLVED that the following deficient bridges are added to the list of high priority bridges and Clay County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

<u>Bridge No.</u>	<u>Road No.</u>	<u>Estimated Project Cost</u>	<u>Federal Funds</u>	<u>Local Funds</u>	<u>Bond Funds Needed</u>	<u>Proposed Const. Year</u>
1078	CSAH 1	230,000		10,000	220,000	2021
R-0822	Co.Rd.106	120,000		10,000	110,000	2021
92445	Co.Rd.68	650,000		210,000	440,000	2021
----	Co.Rd.115	120,000		10,000	110,000	2021
90865	CSAH 10	150,000		10,000	140,000	2022
90836	Co.Rd. 68	120,000		10,000	110,000	2022
90887	Co.Rd. 69	120,000		10,000	110,000	2023
90916	CSAH 37	120,000		10,000	110,000	2023
90869	CSAH 17	150,000		10,000	140,000	2023

92440	CSAH 14	1,000,000	100,000	900,000	2024
94237	CSAH 36	120,000	10,000	110,000	2024
94238	CSAH 36	120,000	10,000	110,000	2024
1897	CSAH 19	120,000	10,000	110,000	2025
90882	Co.Rd. 69	110,000	10,000	100,000	2025
90901	Co.Rd. 51	110,000	10,000	100,000	2025
90913	CSAH 27	110,000	10,000	100,000	2025
90914	CSAH 27	110,000	10,000	100,000	2025

FURTHERMORE, Clay County does hereby request authorization to replace, rehabilitate, or remove such bridges.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the following resolution for the township bridge replacement list:

RESOLUTION 2021-06

TOWNSHIP BRIDGE PRIORITIZATION REPLACEMENT LIST

WHEREAS, Clay County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal supplied by local citizenry and local units of government; and

WHEREAS, Clay County has identified those bridges that are high priority and has previously established a list of those that require replacement, rehabilitation, or removal; and

WHEREAS, the following additional bridges have since been identified as also requiring replacement, rehabilitation, or removal;

NOW, THEREFORE BE IT RESOLVED that the following deficient bridges are added to the list of high priority bridges and Clay County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

<u>Bridge No.</u>	<u>Road</u>	<u>County</u> <u>Br. No.</u>	<u>Estimated</u> <u>Project Cost</u>	<u>Fed</u> <u>Funds</u>	<u>Local</u> <u>Funds</u>	<u>Town</u> <u>Bridge</u> <u>Funds</u>	<u>Const</u> <u>Year</u>
L-8348	T-240	EL-35N	90,000			90,000	2021-Eliminate
L-9845	T-26	MK-22NA	150,000		10,000	140,000	2021
L-8379	T-140	KN-13NEA	150,000		10,000	140,000	2021
----	T-117	CR-30N	120,000		10,000	110,000	2021
L-8334	T-310	EK-33W	150,000		10,000	140,000	2021
96964	T-73	GP-12NB	150,000		10,000	140,000	2022
L-8228	T-131	GL-16N	750,000		20,000	730,000	2022
L-8358	T-243	EK-32S	150,000		10,000	140,000	2023
L-8247	T-131	OP-5W	120,000		10,000	110,000	2023
L-8988	T-262	AL-22N	650,000		20,000	630,000	2024
4644	T-25	BA-25W	100,000		10,000	90,000	2024
3863	T-29	BA-12S	140,000		10,000	130,000	2024
L-8359	T-243	BA-4N	100,000		10,000	90,000	2025
L-8275	T-76	KN-15N	50,000			50,000	2025-Eliminate
L-8296	T-215	EL-16W	50,000			50,000	2025-Eliminate
1850	T-183	UL-20W	50,000			50,000	2025-Eliminate
L-8294	T-155	FE-28WC	100,000		10,000	90,000	2025

FURTHERMORE, Clay County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

FURTHERMORE, Clay County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

Many of the following committee reports are from virtual meetings.

- Commissioner Gross attended a MN Rural Counties Caucus meeting. He reported on high speed internet deficiencies in Clay County. Information from the school districts and County Information Services could provide the areas where there are deficiencies.
- Commissioner Mongeau attended meetings for CARES Act Committee and Cities/County CARES Act Committee.
- Commissioner Ebinger attended the virtual AMC Annual Conference.
- Commissioner Kahly attended the virtual AMC Annual Conference. She completed her County orientation and tours and noted that the County has great employees.
- Commissioner Campbell attended meetings for CARES Act Committee and Cities/County CARES Act Committee.
- Administrator Larson attended meetings for CARES Act Committee; Cities/County CARES Act Committee; Public Health/Environmental Health; Construction Engineers and Facilities Manager; and Business Relief Program. He had a final walk through at the new Government Center building; toured the campus buildings with the new commissioners; and took several calls from business owners. He announced that the Intergovernmental Retreat is scheduled to be held virtually on January 29.

The meeting was adjourned at 10:32 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator