

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 A.M., TUESDAY, MARCH 17, 2020
County Board Room, 3rd Floor, Courthouse
MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Frank Gross, Jim Haney, Kevin Campbell, and Grant Weyland. Absent: Commissioner Mongeau, Others present: County Attorney Brian Melton, County Administrator Stephen Larson, and Senior Administrative Assistant Colleen Eck.

CALL TO ORDER

Chair Gross called the meeting to order.

APPROVAL OF AGENDA

On motion by Commissioner Weyland, seconded by Commissioner Campbell, and unanimously carried, the Board approved the agenda with one addition: Request for Approval of Resolution 2020-15 to declare a State of Emergency related to COVID-19 Event.

REDUCTION IN VALUATION OF KISER PROPERTY IN MOORHEAD

By consent, the Board approved a reduction in valuation for Kiser property due to a clerical error.

ADVERTISE CSAH 14 SHOULDER WIDENING / MILL & OVERLAY PROJECT

By consent, the Board approved advertising for the CSAH 14 Project: SAP 014-614-002, SP 014-070-010.

CITIZENS TO BE HEARD

There were no citizens present who wished to be heard.

APPROVAL OF MINUTES FROM MARCH 3, 2020

On motion by Commissioner Haney, seconded by Commissioner Campbell, and unanimously carried, the Board approved the minutes from March 3, 2020.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Commissioner Campbell, seconded by Commissioner Weyland, and unanimously carried, the Board approved payment for bills and vouchers totaling \$387,474 from 125 vendors. From that total, 102 warrants issued were under \$2,000 (\$44,110) and the following 23 were over \$2,000:

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|-------------------------------|-----------|--------------------------------|---------|
| Construction Engineers, Inc. | \$100,113 | Nitzkowski, Inc. | \$7,360 |
| City of Fargo | \$59,344 | Dakota Plains Mechanical, Inc. | \$7,180 |
| Moorhead Public Service | \$42,535 | Klein McCarthy & Co, Ltd | \$7,014 |
| Clay Co Public Health | \$26,816 | MN Life | \$5,519 |
| Hannaher's, Inc. | \$20,239 | Code 4 Services, Inc. | \$4,507 |
| Cardmember Service | \$14,346 | Wegner Psych & Therapeutic | \$3,750 |
| Lutheran Social Service of Mn | \$12,214 | Association of Mn Counties | \$2,952 |
| Fidlar Technologies | \$10,514 | Colonial Life | \$2,776 |

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|-----------------------------|---------|--------------------------------|---------|
| Holiday Credit Office | \$2,699 | Network Cabling Services, Inc. | \$2,226 |
| Chiller Systems, Inc. | \$2,540 | Sanford Health | \$2,033 |
| Becker County Public Health | \$2,419 | Nancy Hein-Kolo, PsyD, LP | \$2,000 |
| MN IT Services | \$2,270 | | |

ADDITION: REQUEST FOR APPROVAL OF RESOLUTION 2020-15 TO DECLARE A STATE OF EMERGENCY RELATED TO COVID-19 EVENT

Emergency Management Director Gabe Tweten drafted an Emergency Declaration that was signed by the Board Chair yesterday. Today he brought forth the resolution that corresponds to the State of Emergency related to the COVID-19 pandemic event.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved the following resolution:

**Resolution 2020-15
Resolution Declaring a State of Emergency**

WHEREAS, the COVID-19 pandemic event will impact the population of Clay County and its cities due to the disruption of services, to include the closure of schools, childcare services and other services that will negatively impact day to day life; and

WHEREAS, the COVID-19 pandemic event will impact the population of Clay County and its cities due to the disruption of services, to include the closure of schools, childcare services and other services that will negatively impact day to day life; and;

WHEREAS the Clay County Emergency Management Director requests the Clay County Board declare Clay County in a STATE OF EMERGENCY for the COVID-19 pandemic event of March 2020;

NOW, THEREFORE, BE IT RESOLVED, that the Clay County Board of Commissioners declares Clay County in a State of Emergency for conditions resulting from the COVID-19 pandemic event of March 2020.

REQUEST TO ADVERTISE FOR RFP’S AND OBTAIN QUOTES FOR COURTHOUSE BOILER REPLACEMENT PROJECT

Building Maintenance Supervisor Joe Olson requested approval to advertise for RFPs (requests for proposals) and obtain quotes for the courthouse boiler replacement project. His timeline includes advertising on March 23, opening bids on April 14, and recommending the bid awarding on April 21.

On motion by Weyland, seconded by Haney, and unanimously carried, the Board approved Mr. Olson’s request to advertise for RFPs for the courthouse boiler replacement project.

REQUEST TO FILL VACANCY FOR CHILD PROTECTION WORKER

On motion by Campbell, seconded by Mongeau, and unanimously carried, the Board approved Rhonda Porter’s request to fill two vacancies for Social Workers in Child Protection Services, and to backfill positions if needed.

COMPLIANCE COMMITTEE REPORT

County Recorder Kimberly Savageau stated the County Recorder’s Office was 100% compliant in 2019, meeting the statutory requirements. For each document recorded the County receives \$11 for their compliance fund. With compliancy those funds can be used for County land record departments. The

beginning balance in 2019 was \$79,175. They collected \$116,468 in 2019 and had a balance of \$78,143 at the end of the year. The Compliance Fund Committee met on February 4th, with Commissioner Weyland in attendance, and agreed to use \$105,000 of the compliance funds in 2021 for County land records departments. The recommended disbursement is as follows: Tax System Maintenance \$15,000; Re-monumentation Program \$40,000; Information Services \$37,850; and Assessor's Office software maintenance \$12,150.

On motion by Mongeau, seconded by Haney, and unanimously carried, the Board approved the recommendations as listed.

REQUEST FOR OUT-OF-STATE TRAVEL FOR EDUCATIONAL SYMPOSIUM

Ms. Savageau noted she is striking her request for out-of-state travel at this time.

ANNUAL DEPARTMENT UPDATE – RECORDERS OFFICE

Ms. Savageau provided a handout for her annual update. She noted with the launch of REAL ID, the need for several documents including certified birth certificates and marriage certificates has kept the Recorder's Office busy, and the demand continues to increase. The County Recorder collaborates with Cass County, abstract companies, and title companies for the Property Records Industry Association. The office has also been preparing for the conversion of their recording software and went live with the new software and new features on March 3. Ms. Savageau also touched upon the document recording counts over the past five years. They continue to digitize their records for preservation.

Mr. Larson noted the new software company identified Clay County as being the best prepared County for the software conversion.

ANNUAL DEPARTMENT UPDATE – ATTORNEY'S OFFICE

County Attorney Brian Melton expressed his gratitude to the Commissioners for their support over the last year with all the changes and challenges in the office. With a retirement and Moorhead's new prosecution contract, the County Attorney's office had several vacancies to fill with new staff and new attorneys. Attorney Melton was also deployed part of the year but announced that he is now retired from the National Guard. His office is fully staffed with a total of 12 attorneys, various office staff, legal assistants, and Victim/Witness staff.

The Attorney's office had 2,510 cases opened in 2019 and they average 20 to 25 jury trials annually. The population increase and drug use has led to increases in the number of caseloads and criminal activity. Much of their work is now done digitally on laptops with their database tracking system. Prior to 2018 most material was still in paper form. They are working on scanning their paper files.

Their specialty courts include Drug Court, Veteran's Court, and Domestic Violence Court. There is a greater level of supervision with Domestic Violence Court to ensure that offenders are complying with court directives. Victim Services assist victims through the entire criminal prosecution process. One of the largest areas of crime is drug crime with meth and some heroin. More meth is being brought into the area than made locally due to pseudoephedrine being put behind the counters. Civil commitments, CHIPS (Children in Need of Protection or Services), and Juvenile crimes are all on the rise.

Attorney Melton noted that some changes are being implemented due to the Coronavirus. In order to limit court appearances, they are concentrating only on the time-sensitive and high priority cases for now. They will also address those in custody, consider public safety, check to see who can make bail, limit work releases and transports, and consider some releases with electronic home monitoring. The Law Library is open with self-help use only for a period of time.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Haney attended meetings for NW Emergency Communications Board; and Soil and Water Conservation District.
- Commissioner Weyland attended meetings for NW Emergency Communications Board; Beyond the Yellow Ribbon; and West Central Area Agency on Aging.
- Commissioner Mongeau attended meetings for Land Use/Planning Staff; MetroCOG Executive Committee; Coronavirus Press Conference; Buffalo Red River Watershed District; Lakes and Prairies Community Action Partnership; and Lakeland Mental Health.
- Commissioner Campbell attended meetings for Highway Tracking; Solid Waste Management; Highway Department and Dilworth; and FM Diversion Authority Outreach Committee.
- Commissioner Gross attended meetings for Highway Tracking; Highway Department and Dilworth; Morken Township; U of M Extension; Courthouse Boiler Project; Partnership4Health; and attended Drug Court.
- Mr. Larson attended meetings for Highway Tracking, Solid Waste Management; Highway Department and Dilworth, Motor Vehicle Department; Courthouse Boiler Project; Management Committee; and COVID-19 related issues and updates.

COVID-19 / CORONAVIRUS UPDATE

Public Health Director Kathy McKay introduced her Incident Command Team: Nursing Director Jamie Hennen; Emergency Preparedness Coordinator Josh Ebert; and Disease Prevention and Control Nurse Cheryl Sapp. They also have a Public Information Officer. The team provided several handouts on the COVID-19 (Coronavirus).

Ms. McKay commented that the COVID-19 virus has led to unprecedented challenges for everyone. Public Health staff and the team are working hard to keep on top of the amount of information they receive. On March 15 there was a confirmed case of the virus in MN that was community-spread. This led to a heightened response for the infectious rapid spread of the virus. Minnesota Governor's Emergency Executive Order authorized the temporary closing of schools. Restaurants and bars are to be temporarily closed to customers who dine-in or sit-in at this time. Health fitness centers and theatres are also to be temporarily closed. Essential operations including grocery stores and pharmacies are remaining open. People are being asked to limit gatherings to a maximum of 10 people. The high-risk individuals are said to be 70 and older and/or have underlying health conditions. At this point, there are no confirmed cases in Clay County, but it is probably just a matter of time. People need to monitor symptoms that may include a cough, shortness of breath, and fever.

Mr. Ebert mentioned that all of their planning and preparing for emergencies has proven to be very valuable. He noted he is working closely with the surrounding Counties and with Emergency Management Director Gabe Tweten. The County's Emergency Plan calls for responding to the pandemic with identifying resources

and supplies. The team has started meeting on a regular basis. They are preparing for disruptions in services and work-related routines.

Ms. Hennen referred to the recent e-mail from AMC related to the priority of testing for the virus. The biggest impact is on the healthcare system. The team is working diligently with staff in long-term care and community-based services to keep the most vulnerable population safe. She went on to list what people need to be doing to help slow the spread of the virus. This includes staying home if you are ill; listening and following advice from local and state authorities; staying away from other people if you are elderly or have underlying health conditions; and practicing good hygiene and hand washing. Information is also being shared on the County website.

Ms. Sapp noted in order to prepare one's self and home in the upcoming days and weeks, have essential supplies on hand to last for a number of days. She mentioned that K-12 schools are closed, but several schools are providing daycare and meals for children of those who work in essential care. She asked the public to go onto the County website and the State Department of Health website to keep informed.

The Commissioners went on to discuss how this virus will affect the County and County employees, both essential and non-essential workers, as well as future meetings and other gatherings. Chair Gross stated the entire County needs to act responsibly. The Personnel Issues Committee will conduct a meeting following this meeting to address staff needs and working remotely. Starting today there will be additional cleaning and disinfecting done in the County buildings. A supply of hand sanitizers will also be delivered to departments and hand sanitizer stations will be established throughout the County buildings.

The meeting adjourned at 10:29 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator