

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 A.M., TUESDAY, JANUARY 19, 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 Mongeau, and unanimously carried, the Board approved the agenda.

MEMORANDUM OF UNDERSTANDING FOR SHERIFF’S OFFICE AND MOORHEAD FIRE DEPT. TO PARTNER ON UNMANNED AIRCRAFT SYSTEMS PROGRAM

By consent, the Board approved the MOU for the Sheriff’s Office and Moorhead Fire Dept. to Partner on an Unmanned Aircraft Systems Program.

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 Ebinger, and unanimously carried, the Board approved payment of bills and vouchers totaling \$479,149 from 102 vendors. From that total, 75 warrants issued were under \$2,000 (\$34,986) and the following 27 were over \$2,000:

Nelson Auto Center	\$166,200	JT Lawn Service	\$5,568
R J Zavoral & Sons, Inc.	\$65,422	Petro Serve UDA	\$4,842
Department of Corrections	\$36,269	Ramsey Co. Med Exam	\$4,669
Esri, Inc.	\$35,000	Delta Design & Construction	\$4,270
Xcel Energy	\$21,664	Kris Engineering, Inc.	\$4,058
Ohnstad Twichell, P.C.	\$13,149	Houston Engineering, Inc.	\$3,613
Cardmember Service	\$11,805	MN BCA	\$2,710
Tritech Software Systems, Inc.	\$10,101	Pomp's Tire Service, Inc.	\$2,639
DLT Solutions LLC	\$8,418	DVS Renewal	\$2,370
Streicher's	\$7,180	Allied Mold & Die	\$2,149
Otter Tail Co. Public Health	\$6,841	MN.IT Services	\$2,100
Concordance Healthcare Solutions	\$6,508	Dakota Plains Mechanical, Inc.	\$2,058
Medical Pharmacy	\$6,368	MidStates Wireless, Inc.	\$2,000
Lloyd's Auto Body, Inc.	\$6,194		

APPROVAL OF MINUTES FROM DECEMBER 29, 2020 AND JANUARY 5, 2021

On motion by Commissioner Mongeau, seconded by Commissioner Gross, and unanimously carried, the Board approved the Minutes from December 29, 2020 and January 5, 2021.

COVID-19 UPDATE

Public Health Director Kathy McKay stated that all vaccine doses that Clay County Public Health has received have been given out. She provided the following COVID-19 report that was prepared on 1/15/2021:

	Clay County	Minnesota	North Dakota	Cass County
Cumulative Cases	6,432	447,392	95,599	20,573
Active Cases	130	12,346	1,675	342
Out of Isolation (excludes deaths)	6,222	429,325		
Cumulative Deaths	80	5,721	1,373	179
Cumulative Hospitalizations (includes out of state hospitalizations of MN residents)	267	23,185	3,699	
Cumulative ICU Admissions	73	4,850	539	
People with at least 1 dose of vaccine	1,291	194,462		
People with completed vaccine series	185	38,025		
Positivity Rate	unavailable	5.9% (12/27-1/2)	4.1% (14-day rolling average as of 1/14)	4.8% (14-day rolling average as of 1/14)
14 Day Case Rate per 10,000	33.55			

Commissioner Mongeau referred to the recent article in the paper and commented that the County is ready, but the hold-up is the number of vaccine doses received. She added that a large number of Clay County residents working in healthcare in ND have been vaccinated in ND and are not reported in Clay County. She would advocate for more vaccine doses for Clay County especially with the County’s population growth. Ms. McKay noted that a local clinic has offered to store the Pfizer vaccine that need ultracold storage for the County. Commissioners Ebinger and Campbell noted frustration with the article’s headline that was on the front page. Clay County has the staff and are more than prepared to administer the vaccine as soon as it arrives.

Nursing Director Jamie Hennen announced that Sanford and Essentia have sent out messages to their patients regarding upcoming vaccinations. Clay County has asked for additional doses. The Public Health Department has two clinics scheduled for this week. They have administered 700 vaccine doses to date. They expect 400 more doses this week and the second doses for the 700 who received their first dose. They will be attending a meeting to discuss the Governor’s Health Conference. Clay County requested to be a pilot site for the vaccine but was not chosen. They are currently providing the vaccine for those who are 65 and older and for childcare providers. Residents can call in or register online.

Commissioner Campbell reminded residents who have had COVID to consider checking into donating convalescent plasma.

DISCUSSION ON FOOD, POOL AND LODGING LICENSING

Environmental Health Director Kent Severson joined Ms. McKay for discussion on reimbursements on Food, Pool, and Lodging License Fees. Commissioner Campbell suggested reimbursing 50% of the businesses' license fees from 2020. This would include liquor licenses paid to the County from rural businesses. This gesture would provide some financial relief and would demonstrate to the businesses that the County is committed to helping them.

On motion by Commissioner Mongeau, seconded by Commissioner Kahly, and unanimously carried, the Board approved a 50% refund of the Food, Pool, and Lodging License Fees that were collected for 2020 for Clay County businesses. The total will be approximately \$70,000.

REVIEW OF STATE AUDIT REPORT

The State Auditors have issued an "unqualified opinion" of the County's financial statements, verifying that Clay County conforms to applicable accounting standards. Bob Johnson and Tammy Swanson from the State Auditor's Office attended the meeting virtually. Mr. Johnson provided the financial information and noted that the County staff was very helpful in providing the necessary information. Reports were provided in handouts to the Commissioners. His recommendation is to have fund balances to cover expenditures for six months and the County is very close to meeting that expectation, specifically when internal services are considered. The fund levels for road and bridge, social services, and general all showed increases. Taxes and intergovernmental revenues are the County's largest revenue sources.

Ms. Swanson commented that the County staff's responsiveness has been great. She listed the findings in a couple areas that they consider significant enough to be included in the audit report and summary. One item was already resolved, and additional procedures and training were recommended in another area. The Commissioners concurred with the findings and will follow thru with the recommendations.

UPDATE ON CLAY COUNTY BUSINESS RELIEF PROGRAM

County Administrator Stephen Larson stated that the Board has approved moving forward with the Clay County Business Relief Program. County officials have met with the City officials to discuss a framework for the business relief process. Sixty-five applications have been received to date. Clay County received \$1,274,738.02 including administrative fees. The payment amounts will be determined by the number of applications. The next Business Relief Program meeting is scheduled for next Monday.

REQUEST APPROVAL TO CONTINUE FAMILY FIRST CORONAVIRUS RESPONSE ACT

Human Resources Director Darren Brooke noted that the Personnel Issues Committee recently addressed continuing the Family First Coronavirus Response Act into 2021. Since April 2020 there were 233 employee requests submitted for up to 80 hours of sick leave related to the Coronavirus. Not all of them used all 80 hours. Some of the other MN Counties have renewed the program and others have not renewed it. At its peak, Clay County had 30 to 60 employees impacted at one time. Currently there are 10 to 12 impacted. The County was able to get reimbursement for the sick leave in 2020 with CARES Act dollars. If an employee has already used 80 hours from this program, they would not be given additional hours. Employees need to meet at least one of the six conditions that were established to receive hours thru this program.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved continuing the Family First Coronavirus Response Act retroactive to January 1, 2021 and continuing through March 31, 2021.

REQUEST APPROVAL TO FILL POSITION WITHIN VICTIM/WITNESS OFFICE THAT IS MOVING FROM A PART-TIME POSITION TO A FULL-TIME POSITION

County Attorney Brian Melton requested filling a position in the Victim/Witness office and shifting it from a part-time position to a full-time position. The office had reductions in the past and are now in great need of expanding the part-time position to a full-time position. The full-time position was included in the Attorney's Office budget for 2021.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved filling a position within the Victim/Witness office that is shifting from part-time to a full-time position.

REQUEST AUTHORIZATION TO SUBMIT REQUEST FOR QUALIFICATIONS FOR RESOURCE RECOVERY CAMPUS CONSTRUCTION

Solid Waste Manager Kirk Rosenberger stated this authorization for a Request for Qualifications (RFQ) follows MPCA requirements and is the same process that was used for construction of the Law Enforcement Center and Correctional Facility. The County Attorney has also reviewed it. A construction timeline for the Resource Recovery Campus was provided and reviewed. They anticipate construction to start by May 1, 2021 and to take 12 to 15 months to complete. Burns and McDonnell will provide the final construction plans this week which will be available to the Commissioners. Commissioner Campbell stated that the Solid Waste Building Committee has started meeting on the project. The resource recovery and transfer station facility will be built on a 20-acre site north of Moorhead. The Solid Waste Department has worked closely with Moorhead Public Works Director Steve Moore on planning and funding for this project. Mr. Moore is no longer with the City of Moorhead. Commissioner Mongeau added that Commissioners Campbell and Weyland have also put a significant amount of work, time, and travel to secure funding for this project.

On motion by Commissioner Mongeau, seconded by Commissioner Kahly, and unanimously carried, the Board authorized Mr. Rosenberger to submit the Request for Qualifications for the Resource Recovery Campus Construction Project.

UPDATE ON COUNTY-OWNED PROPERTY SALE IN RIVERTON AND ELKTON TOWNSHIPS

Planning Director Matt Jacobson noted that the Board had previously approved the sale of two County-owned properties, one in Riverton Township and one in Elkton Township. These two properties were pulled from the upcoming auction. The Riverton property had been purchased years ago with the intent for it to be a future landfill site, but half of that site was found to be too wet for a landfill site. The County had agreed to sell the wet portion of that site. Recently an encumbrance was discovered to prevent the sale of the Elkton property. They decided to also withdraw the Riverton property to make sure that the title is clean. He is working with the County Attorney to see if the encumbrance can be removed from the Elkton site and would like to do additional title work for the Riverton site.

APPROVAL OF DIAGONAL PARKING AGREEMENT ALONG CSAH 33 IN HAWLEY

County Engineer David Overbo and Assistant Engineer Justin Sorum presented the Highway Department requests to the Board. Mr. Sorum is working with the request for diagonal parking along CSAH 33 in Hawley. The parking will be within the boulevard space. The bid letting will be toward the end of February.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the diagonal parking agreement along CSAH 33 in Hawley.

APPROVAL OF PROPOSED 2021 EQUIPMENT – REPLACEMENT OF FOUR MOTOR GRADERS

Mr. Overbo noted that four of the Highway Department’s motor graders are out of warranty. They previously kept the motor graders for 13 years but due to good trade-in values, absence of warranties, and transmission work that cannot be done in-house, they request replacing them at seven years. They work with the County Auditor and allocate Internal Service Funds each year for replacements. Three of the new motor graders are John Deere and one is a CAT. They like to keep up to date on both models. The Highway Tracking Committee has reviewed the request, found it to be a good financial decision, and recommended approval.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved replacement of Motor Grader Units 140, 144, 150 with 2021 John Deere 772G’s from RDO Equipment Co. and replacement of Motor Grader Unit 148 with a CAT 150 AWD from Butler Machinery Co.

Units	Unit Description	Vendor	Cooperative Bid Price Sourcewell	Trade	Cooperative Bid Price with trade	ISF Balance	/After Purchase
140	2021 JD 772G	RDO Equipment	\$359,337.85	\$127,000	\$232,337.85	\$227,283.37	-\$5,054.48
	2021 CAT 150 AWD	Butler Machinery	\$361,075.00	\$100,000	\$261,075.00		-\$33,791.63
144	2021 JD 772G	RDO Equipment	\$359,337.85	\$127,000	\$232,337.85	\$227,283.37	-\$5,054.48
	2021 CAT 150 AWD	Butler Machinery	\$361,075.00	\$100,000	\$261,075.00		-\$4,945.52
150	2021 JD 772G	RDO Equipment	\$359,337.85	\$137,000	\$222,337.85	\$227,283.37	-\$4,945.52
	2021 CAT 150 AWD	Butler Machinery	\$361,075.00	\$107,000	\$254,075.00		-\$26,791.63
148	2021 CAT 150 AWD	Butler Machinery	\$361,075.00	\$125,000	\$236,075.00	\$246,413.17	\$10,338.17
	2021 JD 772G	RDO Equipment	\$359,337.85	\$130,000	\$229,337.85		\$17,075.32
	TOTALS		\$1,439,088.55	\$516,000	\$923,088.55	\$928,263.28	\$5,74,73
	ISF BALANCE AFTER PURCHASE						\$5,174.73

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

Many of the following committee reports are from virtual meetings.

- Commissioner Gross attended meetings for Highway Tracking; Personnel Issues Committee; Wild Rice Watershed District Board; and Campus Building Committee.
- Commissioner Mongeau attended meetings with Solid Waste Director; Extension Regional Staff; Cass-Clay Food Systems; State of the Cities Address; Lakes and Prairies Homeless Advisory Committee; CARES Act Committee; Clay Soil and Water Conservation District; conversed with citizens re: Wild Rice Watershed concerns; and attended Board of Appeal and Equalization Training. KFGO contacted her regarding DMV complaints. She noted that DMV has great staff who are addressing inefficiencies and computer software issues, but 3.5 to 4.5 hour waits are unacceptable. She also took calls on vaccine rollouts.
- Commissioner Ebinger attended a meeting for FM Diversion Authority Board.
- Commissioner Kahly attended meetings for Cass-Clay Food Commission; Moorhead Planning Commission; Clay Soil and Water Conservation District; and Early Childhood Initiative.
- Commissioner Campbell attended meetings for CARES Act Committee; Highway Tracking Committee; Personnel Issues Committee; Solid Waste Construction Project Timeline; Lakes Country Services Cooperative; Campus Building Committee; and FM Diversion Authority.
- Administrator Larson attended meetings for Highway Tracking; Personnel Issues Committee; County Management; CARES Act Committee; and Building Committee. Over the past week he also met with Planning Director, Sheriff's Office, Technology Systems, County Auditor, Public Health Director; DMV, Forum reporter, Information Systems Manager; and County Attorney on various matters. AMC will be conducting various virtual events each Monday at 10 a.m.

The meeting was adjourned at 11:00 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator