

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 A.M., TUESDAY, MARCH 24, 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, Jenny Mongeau (teleconference) and Grant Weyland. 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 and read the Open Meeting Law announcement.

APPROVAL OF AGENDA

On motion by Commissioner Campbell, seconded by Commissioner Haney, and unanimously carried, the Board approved the agenda with two additions: 1) Approval of minutes from March 10, 2020; and 2) Approval to fill two vacancies at Juvenile Center.

APPROVAL TO ADVERTISE FOR THE 6 BRIDGE REPLACEMENT OFF SYSTEM (B.R.O.S.)

By consent, the Board approved advertising the Six Bridge Replacement Off System with bridges on CR 68, CR 93, CR 100, and CSAH 21, including \$748,00 in federal funding.

APPROVAL OF RESOLUTION 2020-17 - CLAY COUNTY ALLIANCE SNOWMOBILE TRAILS, COUNTY SPONSORSHIP FOR DNR GRANTS

By consent, the Board approved the following resolution:

RESOLUTION 2020-17

BE IT RESOLVED, that Clay County act as the legal sponsor for an application for funding from the State of Minnesota Department of Natural Resources for grooming and maintaining of two -way Snowmobile Trails managed by the Clay Trails Alliance.

BE IT FURTHER RESOLVED, that upon approval of its application by the State, Clay County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement.

BE IT FURTHER RESOLVED, that the County Administrator is authorized to sign such an agreement with the Department of Natural Resources.

BE IT FURTHER RESOLVED, that Clay County is hereby authorized to serve as the fiscal agenda for the above referenced project.

CITIZENS TO BE HEARD

There were no citizens present who wished to be heard.

ADDITION: APPROVAL OF MINUTES FROM MARCH 10, 2020

On motion by Commissioner Campbell, seconded by Commissioner Haney, and unanimously carried, the Board approved the minutes from March 10, 2020.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Commissioner Campbell, seconded by Commissioner Haney, and unanimously carried, the Board approved payment for bills and vouchers totaling \$310,627 from 108 vendors. From that total, 85 warrants issued were under \$2,000 (\$40,531) and the following 23 were over \$2,000:

Clay Soil & Water Conservation District	\$54,782	Lakes Country Service Co-op	\$5,637
Michael J Burns Architects	\$43,182	Sanford Health	\$4,912
RDO	\$25,735	Burnn Boiler & Mechanical, Inc.	\$4,555
Xcel Energy	\$24,715	Chiller Systems, Inc.	\$3,500
Clay Co Public Health	\$24,674	Rick Electric, Inc.	\$3,013
Otis Elevator, Inc.	\$13,363	Dakota Plains Mechanical, Inc.	\$2,770
Department of Corrections	\$9,030	MN Counties Computer Co-op	\$2,584
Obernel Engineering	\$8,800	Team Laboratory Chemical LLC	\$2,500
Delta Design & Construction, Inc.	\$8,361	Sauve/Julie	\$2,231
West Central Initiative	\$8,000	Grant's Mechanical LLC	\$2,103
Election Systems & Software, Inc.	\$6,874	Reliance Telephone	\$2,003
Seagull Control Systems	\$6,772		

REQUEST TO APPROVE LANDFILL CONSTRUCTION CONTRACTOR PROJECT

Solid Waste Manager Kirk Rosenberger informed the Board that after careful review of the landfill construction bids, the County’s consultant Burns and McDonnell recommended the bid be awarded to Comstock Construction, Inc. The apparent low bidder, Burski Excavation, Inc. had not included everything and had an incomplete bid. The project will include 13 new wells and a preliminary pipe to complete a loop.

On motion by Commissioner Weyland, seconded by Commissioner Haney, and unanimously carried, the Board approved the recommendation to award the 2020 landfill construction project bid to Comstock Construction, Inc.

ADDITION: APPROVAL TO FILL TWO VACANCIES AT JUVENILE CENTER

On motion by Commissioner Weyland, seconded by Campbell, and unanimously carried, the Board approved the request from James O’Donnell to fill one vacancy in the secure unit and one in the non-secure unit at the West Central Regional Juvenile Center, and backfill positions as needed.

UPDATE ON UPCOMING LOCAL BOARD OF APPEAL AND EQUALIZATION PROCEDURES DUE TO THE COVID-19 VIRUS

County Assessor Nancy Gunderson stated she recently received information from the Department of Revenue on adaptations for upcoming Board of Appeal and Equalization meetings. The meetings cannot be cancelled. The City of Moorhead will conduct a virtual meeting and the City of Hawley will conduct a GoToMeeting. The public can phone in or send written requests. Also, there will no interior inspections at this time but photos from property owners will be accepted. The Clay County Board of Equalization meeting will still be held in the courthouse on June 16, 2020.

COVID-19 UPDATE

Public Health Director Kathy McKay and Nursing Director Jamie Hennen were present with an update on the COVID-19 pandemic. Ms. McKay stated their role in Public Health includes getting out the information. She will take part in a weekly press conference on Wednesdays starting this week. She noted there is a shortage of Covid-19 test kits nationally. To date, there have been 235 positive cases in MN and one death. The number of cases is expected to climb. The two most important steps to take are social distancing and hand washing. It's also important to get some physical activity and to cope properly with stress. Antivirals and vaccines have not come out yet. The incubation period for the virus ranges from one to 14 days with the most common being five days. As research and facts come out Public Health will continue to pass along the information. The best websites for accuracy are the Center for Disease Control (CDC) and Mn Department of Health (MDH). Public Health is also working with homeless shelters for anyone who becomes ill or tests positive for the virus. Those who are able to donate blood were encouraged to do so as the supplies are low. Dental offices have reduced their services but will still provide urgent needs. The overall goal is to flatten the curve and not tax the health system.

Lt. Gabe Tweten, Emergency Mgmt Director, was asked to provide updates as well. He commented the flood forecast is looking good with ideal weather conditions for a slow melt. They expect they'll need to clean out some ditches and culverts to help keep the water flowing. Their overall plans are in place and the Highway Dept is on top of things. The biggest concern will be for overland flooding. With regards to COVID-19, he had a phone meeting a few days ago with the USC about PPE (personal protective equipment). The N95 masks and gowns are on backorders of 8 to 10 weeks. His department has 5,000 face shields coming in the next week or two. If anyone hears of donations from construction companies or others, have them contact Tweten and he'll get the information to the first responders. Currently, the dispatch operators are asking callers with medical needs a gamut of questions about their condition. The operators may then give out a certain code for FM Ambulance to respond but deputies to hold off. They are better equipped and have their procedures in place for the medical calls. The first responder agencies are still responding to all their calls but may just send out one person.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Weyland attended meetings for Personnel Issues Committee; Emergency Board Meeting; and Juvenile Center Update (teleconference).
- Commissioner Mongeau attended teleconference meetings for MetroCOG and Buffalo-Red River Watershed District.
- Commissioner Campbell attended meetings for FM Diversion Chairs and Juvenile Center Update.
- Commissioner Haney attended a Lake Agassiz Board of Trustees meeting.
- Commissioner Gross attended a Personnel Issues Committee meeting.
- Stephen Larson attended meetings for Limiting in-person access to the courthouse and courts; Management; Area County Administrators; and viewed the new process at Motor Vehicle. He noted the President signed the Family First Act which impacts the County in dealing with the Coronavirus. He asked the Human Resource Director to respond to this item.
- HR Director Darren Brooke stated the Family First Coronavirus Response Act was signed and will go into effect by April 2. The first part of it as it pertains to HR is called the Emergency Family and Medical Leave Expansion Act (E-FMLA). If an employee has a child under 18 at home due to the pandemic and the parent/employee is unable to work from home, they would fall under this act. The first 10 days are

unpaid; however, they can use their vacation time to cover those days if available. After 10 days, they would be eligible to be paid 2/3 of their regular rate of pay; however, it is capped at \$200/day. This would be effective during this pandemic only and would expire at the end of 2020 or sooner. The second part of the act is the Emergency Paid Sick Leave Act. The County would front employees two weeks (80 hours) of paid sick time if they do not have sick time accrued and they get sick or are caring for someone who is sick. It all has to be related to the Covid-19 disease. It can run concurrently with the E-FMLA. There are two groups with three situations in each group depending on the employee's situation. The criteria and symptoms were read for each group. He is working with the Department Heads in establishing the number of employees who can work from home or partially work from home as well as the essential and non-essential employees.

- Gabe Tweten received a memo from FEMA listing some of the items they should cover including overtime costs for duties related to the disaster declaration or Covid-19. Separate funds have been established and will be used on timesheets if needed. All overtime and other related expenses will be documented for reimbursement.

On motion by Commissioner Campbell, seconded by Commissioner Weyland, and unanimously carried, the Board suspended to need for Department Heads to come to Board meetings to fill vacancies in their departments, through May 2020.

Commissioner Campbell noted the Board should schedule a special Board meeting for next Tuesday March 29 for necessary updates. Other announcements: the upcoming Township Officers meeting is cancelled. The REAL ID deadline is being extended.

The meeting adjourned at 9:40 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator