

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 A.M., TUESDAY, MAY 19, 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, and Grant Weyland. Others present or joining remotely: 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 Haney, and unanimously carried, the Board approved the agenda.

FILL VACANCY FOR .5 CUSTODIAN

By consent, the Board approved filling a vacancy for a .5 custodian position.

FILL VACANCY FOR FINANCIAL WORKER IN INCOME MAINTENANCE

By consent, the Board approved filling a vacancy for a Financial Worker position within the Income Maintenance Unit and to backfill positions as needed.

FILL VACANCY FOR FT CORRECTIONS OFFICER

By consent, the Board approved filling a vacancy for a FT Corrections Officer for the Sheriff's Office.

REVISED GRANT CONTRACT WITH STATE OF MN FOR FRAUD PREVENTION INVESTIGATION

By consent, the Board approved the revised grant contract with the State of MN for Fraud Prevention Investigation.

APPLICATION FOR LIQUOR LICENSE AT THE PITCHFORK (FORMERLY THE GALAXIE)

By consent, the Board approved the application for a liquor license at the Pitchfork (formerly the Galaxie).

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 have been no requests submitted for this meeting.

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 \$362,651 from 139 vendors. From that total, 102 warrants issued were under \$2,000 (\$46,198) and the following 37 were over \$2,000:

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|---------------|----------|-------------------------|----------|
| City of Fargo | \$67,723 | Moorhead Public Service | \$39,486 |
|---------------|----------|-------------------------|----------|

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|-------------------------------------|----------|--------------------------------|----------|
| Proffutt LTD | \$27,000 | Rosenfeldt/Daniel & Julie | \$ 3,429 |
| Clay County Treasurer | \$13,438 | Bee Seen Gear | \$ 3,380 |
| Lutheran Social Service of MN | \$13,349 | MAVO Systems, Inc. | \$ 3,305 |
| Xcel Energy | \$12,457 | Madison National Life | \$ 3,192 |
| City of Barnesville | \$11,522 | Turner Sand & Gravel, Inc. | \$ 3,150 |
| MN Life | \$11,309 | Dakota Plains Mechanical, Inc. | \$ 3,114 |
| Election Systems & Software, Inc. | \$10,413 | ConvergeOne, Inc. | \$ 3,066 |
| Network Center, Inc. | \$ 8,184 | Bank of North Dakota | \$ 2,895 |
| Sanford Health | \$ 8,074 | Holiday Credit Office | \$ 2,844 |
| Hildi, Inc. | \$ 8,000 | Clay Co Social Services | \$ 2,802 |
| Delta Design & Construction, Inc. | \$ 5,707 | Colonial Life | \$ 2,667 |
| MN Unemployment Comp Fund | \$ 5,382 | Stellar Services, LLC | \$ 2,596 |
| CoreLogic | \$ 5,077 | Klein McCarthy & Co Ltd | \$ 2,584 |
| Cardmember Service | \$ 4,866 | Medical Pharmacy | \$ 2,537 |
| MN Counties Intergovernmental Trust | \$ 4,753 | Anjaam Holdings, LLC | \$ 2,432 |
| Houston Engineering, Inc. | \$ 4,006 | Acme Tools | \$ 2,380 |
| Enterprise FM Trust | \$ 3,663 | MN IT Services | \$ 2,100 |
| Visions Psychological & Therapeutic | \$ 3,573 | | |

APPROVAL OF MINUTES FROM MAY 5, 2020

On motion by Commissioner Weyland, seconded by Commissioner Campbell, and unanimously carried, the Board approved the minutes from May 5, 2020.

COVID-19 UPDATE

Public Health Director Kathy McKay, Director of Nursing Jamie Hennen, and Public Health Nurse Cheryl Sapp were present with the weekly COVID-19 update. On May 13 the Governor announced a new focus on rapid expansion of testing for residents and staff at long-term care and assisted living facilities. Each facility has been asked to complete a survey. A mobile team from the MN National Guard with a healthcare background are providing the tests in Clay County and Cass County. Public Health is assisting with the process and acting as the liaison with MN Department of Health. They are not doing antibody testing.

The County has placed symptom screener sheets at the entrances to all County buildings and the department heads were all provided with them as well. When staff are scheduling appointments, they will also go through the list of symptoms from the screener sheets. If any of the responses are affirmative, they will be asked to reschedule their appointment at a later date. Masks are not mandatory but can be used if they are unable to keep six-foot distancing. They will walk their appointments in and out of the building. The tenants at the Family Service Center are also following these guidelines.

Positive cases in MN have increased to over 16,000. The cases in MN were doubling every nine days and are now doubling every 12 days. Currently, 6,000 tests are being performed daily in the State. They do not have the total number of tests performed on Clay County residents. They are mainly tested in ND and they do not track the negative cases. There have been 20 deaths attributed to COVID-19 in Clay County. The local hospitals are still able to manage the numbers who are hospitalized and those who are being treated

in ICUs. A new health alert came out from the CDC late last week for Multi-Organ Inflammatory Syndrome in children. They have seen 200 cases and three deaths. Ms. McKay has not heard of any cases locally.

The Governor is safely adjusting the dials for workplace settings and social settings. He is still requiring 10 or less in social settings and they will have discussions this week about addressing places of worship. Training for contact investigation and contact tracing continues for this multi-County region to free up the MN Department of Health staff.

DISCUSSION ON COUNTY EMPLOYEE RETURN TO WORK POLICY

County Administrator Stephen Larson stated the Board approved the County Employee Return to Work Policy last week. The Governor's Stay Safe order began on Monday morning. A few additional employees were brought back to work and a few appointments with residents also took place. The Recorder's Office has been busy with marriage licenses. The Motor Vehicle Department opens tomorrow and will focus on vehicle tabs, title transfers, and IDs.

REQUEST TO APPOINT A LANDFILL MANAGER POSITION AND ADD FT TRUCK DRIVER

Solid Waste Manager Kirk Rosenberger stated that appointment of a landfill manager was discussed at the recent Solid Waste Advisory Committee meeting and at the Personnel Issues Committee with favorable responses. That title has not been filled since the manager of the landfill retired months ago. An interview panel will be established to interview the three landfill employees who are interested in the manager position. Additional duties will be assigned to that individual.

On motion by Commissioner Mongeau, seconded by Commissioner Haney, and unanimously carried, the Board approved going forward with interviews and appointment of a landfill manager and backfill positions if necessary.

The possible need for backfilling positions at the landfill was further discussed.

Mr. Rosenberger stated the generation of leachate at the landfill has been heavy. The leachate is removed because it can cause major problems with weight on the landfill cell liners. A private hauler has been used for hauling the leachate to the Fargo Treatment Plant. The proposal is to hire a truck driver at the landfill to haul the leachate to Fargo. On average, they haul three to four loads five days a week. The department already has a tanker truck but would need to purchase a semi-tractor.

On motion by Commissioner Weyland, seconded by Commissioner Campbell, and unanimously carried, the Board approved adding a FT truck driver at the landfill.

APPROVAL TO PURCHASE TANDEM AXLE TRUCK OFF MN STATE BID

County Engineer David Overbo and Assistant County Engineer Justin Sorum presented the request to purchase a tandem axle truck off the MN State Bid. They would replace Unit #123 which is currently used in the Hawley Maintenance District and is up for replacement. Internal Service funds would be used from Unit #122 which will be replace Unit #123. The new truck will replace Unit #122. With the addition, they would have 11 trucks and one spare truck in the event of a breakdown. The MN State Bid process will be used for the truck chassis as well as the box, hydraulics, and snowplow equipment. The request has been reviewed at the Highway Tracking Committee.

On motion by Commissioner Campbell, seconded by Commissioner Weyland, and unanimously carried, the Board approved purchase of a Tandem Axel Truck Chassis I (State Truck Center) for \$118,635 and the box, hydraulics, and plow equipment for \$110,336.

APPROVAL TO SET ROYALTY PAYMENT FOR MATERIAL SOLD OUT OF FELTON COUNTY PIT

Mr. Overbo stated that historically Clay County has been charging a royalty for material sold out of the Clay County pits. This applies to material sold to townships and to County residents who utilize the 30-cy maximum purchase. The current royalty is \$.30/cy or \$.42/ton. This is also used as an equalizer for anyone bidding to crush material out of County pits for either county or township maintenance gravel. The proposal is to increase the royalty rate to \$.50/cy or \$.70/ton, which would align more closely with the current royalty rates at other private pits. This request was discussed at the last Highway Tracking meeting.

Commissioner Campbell asked to defer action on this item until they can gather input from the townships.

On motion by Commissioner Campbell, seconded by Commissioner Weyland, and unanimously carried, the Board tabled the request to increase the royalty rate for material sold out of the Clay County pits until the first meeting in November 2020.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

Many of the following committee reports are from virtual or remote meetings.

- Commissioner Campbell attended meetings for Highway Tracking Committee; Moorhead Mayor and City Staff regarding CLOMR; Buffalo-Red River Watershed District Issues; Lakes Country Service Cooperative; Moorhead Clay County Joint Powers Authority; and Juvenile Center Finances.
- Commissioner Mongeau attended meeting for Cass Clay Food Partners; Buffalo-Red River Watershed District Issues; Lakes and Prairies Community Action Advisory Board; and Lakeland Mental Health.
- Commissioner Weyland attended meetings for NW Emergency Communications Board; FM Diversion Litigation; and Moorhead Clay County Joint Powers Authority.
- Commissioner Haney participated in the COVID-19 FM Media Conference and attend an Early Childhood Initiative meeting.
- Commissioner Gross attended Highway Tracking; Personnel Issues Committee; and Wild Rice Watershed Board. He announced that sign-up is open until June 2 for Commission seats in Districts 1, 2, and 5.
- Stephen Larson attended meetings for Highway Tracking; Personnel Issues Committee; Opioid Issues & Allocations; Jail Project Issues; Procedures for Moorhead Clay County Joint Powers Authority; Red River Dispatch District Challenges; Buffalo-Red River Watershed District Issues; Management Committee; and with Juvenile Center Superintendent.

The Leadership Academy is cancelled for now. The meeting with the City of Moorhead on future space needs is also cancelled for now. Management and the processes for accountability for working from home was discussed. Future expansion plans with Klein McCarthy will be put on hold at this time. The Probation Department would like to resume Sentence to Serve (STS) crews of two individuals for now.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved starting up STS crews for Community Service.

The meeting adjourned at 10:01 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator