

**CLAY COUNTY BOARD OF COMMISSIONERS**

**8:30 A.M., TUESDAY, MARCH 9, 2021**

Community Room, 3<sup>rd</sup> Floor, Courthouse

**MINUTES**

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Kevin Campbell, Jenny Mongeau (attended via Teams Meeting), Frank Gross, Jenna Kahly, and David Ebinger. Others present: County Administrator Stephen Larson, County Attorney Brian Melton, and Sr. Administrative Asst. 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 Kahly, and unanimously carried, the Board approved the agenda.

**APPOINT MIKE MCCARTHY TO LAKELAND MENTAL HEALTH BOARD**

By consent the Board Approved Filling an Upcoming Vacancy for a FT Corrections Officer.

**AUTHORIZATION TO ADVERTISE FOR SAP 014-591-007 – HAWLEY SAFE ROUTES TO SCHOOL PROJECT**

By consent the Board authorized the Highway Department to advertise for Hawley Safe Routes to School Project.

**CITIZENS TO BE HEARD**

Citizens are able to appear in person or may complete and submit a form with the following link:

<https://claycountymn.gov/CivicAlerts.aspx?AID=288>

**APPROVAL OF PAYMENT OF BILLS AND VOUCHERS**

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board approved payment of bills and vouchers totaling \$1,207,433 from 144 vendors. From that total, 118 warrants issued were under \$2,000 (\$49,035) and the following 26 were over \$2,000:

Dept. of Corrections	\$ 435,027	JT Lawn Service	\$ 11,150
City of Moorhead	\$ 225,431	Sanford Health	\$ 11,008
Burns McDonnell	\$ 126,690	Widseth Smith Nolting & Asso.	\$ 9,892
Clay Co. Public Health	\$ 73,542	Snap-on Industrial	\$ 8,744
West Central Regional Juvenile Center	\$ 63,114	Houston Engineering, Inc.	\$ 7,183
MEnD Correctional Care, LLC	\$ 34,567	Moorhead Public Service	\$ 6,844
Otter Tail Co. Public Health	\$ 34,331	City of Barnesville	\$ 5,956
Becker Co. Public Health	\$ 28,746	Cultural Diversity Resources	\$ 5,952
Prairie Lakes Municipal Solid Waste	\$ 23,552	RDO Equipment Co.	\$ 4,281
Code 4 Services, Inc	\$ 12,717	Fargo Glass & Paint	\$ 3,905
Wilkin Co. Public Health	\$ 11,728	Pemberton Law	\$ 3,367

Kitzmann/Stuart	\$ 3,250	Jobs HQ	\$ 2,142
Stellar Services, LLC	\$ 3,167	Ramsey Co. Med Exam	\$ 2,112

**COVID-19 UPDATE**

Clay County Public Health (CCPH) Director Kathy McKay provided the current COVID-19 data. A link for registering for vaccines can be found on the County website at Vaccine Connector. As of today, the age group is 65 and older.

	Clay County	Minnesota
Cumulative Cases	6,965	490,483
Cumulative Deaths	88	6,556
Out of Isolation	6,729	476,856
Active Cases	120	7,071
Median Age of Cumulative Cases	33	38
Cumulative Hospitalizations	290	25,982
Cumulative ICU Admissions	77	5,344
14-Day Case Rate per 10,000	14.97	
Ages for highest active cases	20-24	
Total with at least 1 dose of vaccine	11,029	1,072,260
Percentage with at least 1 dose of vaccine	17.4% of population	19.3% of population
Total who completed vaccine series	5,691	592,134
Percentage who completed vaccine series	9%	10.6%
Age group 50-64 with at least 1 vaccine dose	20.2%	17.3%
Age 65+ with at least 1 vaccine dose	64.8% of age group	65.9% of age group
Cumulative # of doses administered by CCPH	6,888	
Vaccine doses administered per week by CCPH	1179 (2/28)	

The hospitalizations and ICU admissions were reported to be manageable. The Moorhead saliva testing site is still open for both Minnesota and non-Minnesota residents to be tested for COVID-19. They recommend testing for anyone who becomes symptomatic, has been around someone with COVID, or has traveled (especially internationally). For vaccines, CCPH will be moving to the next phase that includes those who are 45 - 64 with one or more medical condition; and 18 - 44 with two or more medical conditions and an added list of essential workers.

Nursing Director Jamie Hennen stated they report their capacity for vaccines to the State Health Dept. They have asked for as many as 1,700 doses to be administered within their 72-hour turnaround time. The three-day limitation can be challenging. Commissioner Campbell noted that if more vaccines become available to the County, CCPH should be ready to ramp up and the Board will back them with the number of nurses needed.

Some of the prevention methods of masking and social distancing are becoming more relaxed as more of the population receives vaccines. Research continues on the variant strains. There is a two-week wait after being fully vaccinated before a person is considered fully immune. CCPH has requested the one-dose Johnson & Johnson vaccines but have not received any at this time.

**REQUEST FROM BRETT PETSINGER TO WAIVE PENALTIES AND FEES FOR LATE PAYMENT OF TAXES:**

Deputy Treasurer Michelle Rohrich was available with a written request from Brett Petsinger to set up payments for his taxes. He also requested the Board waive his \$315 in late fees for late payment of taxes. The resident was not present for the meeting and did not provide any details other than it was a difficult year. No action was taken on the request until the resident can come before the Board in person or on Teams Meeting to provide more information.

#### **ANNUAL DEPARTMENT UPDATE – BUILDING MAINTENANCE**

Facilities Director Joe Olson expressed appreciation of the Board's support for restructuring the department after Georgia Beaudry's recent retirement. Brian Friedrich was appointed Operations Supervisor; Betty Hanson was appointed Facilities Administrative Assistant; and Jenelyn Rothlisberger was appointed lead custodian after hours. The Maintenance Department consists of five full-time and one variable hour staff. The custodial staff is made up of seven full-time, two part-time and 14 variable hour employees. They will continue to look at the turnover rate of variable hour employees.

A map of the Family Service Center (FSC) tenants and amount of space they occupy was provided. The building is 100% occupied by County Departments and tenants. Betty operates the mailroom in the FSC. They will be adding the Government Center to the mail/courier route. Currently, the County is renting a postage machine and it is done in-house. After completing an analysis, that will be changed to outsourcing it next month. The County has 17 fleet vehicles, half are owned and half are leased. Mr. Olson will continue monitoring the needs for fleet vehicles. March 29<sup>th</sup> is the target date to have the departments moved to the Government Center. Tom Millette was given credit for taking down, relocating, and setting up the workstations at the Government Center. The whole maintenance crew has helped with the process of preparing the Government Center and relocating departments to that building.

The Board extended thanks to Mr. Olson and all his staff for all the extra work they have done with preparing the Government Center for the move.

#### **ANNUAL DEPARTMENT UPDATE – TECHNOLOGY SERVICES**

Tim Dent, Tech Services Director, stated this will be his last annual update before he retires on May 7 after 31+ years at Clay County. He provided a Power Point with the highlights from Technology Services. The department of nine includes four Systems Administrators, four Computer Support Specialists, and himself. The Systems Administrators' duties include managing the networking infrastructure; application and database management; systems security; backup, restore and disaster recovery; and Tier 2 Support. The Computer Support Specialists offer help desk ticket support; manage inventory; schedule and manage video conference centers; install and maintain desktop hardware and peripheral devices; and software deployment and support. Mr. Dent noted that employee education on phishing scams has proven to be very effective.

The department's accomplishments over the past year include the mobile deployment when COVID-19 hit the area. They provided lots of training for at-home work; wireless access improvements; implementation of Jabber for desk phones when working from home; implementation of Teams Meetings; firewall changes; updated licensing; moved the DMV office; and are now moving departments to the Government Center. Many of the additional laptops and other improvements were purchased with CARES Act funding.

Commissioner Campbell commended the department on their ability to provide confidence that the County could still provide services to the public during the pandemic. Commissioner Ebinger noted he has not been in the County long enough to witness all the accomplishments but applauded the department on making his transition to the Board so smooth with all the help they provided.

#### **ANNUAL UPDATE FROM CHILD AND FAMILY SERVICES DIVISIONS OF SOCIAL SERVICES**

Director Rhonda Porter introduced Supervisors Amy Amundsen (Ongoing Child Protection), Quinn Jaeger (Assessment Unit), and Michelle Thordal (Ongoing Child Protection and Children's Mental Health).

Ms. Amundsen provided an overview of the Children and Families Division. The division is comprised of two Intake Workers, eight Assessors, 14 Case Managers, five Case Aides, and the three supervisors present. Ms. Amundsen supervises Ongoing Child Protection Case Management with 11 full-time staff and one variable hour case aide.

Services provided by the division include reports from the community on abuse/neglect; emergency out-of-home placement due to safety; child protection investigations/assessments; voluntary and court-ordered case management; supervision of contracted mental health services; and managing services with the Village, Lutheran Social Services, Lakeland, Solutions, Rainbow Bridge, etc. There has been an uptick in cases with kids back in school again.

Mr. Jaeger stated that prior to COVID they historically gained approximately 100 calls for services per year. The majority of the call come from law enforcement and schools. With kids not being in schools full-time their overall numbers were impacted last year. They respond to calls and provide intakes for Child Welfare and Child Protection which leads to the overall caseloads. Overall, the caseloads are down slightly, but the severity of the cases has increased. They opened 310 Child Protection assessments, 167 Child Welfare assessments, and opened 239 Case Management Workgroups in 2020.

There were 229 unduplicated children in out-of-home placement in 2020. That number was down from previous year, but the costs have gone up. There were delays in services and courts due to COVID. Today there are 139 in out-of-home placement in Clay County. In 2020, there were 10 adoptions and 13 transfers of legal custody. Currently, there are 22 children on trial home visits. Many of their foster parents are working outside the home and needing daycare for the foster children. There are some scholarships available for these costs. They always look to relatives first. Licensed foster care could be couples or single parents. They may live in homes or apartments. A foster child may be in placement for four to six months or could be longer.

Ms. Thordal noted that foster care is also used for respite care to give a parent relief when they need it. Their Child Protection Team meets monthly. She touched upon their programs and their partners in the community. Their challenges include COVID impacts, interstate issues, and staff turnover leading to constant staff training. They were recently accepted into a pilot program, starting in April, for training new staff.

Commissioner Mongeau extended gratitude to the members of the Out of Home Placement Committee as it remains a very difficult and stressful area.

#### **SELECTION OF CONTRACTOR FOR RESOURCE RECOVERY CAMPUS**

Kirk Rosenberger, Solid Waste Manager, stated that this is a significant step in the process of constructing a new Resource Recovery Campus. An interview panel met on March 3, 2021 to select a contractor for the new project. Four companies were interviewed by the panel comprised of Commissioners Campbell and Mongeau, Steve Larson, Evert Nelson, Roger Richman, Matt Evans, Shannon Thompson, and Kirk Rosenberger. The panel unanimously decided on Construction Engineers following the four interview sessions. There was not much difference in fees between the applicants. Construction Engineers has done a great job for Clay County in the past and has a good working relationship with the County. The company would serve as the Construction Manager at Risk for the Resource Recovery Campus.

On motion by Commissioner Kahly, seconded by Commissioner Mongeau, and unanimously carried, the Board approved Construction Engineers as the contractor for the Resource Recovery Campus.

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

*Many of the following committee reports are from virtual meetings.*

- Commissioner Kahly attended meetings for Historical and Cultural Society; Moorhead Planning Commission; Joint Powers Committee; Children’s Mental Health Local Advisory Council; Lakes and Prairies Community Action Partnership; Economic Development District - West Central; Community Resilience Roundtable; and Law Library Board.
- Commissioner Ebinger attended meetings for FM Diversion Authority and Mental Health Working Group with Senator Klobuchar.
- Commissioner Gross attended a Mn Rural Counties meeting. He confirmed that the public meeting for the Five-Year Highway Plan is on March 23<sup>rd</sup> and Rural Cities and County meeting is on April 8<sup>th</sup>. He noted the townships need to meet regarding the request for a new city in Clay County.
- Commissioner Mongeau attended Extension Committee Interviews; Solid Waste Contractor Interviews; and a Buffalo-Red River Watershed District Board meeting.
- Commissioner Campbell attended Solid Waste Contractor Interviews and meetings for Clay County Joint Powers Committee and Comprehensive Plan Update. He also spent time viewing new E-Cigarette Presentations.
- Administrator Larson attended meetings for Incorporating a new city; new budget forecast; Construction Manager at Risk interviews; Joint Powers Committee; Deadly Force Statute; Flavored Tobacco; Comprehensive Plan Update; and met with Ted Preister and April Walker regarding a Flood Study. He conducted a department head annual evaluation and was interviewed by The Extra. He announced that the Administrator’s Office and Human Resources moved to the Government Center yesterday.

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved adding the Mental Health Working Group to Commissioner Ebinger’s meeting portfolio.

The meeting was adjourned at 10:50 a.m.

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Kevin Campbell, Chair  
County Board of Commissioners

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Stephen Larson, County Administrator