

**CLAY COUNTY BOARD OF COMMISSIONERS**

**8:30 A.M., TUESDAY, FEBRUARY 8, 2022**

Rooms A/B, 3<sup>rd</sup> Floor, Courthouse

**MINUTES**

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Jenna Kahly, Jenny Mongeau, Kevin Campbell, David Ebinger, and Frank Gross. Others present: County Administrator Stephen Larson, County Attorney Brian Melton, and Sr. Administrative 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 Ebinger, and unanimously carried, the Board approved the agenda with one addition: FM Chamber letter of support.

**CITIZENS TO BE HEARD**

There were no citizens who wished to be heard.

**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 \$416,344 from 145 vendors. From that total, 115 warrants issued were under \$2,000 (\$46,344) and the following 30 were over \$2,000:

MN Dept of Human Services	\$105,901	Otter Tail Public Health	\$4,745
Gerit Hanson Contracting, Inc.	\$ 32,045	Dacotah Paper	\$4,581
TF Powers Construction Co.	\$ 30,200	Medical Pharmacy	\$4,133
Prairie Lakes Municipal Solid Waste	\$ 24,124	Clay Co. Attorney	\$4,101
Central Specialties, Inc.	\$ 20,359	Moorhead Public Service	\$3,937
MN Human Services - Maxis	\$ 17,686	Ehlers	\$3,800
Performance Kennels, Inc.	\$ 16,500	River Valley Forensic Services, PA	\$3,500
MN Dept of Finance, Treasury Division	\$ 14,100	Thomson Reuters - West	\$2,900
Rick's Electric, Inc.	\$ 13,768	Wild Rice Electric Co-op, Inc.	\$2,876
Lakes & Prairies Community Action, Inc.	\$ 12,976	Galls, LLC, DBA Keepers	\$2,824
Bob Barker	\$ 7,433	T & T Tile, LLC	\$2,500
Ramsey County Med Examiner	\$ 6,649	Powerplan	\$2,405
JT Lawn Service	\$ 6,580	Dean's Bulk Service	\$2,374
Kris Engineering, Inc.	\$ 6,170	Thomson Reuters - West	\$2,054
Farmers Co-op Oil Co	\$ 6,122	W Central Regional Juvenile Center	\$2,016

**COVID-19 UPDATE**

Jamie Hennen, Nursing Director, and Becky Schmidt, Infectious Diseases, Clay County Public Health (CCPH), presented the weekly COVID-19 update. Ms. Schmidt reported a downward trend in cases locally. New cases reported last week in Clay County were at 299, down from 680 the previous week. New cases reported in Cass

County ND last week were at 1,812, down from 3,471 the previous week. New cases in Minnesota last week were at 13,076, down from 38,035 the previous week; and in ND 8,154, down from 13,126. Reinfected cases were reported at 765 in Clay County, 53,380 in MN, and 11,434 in ND. There is still some lag time in getting the data. The 20-24 age group still has the highest number of cases. Clay County has a total of 18,291 accumulative cases and 117 deaths. Hospitalizations are also trending downward. They are still seeing strong protection against serious illness and death with the vaccine. Currently, 98 percent of the diagnosed cases are the Omicron variant.

Ms. Hennen reported that 73.9% of residents, age five and over, have had at least one vaccine dose. CCPH has administered a total of 19,142 doses, with 38 of them last week. Two clinics will be held this week. The Moorhead Vault testing site has now administered 100,993 COVID tests. The positivity rate was at 23.36% last week. There is no vaccine approval yet for those who are four and under, but the process has started.

Ms. Schmidt commented that the booster raises the neutralizing antibody levels which is the body's first line of defense. After a period of time, approximately five to six months, they are seeing waning immunity with the first vaccines and recommend the booster. The second line of defense is the T cells and B cells that help to fight off infection. The booster is really vital for anyone who is at high risk for infection. The booster will likely turn into a yearly vaccine, similar to the flu vaccine.

Commissioner Mongeau commented that she is continuing to push for earlier hours at least one day a week at the Vault site. She noted that Vault executives recently came to the Moorhead site but did not reach out to CCPH.

**REQUEST TO FILL VACATED PUBLIC HEALTH NURSE POSITION**

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board approved the request to fill a vacancy for a Public Health Nurse (RN) for Adult Health Case Management, fully funded through waived services.

**AUTHORITY TO SIGN MINNESOTA STATE DEPARTMENT OF PUBLIC SAFETY GRANT**

Juvenile Center Superintendent James O'Donnell stated that they received the first grant in 2019 which covered two Case Management positions in the transition unit for two years. The two positions came about after the expansion of the Juvenile Center. They were fortunate enough to receive \$257,614 which will cover the positions for two more years.

On motion by Commissioner Ebinger, seconded by Commissioner Gross, and unanimously carried, the Board authorized signing the MN State Department of Public Safety JAG Grant for \$257,614.

**CLAY COUNTY SOLID WASTE TRANSFER FACILITY – CHANGE ORDER #3**

County Administrator Stephen Larson provided the list of items/revisions for Construction Change Order #3. After Value Engineering was requested and completed, there were some changes made to the project. The fire pump was moved into the building. Additional concrete and supports were needed. A kiosk will also be added right outside the scalehouse for drivers to pull a number. For another road entrance that was previously added, widening the road and providing signage were required as part of that project. Door framing, hardware,

stripping, and finishes were also added. This will deplete the owner contingency funds but there will be access to premium dollars for future changes if needed.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved Resource Recovery Facility / Transfer Station Construction Change Order #3 for a total of \$209,087.35

**ADDITION: FARGO/MOORHEAD/WEST FARGO CHAMBER LETTER OF SUPPORT FOR GOOD JOBS CHALLENGE GRANT APPLICATION**

Mr. Larson and Commissioner Campbell received an email from Shannon Full, FMWF Chamber, requesting a letter of support for a Good Jobs Challenge Grant that was made available through Federal ARPA funding. The \$10 million grant would work on developing partnerships with existing businesses and unemployed / underemployed citizens with job training. This grant will be focused on cyber security, IT positions, manufacturing, agricultural-based programs, partnering with University of Mary, NDSCS, Moorhead Career Academy and Emerging Digital Academy. This grant application was determined to be consistent with the work force focus that this Board has had. Due to the short deadline and the fact that it does not tie Clay County to any financial support, the attached letter was signed by Chair Mongeau yesterday.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the letter of support for FMWF Chamber grant application for ARPA Good Jobs Challenge.

**DEPARTMENT UPDATE – TECHNOLOGY SERVICES**

Director Rory Schmitz presented a short update from Technology Services. The department consists of nine staff. Beside Mr. Schmitz, there are four System Administrators and Computer Support Specialists. He pointed out the overall increase in Help Desk service requests since the beginning of the pandemic. The department was able to get all the hardware and software needed to allow employees to work from home. They are transitioning into a new ticketing request system. He went over their costs associated with new County employees. Currently, there are 615 employees with 456 of them working full-time. There are also costs involved for them with building remodeling projects and wires needing to be moved. The trend moving forward is for more cloud-hosted applications and services. He listed some of the different departmental applications being used. County-wide services include the County website, eTime Cards, and Microsoft Office 365. They expect to have some lasting effects of the pandemic with fulfillment delays, localizing local resources, vendor price increases, mitigation steps, and hardware and software funding. ARPA funds were utilized for a large supply of laptops. The Microsoft licensing agreement is due every three years. It was recently submitted but was rejected by Microsoft. He has seen 10 to 25% price hikes that he did not anticipate in his 2022 budget. They are now in a 30-day grace period and evaluating other possible solutions. The potential impact could be in the \$30,000 range. Commissioner Campbell noted that it should be a topic of discussion for the ARPA Committee.

**REQUEST FOR COURTHOUSE HVAC CONTROLS PROJECT – ARPA**

Facilities Director Joe Olson noted he would like Board-approval for the Courthouse HVAC Controls Project before the prices climb higher.

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved Trane for the HVAC System for courthouse in the amount of \$28,000.

**REQUEST TO ADVERTISE FOR BIDS ON AIR HANDLER REPLACEMENT PROJECT FOR FAMILY SERVICE CENTER – ARPA**

Mr. Olson requested advertising for bids for the Air Handler Replacement Project for the Family Service Center. The Air Handler Replacement Project will be paid with ARPA funds. He would like to advertise starting February 14, open bids on March 8, and award bids on March 15, 2022.

On motion by Commissioner Ebinger, seconded by Commissioner Gross, and unanimously carried, the Board approved the bid schedule for Air Handler Replacement Project for the Family Service Center.

**REQUEST FOR APPROVAL OF FINAL CONTRACT VOUCHER FOR CSAH 19 (SAP 014-619-019, SP 014-090-060)**

County Engineer David Overbo and Assistant Engineer Justin Sorum presented a request for approval of the final Contract Voucher for CSAH 19. This Glyndon reconstruct project included a sidewalk, trail, ponds, and city infrastructure. They received some federal funds for the project which provided a face lift for the city. The project took longer than expected with the first summer being very wet. The City of Glyndon has to approve the final contract vouchers as well.

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved the final contract voucher (SAP 014-619-019, SP 014-090-060) to Sellin Brothers for \$6,704,994.46 for Glyndon CASH 19 project.

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

- Commissioner Kahly reported on meetings for Adult Mental Health Local Advisory Council; Joint Powers; Children’s Mental Health Local Advisory Council; and Moorhead Planning Commission.
- Commissioner Gross reported on meetings for Building Committee; Criminal Justice Advisory Board; and MN Rural Counties Caucus.
- Commissioner Ebinger reported on meetings for Criminal Justice Advisory Committee; AMC Extension Training Session; Statewide Emergency Communications Board; and met with Pastor Sue Koesterman and Tim Hiller Re: Silver Linings Project for homeless seniors.
- Commissioner Campbell reported on meetings for Building Committee; Joint Powers; and Resource Recovery Facility Construction Update.
- Commissioner Mongeau reported on meetings for Extension Economic Development Cohort; MetroCOG Executive Committee; Detox Planning Subcommittee; Resource Recovery Facility Construction Update; met with Mr. Larson Re: Grant Letter; and spoke to a Kurtz Township resident Re: an abandoned home.
- County Administrator Larson attended meetings for Joint Powers; Building Committee; Medical Contract; Detox Issues; Enterprise Leasing Options; Local Administrators’ update; RRVDC; Detox Committee; Chamber letter of support; Resource Recovery Facility Construction Update; and Personnel Issues. He noted that Azad Berwari accepted the position of Diversity and Ethnic Coordinator.

The meeting was adjourned at 10:00 a.m.

Jenny Mongeau, Chair  
County Board of Commissioners

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Stephen Larson, County Administrator