

**CLAY COUNTY BOARD OF COMMISSIONERS**

**8:30 A.M., TUESDAY, MARCH 15, 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, Frank Gross, Jenny Mongeau, Kevin Campbell, and David Ebinger. 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 Kahly, seconded by Commissioner Campbell, and unanimously carried, the Board approved the agenda with the removal of item two (Annual Update from Attorney's office) from agenda.

**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 \$1,814,874 from 133 vendors. From that total, 98 warrants issued were under \$2,000 (\$42,820) and the following 35 were over \$2,000:

Construction Engineers, Inc.	\$927,641	Dakota Plains Mechanical, Inc.	\$5,730
Blue Cross Blue Shield Mn	\$279,867	Lloyd's Auto Body, Inc.	\$5,376
SHI International Corp	\$212,222	NetCenter Technologies	\$5,309
Moorhead Public Service	\$ 40,396	CMTA	\$5,000
Trinity Services Group, Inc.	\$ 35,937	Barnesville C-Store	\$4,764
Mattson Excavating, Inc.	\$ 35,520	City of Barnesville	\$4,475
City of Fargo	\$ 35,161	Bison Plains Lodge	\$3,792
Kandiyohi Co. Sheriff's Office	\$ 27,890	Wegner Psychological & Therapeutic	\$3,750
Network Center, Inc.	\$ 26,892	WEX Bank	\$3,723
Connect Interiors LLC	\$ 19,715	Benson Psychological Services, PC	\$2,350
Petro Serve USA	\$ 12,356	Reliance Telephone	\$2,328
Otter Tail Co. Public Health	\$ 11,837	Amazon Capital Services	\$2,326
TAPCO	\$ 10,073	Mn IT Services	\$2,162
T.F. Powers Construction Co.	\$ 8,165	Enterprise FM Trust	\$2,121
Verizon	\$ 7,740	Green View, Inc.	\$2,118
Sabin C Store	\$ 7,733	Xcel Energy	\$2,031
Medical Pharmacy	\$ 6,983	Interstate Power Systems, Inc.	\$2,010
City of Glyndon	\$ 6,560		

**APPROVAL OF MINUTES FROM MARCH 1, 2022**

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved the minutes from March 1, 2022.

**REQUEST TO FILL VACANCY FOR SOCIAL WORKER IN CHILD PROTECTION/CHILD WELFARE SERVICES**

Social Services Director Rhonda Porter stated she had an employee resign from Child Protection/Child Welfare Services after a couple years. The position brings in some revenue and there should be some budget savings with hiring on step one.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the request to fill a vacancy for a Social Worker in Child Protection/Child Welfare Services with backfill if necessary.

**REQUEST TO FILL VACANCY FOR SOCIAL WORKER IN DISABILITY SERVICES**

Ms. Porter relayed that a Social Worker position in Disability Services will be vacated on June 1, 2022, due to a retirement. This position is fully funded with the revenue earned from the health plan. The caseload size for this position was 112 members in 2021.

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved the request to fill a vacancy for a Social Worker in Disability Services with backfill if necessary.

**ANNUAL SOCIAL SERVICES DEPARTMENT UPDATE**

Ms. Porter stated she has 131 full-time staff and one variable hour under nine division managers in the Social Services Department. In 2021, the department had 12 resignations and four retirements. Financial Services now has 30 full-time staff, one manager and three lead positions. That division may be reorganized this year. Child Support Services will be moving from first floor to fourth floor this year. The Financial Services division will remain on first floor.

The department has over 50 contracts with community service providers, and nine grant contracts with the State Department of Human Services (DHS). Much of their work is mandated by federal and state laws and statutes. In 2021, revenue sources totaled over \$26 million. Earned revenues are based on their work. The discrepancy between expenditures and revenues is where the tax dollars come in. The change in the County's health insurance resulted in some savings. There was also a savings with less travel and face to face contact due to the pandemic. There were some increased costs in adult mental health.

The State DHS uses performance measures to review their work. They may establish a performance improvement plan for an area. Overall, they are doing very well with their performance measures. There were five areas where the thresholds were not quite met: 1) percent of current child support paid; 2) percent of days children in family foster care spent with a relative; and 3) percent of expedited Supplemental Nutrition Assistance Program (SNAP) applications processed within one day; 4) percentage of alleged child maltreatment victims seen in face-to-face visits; and 5) percent of months with face-to-face visits with a child in out-of-home care. Ms. Porter commented she was not concerned with these areas because of the pandemic, being a border-county, and other extenuating circumstances. There are a number of program reviews and audits throughout each year which require many interviews. They are always seeking how to best serve the people in the system.

Ms. Porter also touched on the challenges and opportunities of 2021 including mental health needs, jail impacts, and working with the detox area. The Juvenile Center has helped with out-of-home needs. They are looking at future bonding for mental health beds.

Commissioner Kahly asked that Ms. Porter meet with her for items for the Association of MN Counties conference sessions for this year. Commissioner Mongeau commented on the amazing staff through all the challenges. Commissioner Campbell noted that independent living area at the Juvenile Center has been beneficial and has had an impact on their budget with reducing movement in and out of home placement.

**APPROVAL OF COST SHARE WITH CITY OF MOORHEAD ON TRAFFIC SIGNAL CAMERA SYSTEM**

Assistant County Engineer Justin Sorum introduced Jonathon Atkins who is the Traffic Engineer for the City of Moorhead. Mr. Sorum is requesting approval to cost share with the City of Moorhead on a camera system for the traffic signals at the CSAH 52/30th Ave South intersection. The cost of the camera system is \$47,325.00 to be split 50/50 with Moorhead. It will replace the traffic detention loops that are currently in the pavement that will be milled during paving this summer. This will reduce overall maintenance. The camera system will have vehicle counts 24/7, 365 days a year. The camera can also be adjusted as needed. This item has gone before the Highway Tracking Committee.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the Traffic Signal Camera System at the intersection of CSAH 52 and 30<sup>th</sup> Ave S, with the County's share of \$23,662.50.

**APPROVAL TO ADVERTISE FOR FOUR BRIDGE REPLACEMENT PROJECTS**

Mr. Sorum requested approval to advertise for four bridge replacements. Two are on the County system (Co Rd 68 and Co Rd 69), and two township structures (140<sup>th</sup> St in Elkton Township and 43<sup>rd</sup> Ave N in Cromwell Township). The proposed letting date will be April 19th, 2022. Watershed district approval has been obtained. There is bridge bonding for the two county structures.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved advertising for four Bridge Replacement Projects as requested.

**APPROVAL TO ADVERTISE FOR BIDS FOR 7TH STREET RECONSTRUCTION PROJECT IN DILWORTH**

This request is to approve advertising for bids for reconstruction on 7th Street in Dilworth. The City has received \$1.25 million in LRIP funds from MNDOT. As the project sponsor, the County is required to advertise for bids, hold the contract, and make payments to the contractor. The proposed letting date is planned for April 19th, 2022. The bids will be opened at the Board meeting with the City of Dilworth Engineer present.

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved advertising for the 7th Street Reconstruction in Dilworth with a proposed letting date of April 19th, 2022.

**UPDATE ON PRELIMINARY FIVE-YEAR CONSTRUCTION PLAN 2022-2026**

Mr. Sorum provided handouts as well as overhead slides for the preliminary Five-Year Construction Plan for 2022-2026. The plan starts with ten projects listed for 2022: three bridge replacements, a bridge removal, three mill

and overlays, one grading, one urban reconstruction, and one radius reconstruction. The funding sources and cost estimates for each project were also charted. In 2023 there will be three more bridge replacements, and several mill and overlays, a paving project, and one reconstruction. In 2024, there are nine projects with four bridge replacements (one with federal funding), 17 miles of mill and overlays planned and the railroad grade separation for the 11<sup>th</sup> Street Underpass in Moorhead. Mr. Sorum serves on the committee for the 11st Street Project. In 2025, they plan for three bridge replacements if funding is available, a mill and overlay from the Red River to the tie back levee, and other mill and overlay projects. Also listed is a seal coat/stripping project on various County roads. Six more projects including three bridge replacements and a grading project from TH 336 to Sabin to include widening of the road and shoulders are slated for 2026.

**REQUEST TO MOVE FORWARD WITH HVAC CONTROLS REPLACEMENT PROJECT AT FAMILY SERVICE CENTER**

Facilities Director Joe Olson referred to the HVAC Controls Replacement Project at the Family Service Center. This proposal is to replace all aging motors and variable frequency drives on the air handlers. Bids were received for each portion of the project and were somewhat over the estimates. This is a Capital Improvement Plan item that will be funded with ARPA dollars. The total of the two low estimates is \$7,355 over the \$50,000 budget for the project. Other recent project bids have come in lower and have helped to offset these higher costs.

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved moving forward with the low bids from Dakota Plains (\$20,455) for HVAC motor replacement and Rick Electric (\$36,900) for HVAC VFD replacement at the Family Service Center.

**REQUEST TO FILL VACANCY FOR .6 FINANCIAL ASSISTANT POSITION**

Public Health Administrator Kathy McKay stated that Public Health has an open .6 Finance Assistant position following a retirement.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved the request to fill the .6 Financial Assistant position in Public Health.

**REQUEST TO ENTER INTO PRE-DESIGN AGREEMENT FOR CRISIS ABUSE SUBSTANCE SERVICES PROJECT**

Stephen Larson, County Administrator and Troy Amundsen, Crisis Abuse Substance Services Director, presented to the board. Mr. Larson noted that on March 1st, the Board made a motion to request that Klein McCarthy Architects be contacted to complete a pre-design report for a potential Crisis Abuse Substance Services (detox) Project. The County previously worked with Klein McCarthy Architects on a pre-design report for a grant application in 2018. Public Health recently received approval of a separate grant application. The pre-design report is to include updates to the existing two-story floor plan, a new one-story floor plan, and plans for a future second story expansion. Site plans with cost estimates are needed for the options. Scott Fettig from Klein McCarthy Architects has been contacted for the work and Attorney Melton will review the report.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved a pre-design agreement for a Crisis Abuse Substance Services Project with Klein-McCarthy Architects for \$10,000 plus reimbursable expenses identified in the contract.

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

- Commissioner Campbell reported on meetings for Highway Tracking; Facilities Finance Committee; Building Improvement Committee; Lakes Country Services Cooperative; ARPA/CARES-2; and Resource Recovery Facility Operations.
- Commissioner Ebinger reported on meetings for NW Community Emergency Planning Advisory Committee and Moorhead Business Association.
- Commissioner Kahly reported on meetings for Adult Mental Health Local Advisory Committee; Extension Committee; Cass-Clay Food Commission; and Moorhead Business Association.
- Commissioner Gross reported on meetings for Highway Tracking; Wild Rice Watershed Board; Beyond the Yellow Ribbon; and Building Improvement Committee.
- Commissioner Mongeau reported on meetings for Clay Soil and Water Conservation District; ARPA/CARES-2; Extension Committee; CAPLP Executive Director review; Facilities Finance; Buffalo Red Watershed Management; Resource Recovery Facility Operations; and Buffalo Red River Watershed Committee.
- Mr. Larson reported on meetings for ARPA/CARES-2; Facilities Finance Committee; Building Improvement Committee; Highway Tracking; Resource Recovery Facility Operations; County Management; and AMC Legislative Update. He also conducted two department head evaluations; spoke to the Kiwanis Club; and met with Human Resources and the Labor Attorney.
- Attorney Melton apprised the Board that the State Public Defenders Office may go on strike and there could be some upcoming issues related to that potential.

The meeting was adjourned at 10:30 a.m.

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Jenny Mongeau, Chair  
County Board of Commissioners

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Stephen Larson, County Administrator