

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 A.M., TUESDAY, APRIL 28, 2020
County Board Room, 3rd Floor, Courthouse
MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners and staff present or joining remotely: Frank Gross, Jim Haney, Kevin Campbell, Jenny Mongeau, and Grant Weyland. Others: 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.

REQUEST TO FILL VACANCY IN SECURE PROGRAM AT JUVENILE CENTER

By consent, the Board approved filling a vacancy in the secure program at the Juvenile Center.

CITIZENS TO BE HEARD

During this pandemic, citizens continue to have the opportunity to share feedback at board meetings via website link. Mr. Larson noted there were no requests sent in for this meeting.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Commissioner Haney, seconded by Commissioner Mongeau, and unanimously carried, the Board approved payment for bills and vouchers totaling \$312,554 from 94 vendors. From that total, 72 warrants issued were under \$2,000 (\$32,541) and the following 22 were over \$2,000:

City of Moorhead	\$58,615	Lakes Country Service Co-op	\$4,639
Clay Co Public Health	\$55,129	City of Hitterdal	\$4,143
BNSF Railway Co	\$23,586	Ramsey Co Med Exam	\$3,805
Becker Co Public Health	\$20,000	City of Ulen	\$3,507
Otter Tail Co Public Health	\$19,400	W Central Regional Juvenile Center	\$3,400
DGF Ind. School Dist. #2164	\$18,710	Ed's Towing, Inc.	\$3,031
American Solutions for Business	\$12,167	Green View, Inc.	\$2,961
Tinjum Appraisal Company, Inc.	\$11,400	Colonial Life	\$2,814
City of Hawley	\$9,147	River Valley Forensic Services, PA	\$2,750
Obernel Engineering	\$8,800	Prof. Development Academy	\$2,190
Ulen Hitterdal Public School	\$7,747	Wenck Associates, Inc.	\$2,073

APPROVAL OF MINUTES FROM APRIL 14, 2020

On motion by Commissioner Weyland, seconded by Commissioner Campbell, and unanimously carried, the Board approved the minutes from April 14, 2020.

REQUEST PERMISSION TO INCREASE CLAY COUNTY CREDIT CARD LIMITS

County Administrator Stephen Larson presented the request to increase credit card limits for Clay County. The current policy, as stated in the Procurement and Contract Administration Policy, establishes a single daily purchase limit of \$2,000 and a 30-day limit to \$5,000 per credit card. Several departments have reported the inability to complete purchases based on those limits. This policy was last reviewed and approved by the Board in 2004. The proposed changes to increase the limits are supported by the County Auditor.

On motion by Commissioner Weyland, seconded by Commissioner Haney, and unanimously carried, the Board approved adjusting the Clay County credit card limits to a single daily purchase limit of \$5,000 and a thirty-day limit of \$10,000.

COVID-19 UPDATE

Public Health Director Kathy McKay provided handouts with the current numbers of positive COVID-19 cases in Minnesota and Clay County. There are 131 positive cases and 9 deaths reported in Clay County. The cases range across the age spectrum and a few are hospitalized. The source of exposure went from mainly travel to mainly community spread. There continues to be a rapid spread in congregate living facilities. The Center for Disease Control (CDC) added new symptoms that include muscle pain, headache, sore throat, and loss of taste/smell.

Governor Walz passed a new Executive Order which authorizes health care professionals be allowed to provide services across state lines. Ms. McKay noted this order would allow providers from ND without a MN license to work in both states. As testing supplies become more available, more people will be tested. An individual can still test positive without experiencing any symptoms. There was a mass testing in Fargo last weekend, and they are awaiting those test results. The Sanford Clinics in Hawley and Ulen now conduct testing as well. Individuals need to call ahead for both clinics. The MN Board of Nursing has posted the need for nursing staff particularly in long-term care.

Emergency Preparedness Coordinator Josh Ebert noted they have witnessed how community spread has affected the congregate care settings, assisted living facilities, and transitional housing in the County. They are working to get test results quicker so personal protective equipment (PPE) can be issued sooner. In facilities that are experiencing outbreaks of COVID the staff is affected as well as the residents which has led to many staffing challenges. There is a desperate and critical need for both direct individual care and food service workers in those facilities. A website has been developed for volunteers in these areas: www.mnresponse.org. Families are not allowed in those facilities at this time. Mr. Ebert is working to make sure the facilities have the resources they need, and their challenges are being addressed.

Ms. McKay stated that Mn Department of Health has hired 20 more individuals to handle contact tracing bringing their total near 100. She added that it is possible for an individual to be negative one day because the virus hasn't circulated into enough of their body, and positive a day or two later. Some nasal testing that isn't as deep is being done and is still effective. They are also able to do some rapid testing's with results in hours rather than days. Sanford facilities sends most of their tests to their Sioux Falls lab.

Commissioner Campbell commented he would like to have local boots on the ground for contact tracing, and Ms. McKay noted that is likely the next step. Commissioner Mongeau stated the Board should authorize the County Administrator to sign off on details to fulfill the needs for local contact tracing. Commissioner Haney asked about disinfecting equipment for rooms or areas within the County where they are necessary. He was told the County has two disinfecting machines on order for the Correctional Facility and other areas as needed.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board authorized the Public Health Department to hire or contract with a local entity to conduct contact tracing locally. The County Administrator was authorized to sign off on agreements or contracts as needed to accomplish this goal.

ADOPT RESOLUTIONS 2020-18 AND 2020-19 FOR GRANT AGREEMENT FOR CSAH 2 & 12 BOX CULVERT REPLACEMENTS

County Engineer David Overbo and Assistant Engineer Justin Sorum provided information on resolutions for grant agreements for \$127,318.50 for CSAH 2; and \$164,962.20 for CSAH 12.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board authorized the following resolution for MnDOT contract #1035184:

**RESOLUTION 2020-18
For Grant Agreement to State Transportation Fund
(Local Bridge Replacement Program)
Grant Terms and Conditions
SAP 014-612-016**

WHEREAS, Clay County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 14J83; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$164,961.20 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Clay County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

On motion by Commissioner Campbell, seconded by Commissioner Haney, and unanimously carried, the Board authorized the following resolution for MnDOT contract #1035185:

**RESOLUTION 2020-19
For Grant Agreement to State Transportation Fund
(Local Bridge Replacement Program)
Grant Terms and Conditions
SAP 014-602-027**

WHEREAS, Clay County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 14J83; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$127,318.50 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Clay County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

OPEN BIDS FOR CSAH 14 SHOULDER WIDENING/ MILL & OVERLAY PROJECT

Four bids were received for the CSAH 14 shoulder widening and mill and overlay project (SAP 014-614-002, SP 014-070-010). The Highway Department will also need to obtain clearance from the civil rights office for this project. The project would be started as soon as possible and should be completed by the end of the August. It will be important to have it completed on time for use for the beet piler station.

<i>Contractor</i>	<i>Bid Bond 5%</i>	<i>Addendum (1)</i>	<i>Total Base Bid</i>
Central Specialties	X	X	\$475,777.00
Mark Sand & Gravel Company	X	X	\$472,111.45
Northern Improvement	X	X	\$547,105.90
R.J. Zavoral & Sons Inc	X	X	\$561,788.05

On motion by Commissioner Campbell, seconded by Commissioner Weyland, and unanimously carried, the Board approved the low bid from Mark Sand and Gravel for the CSAH 14 project with the conditions that the bid packet is complete and they obtain clearance from the civil rights office.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

Many of the following committee reports were from meetings that took place remotely.

- Commissioner Mongeau attended meetings for Planning Commission; Cass Clay Food Commission; Lakeland Mental Health; FM Diversion Land Management; and Buffalo Red River Watershed District.
- Commissioner Weyland attended meetings for FM Diversion Authority; Personnel Issues Committee; and Area Agency on Aging – Land of the Dancing Sky.
- Commissioner Campbell attended meetings for Prairie Lakes Municipal Solid Waste Authority; FM Diversion Public Outreach; FM Diversion Land Management; Moorhead Clay County Joint Powers Authority; and FM Diversion Authority.
- Commissioner Haney participated in the COVID-19 press conference.
- Commissioner Gross attended meetings for Planning Commission; Board of Adjustment; and Clay County Historical Society.
- Stephen Larson attended meetings for Personnel Issues Committee; Family Service Center; COVID-19 updates; County website; Emergency Management; Courthouse Boiler Project; Management Committee; Moorhead Clay County Joint Powers Authority; Juvenile Center operations; and AMC webinar with Governor Walz. He noted the County’s spring auction has been postponed.

The Commissioners expressed gratitude to Bruce Albright for his outstanding leadership for 40 years with Buffalo Red River Watershed District. He has been an excellent administrator and many of the projects under his leadership have received awards.

The meeting adjourned at 9:40 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator