

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 A.M., TUESDAY, JANUARY 12, 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.

CALL TO ORDER

Chair Campbell 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. Commissioner Mongeau noted an additional staff position for the Motor Vehicle Department was included in the consent items.

REQUEST FOR OUT OF HOME PLACEMENT FEE REVISIONS

By consent, the Board approved the out-of-home placement fee revisions.

REQUEST TO ADD KANABEC COUNTY TO CASEWORKS HOSTING ENVIRONMENT

By consent, the Board approved adding Kanabec County to Caseworks Hosting Environment.

REQUEST TO SIGN FINAL AGREEMENT WITH CONSTRUCTION ENGINEERS FOR FIT-UP COSTS FOR NEW GOVERNMENT CENTER

By consent, the Board approved signing a final agreement with Construction Engineers for fit-up costs totaling \$334,700 for the Clay County Government Center.

REQUEST TO FILL VACANCY FOR FT JUVENILE WORKER IN SECURE PROGRAM

By consent, the Board approved filling a vacancy for a FT Juvenile Worker in the Secure Program and backfill as needed.

REQUEST TO IMPLEMENT PHASE 2 OF BUILDING MAINTENANCE RESTRUCTURING PLAN AND ADVERTISE (INTERNAL ONLY) FOR ADMINISTRATIVE ASSISTANT, OPERATIONS SUPERVISOR, AND CUSTODIAL LEAD POSITIONS

By consent, the Board approved implementing Building Maintenance Restructuring Plan Phase 2; and advertising internally for the following positions: Administrative Assistant, Operations Supervisor, and Custodial Lead; and backfill as needed.

REQUEST TO HIRE ADDITIONAL DEPUTY AUDITOR – MOTOR VEHICLE POSITION AS APPROVED IN 2021 BUDGET

By consent, the Board approved Adding a Deputy Auditor in the Motor Vehicle Department.

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 Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved payment of bills and vouchers totaling \$1,602,090 from 153 vendors. From that total, 108 warrants issued were under \$2,000 (\$53,651) and the following 45 were over \$2,000:

MN Counties Intergovernmental Trust	\$749,729	Pemberton Law, P.L.L.P.	\$7,675
MEnD Correctional Care, LLC	\$110,149	MN County Attorneys Asso.	\$6,970
Clay Soil & Water Conservation Dist.	\$81,059	Nitzkowski, Inc.	\$6,880
Reserve Account	\$75,000	TCB Communications, LLC	\$6,039
Clay Co. Public Health	\$65,274	RTVision, Inc.	\$6,000
Code 4 Services, Inc	\$49,679	The Retrofit Companies, Inc.	\$5,803
Trinity Services Group, Inc.	\$37,692	Dean's Bulk Service	\$5,171
Lakeland Mental Health Ctr, Inc.	\$35,531	Widseth Smith Nolting & Asso.	\$5,093
MN Counties Computer Co-op	\$35,386	MN Management & Budget	\$5,000
High Point Networks, LLC	\$33,155	Wilkin Co. Public Health	\$5,000
Prairie Lakes Municipal Solid Waste Auth	\$23,552	Hildi, Inc.	\$4,500
Moorhead Public Schools	\$21,757	Thomson Reuters - West	\$3,753
City of Fargo	\$21,168	Cass County Treasurer	\$3,567
JT Lawn Service	\$15,538	Kurita America, Inc.	\$2,915
Next Chapter Technology, Inc.	\$15,474	Wild Rice Electric Co-op, Inc.	\$2,831
Otter Tail Co. Public Health	\$14,300	MN State Auditor	\$2,696
Mn Sheriffs' Asso.	\$12,833	Fuchs Sanitation, Inc.	\$2,523
Rick Electric, Inc.	\$11,855	Clay County Sheriff	\$2,500
Psychlogics	\$10,616	Anjaam Holdings, LLC	\$2,388
Dakota Plains Mechanical, Inc.	\$10,157	Fargo Freightliner	\$2,137
Becker Co. Public Health	\$9,178	Maco - Aitkin	\$2,130
Ohnstad Twichell, P.C.	\$8,046	Reliance Telephone	\$2,000
Clay County Union	\$7,740		

COVID-19 UPDATE

Public Health Director Kathy McKay provided the current COVID-19 cases in Clay County. She distributed an updated graph with case numbers for the past 10 months. Total cases in Clay County as of January 6 were at 6,343. There were 174 active cases on January 6. As of today, there are less than 100 active cases reported in Clay County. McKay noted that masking and social distancing have helped bring the numbers down and the local hospitals are managing quite well. Clay County has had 78 COVID deaths reported and no additional deaths reported since December 23, 2020. The State of MN has 437,552 cumulative reported cases. 5,711 deaths, and a cumulative positivity rate of 7.6%. Cass County's numbers are also down with 388 active cases. They reported 20,418 total cases and 177 total deaths.

Nursing Director Jamie Hennen commented that Public Health has established two teams for COVID vaccinations: a planning team and administrative team. They administered 500 vaccines last week. Vaccines are coming through three tracts: hospitals, pharmacy programs, and public health. Vaccines have been given to employees who are health care providers and face-to-face workers. Many law enforcement staff are scheduled for vaccines this week as well as those in corrections, those who are homeless, and those working at schools. The healthcare providers from Clay County who work in ND are not counted in the Clay County numbers. Public Health is hoping to get another shipment of vaccines soon. Commissioner Campbell noted

that Sanford My Chart is also providing information and updates and notifying their patients. If someone does not have a clinic they can go through Public Health. There will be a mass dispensing by Public Health at some point. To assure 95% immunity a second dose is also needed.

REQUEST APPROVAL OF THE CLAY COUNTY BUSINESS RELIEF PROGRAM GUIDELINES AND APPLICATION PROCESS

County Administrator Stephen Larson stated that Clay County received \$1,274,738.02 from the Business Relief Program. On December 19, the County met with local city officials to discuss the framework for the program. The funds are for businesses that were affected by the Governor's Executive Order 20-99, signed on November 18, to close gyms and limit restaurants and bars to take-out or outdoor dining only. The Business Relief Program Application process will commence on the County's website at noon today and will continue through January 24. The applicants will be asked to answer a series of questions that will be reviewed by a screening team. The cities will help reach out to the businesses in their jurisdictions.

On motion by Commissioner Mongeau, seconded by Commissioner Kahly, and unanimously carried, the Board approved the process for the Business Relief Program Guidelines and Application to go live at noon today.

Mr. Larson commented that the local Community Health Board elected to not make changes or refunds to the 2020 food and beverage license fees. Clay County has the option to address refunding fees using County reserve funds.

REQUEST APPROVAL TO PURCHASE 2021 TAHOE FOR SHERIFF'S OFFICE

Sheriff Empting provided background information on the need for his request to purchase a Tahoe for the Sheriff's Office. As the Sheriff mentioned during the budget process last year, one of his deputies is being deployed. The deputy will be gone starting March 7 for up to 400 days. Providing backfill for the position will be budget-neutral for 2021. The deputy being deployed would not be paid his salary during this deployment. A patrol vehicle is needed for the new hire. The Tahoe has 4-wheel drive and more space for all the gear and PPE that is required. They would like to retain the new position after the deployment is completed. They expect a couple retirements in the near future. There is a K9 system in the patrol car which will be used as a spare vehicle during the deployment. The K9 training will continue but the K9 will not be able to work the street. The department is stretched thin with seven deputies on night patrol which can lead to overtime and others being asked to step in during vacations, training, etc. There would not be an increase to staffing level until 2022.

Lt. Stephen Landsem commented that the department maintains a good budget with their auction proceeds. They received \$55,000 last year from the vehicles that were auctioned. Funding for 2022 will be addressed in the upcoming budget cycle.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the purchase of a 2021 Tahoe for the Sheriff's Office.

FINAL REVIEW/APPROVAL OF COMMISSIONERS' 2021 COMMITTEE APPOINTMENTS

On motion by Commissioner Ebinger, seconded by Commissioner Gross, and unanimously carried, the Board approved the 2021 Commissioners Committee Appointments as updated.

APPROVAL OF FINAL CONTRACT VOUCHER FOR CSAH 10 MILL & OVERLAY, SAP 014-610-033

County Engineer David Overbo and Assistant Engineer Justin Sorum asked for approval of the Final Contract Voucher for the Mill & Overlay on CSAH 10 from CR-69 to State Highway 9. The Contractor was Central Specialties from Alexandria, MN. The project was inclusive of LRIP funds. There was a small discrepancy in final quantities that delayed the final approval, which has been resolved. The project turned out well.

Contract	Original Contract	Final Contract to be Approved
SAP 014-633-017	\$928,749.12	\$928,036.65

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the final contract voucher for the Mill & Overlay on CSAH 10 from CR-69 to State Hwy 9 (SAP 014-633-017) for \$928,036.65.

APPROVAL TO ADVERTISE FOR HAWLEY URBAN RECONSTRUCT, SAP 14-633-018 & SAP 14-591-007

The next request was for approval to advertise for the Urban Reconstruct on CSAH 33 in Hawley. This is a joint project with the City of Hawley and will include safe routes to school improvements as well as city infrastructure improvements. This is phase three of a large project. The bid letting on Feb. 18 or 19 will set it up with the City and the State. The project started five years ago.

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved advertising for the Hawley Urban Reconstruction Project (SAP 14-633-018 & SAP 14-591-007).

APPROVAL TO ADVERTISE FOR BRIDGE REPLACEMENT ON CO. ROAD 68, SAP 14-598-072

Mr. Overbo requested approval to advertise for the bridge replacement / road realignment on CR-68 southeast of Sabin. The proposed bid letting will be February 9th, 2021. Approximately \$450,000 will come from bridge bonding dollars for the project.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved advertising for a Bridge Replacement Project on Co. Rd. 68 (SAP 14-598-072).

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

Many of the following committee reports are from virtual meetings.

- Commissioner Kahly attended meetings for Clay County Joint Powers; Children’s Mental Health Local Advisory Council; and Law Library Committee.
- Commissioner Mongeau attended a County and Cities meeting for the Business Relief Program; a Cares Act Committee meeting; a special meeting for FM Diversion Authority for Land Acquisitions; a meeting with Joel Paulson and Arlette Preston; a Law Library meeting; and Buffalo Red River Watershed District meeting.
- Commissioner Gross attended a Partnership4Health special meeting.
- Commissioner Campbell attended meetings for the Business Relief Program; Clay County Joint Powers; FM Diversion Authority Land Management; and FM Diversion Authority Executive Committee.
- Administrator Larson attended meetings for Corona Virus Relief; IGR pamphlet; Business Relief Package; Government Center Project; Court Personnel; Community Health Board; Joint Powers; County Management; Sheriff Emptying; and a meeting with staff from HR, Attorney’s Office, and Solid

Waste. Mr. Larson provided a County Sales Tax Report starting in 2016 through mid-October of 2020. The last 12-month total was reported as \$3,528,511.72, higher than anticipated.

The Commissioners and County Administrator extended their congratulations and appreciation to Georgia Beaudry, a long-term County employee who is retiring this month.

The meeting was adjourned at 10:03 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator