

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 A.M., TUESDAY, JUNE 1, 2021

Community Room, 3rd Floor, Courthouse

MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Jenny Mongeau, Frank Gross, Jenna Kahly, and David Ebinger. Commissioner absent: Kevin Campbell. Others present: County Administrator Stephen Larson, County Attorney Brian Melton, and Sr. Administrative Asst. Colleen Eck.

CALL TO ORDER

Vice-Chair Mongeau called the meeting to order at 8:30 a.m.

APPROVAL OF AGENDA

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the agenda.

SELL TANDEM AXLE PLOW TRUCK ON MINN-BID ONLINE AUCTION

By consent, the Board approved the request from the Highway Engineer to sell a tandem axle plow truck (unit #156) on MINN-BID with a \$35,000 reserve on the truck.

EMPLOYEE RECOGNITIONS

The following employees were recognized: Brenda Backlund, 15 years, Auditor’s Office; Mark Empting, 20 years, Sheriff; Ryan Carey, 20 years, Sheriff’s Office; Don Culp, 25 years, Highway Dept; and Rori Green, 25 years, Highway Department.

CITIZENS TO BE HEARD

There were no citizens present who wished to be heard.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved payment of bills and vouchers totaling \$538,589.76 from 93 vendors. From that total, 67 warrants issued were under \$2,000 (\$27,317) and the following 26 were over \$2,000:

Clay Co Public Health	\$ 129,338	Northern Title	\$ 10,000
Otter Tail Co Public Health	\$ 102,777	Magic Fund	\$ 9,957
Becker Co Public Health	\$ 72,658	City of Fargo	\$ 8,384
Clay Co Social Services	\$ 63,566	Schmidt/Shawn	\$ 6,000
Wilkin Co Public Health	\$ 18,487	Toay/Brian P	\$ 6,000
Historical & Cultural Society-Clay Co	\$ 15,881	MN Life	\$ 5,774
Stantec Consulting Services, Inc.	\$ 14,516	Allied Fire Protection	\$ 3,894
Braun Intertec Corp.	\$ 12,074	Dacotah Paper	\$ 3,326

The Retrofit Companies, Inc.	\$ 3,236	Clay County Attorney	\$ 3,023
FIREGUY	\$ 3,190	Scheidecker/Hannah	\$ 3,000
Marco Technologies LLC	\$ 3,166	Triebwasser Joint Venture Appraisals	\$ 2,500
Fargo Glass & Paint	\$ 3,067	Hawley Fire Dept	\$ 2,250
Colonial Life	\$ 3,030	KFGO	\$ 2,180

APPROVAL OF MINUTES FROM MAY 18, 2021

On motion by Commissioner Ebinger, seconded by Commissioner Gross, and unanimously carried, the Board approved the minutes from May 18, 2021.

UPDATE ON COVID-19

Public Health Director Kathy McKay reported that Clay County shows 8,239 COVID-19 cumulative cases, 92 cumulative deaths, and a significant decline in active cases at 46. Hospitalizations and the case rate per 10,000 have decreased as well. The active cases include 11 in the ages 10 to 14 category. The cumulative cases remain highest in the ages 20 to 24 category.

Nursing Director Jamie Hennen stated that vaccines are given to those age 12 and over. Fifty-three percent of Clay County residents have received at least one vaccine and 48.2% have completed the vaccine series. Within the age 65 and over category, 86% have completed the vaccine series. Vaccine doses administered by Clay County Public Health are at 14,524. Eighty-five were administered last week. Cumulative cases per zip code in Clay County were also provided. This Friday the vaccine clinic is scheduled for 9 a.m. to 1 p.m. The testing site in Moorhead will continue operations for another month. If their hours change, that information will be posted on the website. Parents need to sign for vaccines for anyone under age 18.

REPORT AND RECOMMENDATION ON DISBURSEMENT FROM COMPLIANCE FUND COMMITTEE

Recorder Kimberly Savageau informed the Board that the Recorder’s Office was 100% compliant in 2020. She asked for approval of \$105,000 in expenses for land records departments and for use of compliance funds in the amount of \$5,563.95 for the CONDOR contract. The break-out for land record expenses are as follows: Tax System Maintenance \$15,000; Re-monumentation Program \$40,000; Information Services \$37,350; and Assessor Software Maintenance \$12,650. The department moved to the Government Center this year and has digitized all their records.

Commissioner Ebinger noted he is on the Recorder’s Compliance Committee and is very impressed with the operations and felt they are good stewards of the funds.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved \$105,000 in Compliance Funds for 2022 and \$5,563.95 for the CONDOR contract.

REQUEST TO FILL VACANCY FOR FT CORRECTIONAL OFFICER

Justin Roberts, Correctional Facility Administrator, asked to fill a vacancy following the resignation of a FT Correctional Officer. There are still a couple other open positions, but they expect to fill them soon after wrapping up the interview process. Mr. Roberts also anticipates a couple more resignations soon. The main reasons for the resignations have been other career opportunities (some within the County), moving back

to a hometown, and starting a family. Commissioner Ebinger stated the County has a very good correctional facility and very good staff.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the request to fill a vacancy for a full-time Correctional Officer.

REQUEST TO FILL VACANCY FOR FT COUNSELOR OR JUVENILE WORKER

James O'Donnell, Superintendent for the Juvenile Center, stated there is a vacancy in the non-secure unit. The resigning employee took a position with Social Services. He noted they advertise in Jobs HQ but do not get as many applicants as they used to get. Their Advisory Committee meets next week to discuss other avenues for advertising for these positions when they open.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the request to fill a vacancy for a full-time Juvenile Counselor or Juvenile Worker with backfill if necessary.

ACCEPT GRANT AND HIRING AN ELIGIBILITY WORKER WHO WILL BE FUNDED UNDER THE GRANT

Director Rhonda Porter, Social Services, stated she received approval from the Board on April 6 to apply for a Community Living Infrastructure Grant, partnering with Housing Redevelopment Authority and Community Action Partnership agencies. They have been receiving this Department of Human Services (DHS) grant since 2018 and this was a renewal of grant funds. They just received notice that they received a portion of the grant funds they requested in the amount of \$584,155. The funds will be used for a FT Financial Worker for the Housing Support Program that they are required to administer. That program has grown substantially, and they want to serve as the expert in the region. This position was included in their budget. The two-year grant funds still start on July 1, 2021, and continue for two years.

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board accepted the grant from DHS in the amount of \$584,155 for Community Living Infrastructure for fiscal years 2022-2023.

The second part of the request is to approve an eligibility worker for the two-year period. The salary and benefits were set at step 5 for external interest and step 1 for a new employee. They did not receive any funds for a laptop or equipment. Previously, a case aid worked five hours a week and now they are requesting a full-time position. Chair Mongeau noted she would request a memo next time and maybe even go through the Personnel Issues Committee first.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved hiring a FT Financial Worker for Community Living Infrastructure with two-year grant funds from the DHS, and to backfill positions as needed.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

Some of the following committee reports are from virtual meetings.

- Commissioner Kahly attended meetings for Moorhead Business Association; Historical and Cultural Society of Clay County; Lakes and Prairies Community Action Partnership Board; and attended the Management Retreat.
- Commissioner Gross attended the Management Retreat.
- Commissioner Ebinger attended meetings for Lake Agassiz Regional Library Board; Moorhead Business Association; Management Retreat; FM Diversion Authority Finance; FM Diversion Authority Board; and Red River Regional Dispatch Center.
- Commissioner Mongeau attended meetings for FM Diversion Authority Land Management; Solid Waste Advisory Committee; Solid Waste Finance; and attended the Management Retreat.
- County Administrator Larson attended meetings for Resource Recovery Campus; County Facilities; Human Resources; Solid Waste Advisory Committee; Solid Waste Finance; Purchasing a Storage Building; Dispatch Center; Moorhead Clay County Joint Powers Authority; and attended the Management Retreat.

Informational: A Drug Court Graduation is scheduled for tomorrow on Zoom. All remaining Clay County staff return to in-person work today. Congresswoman Fischbach will be at the Clay County Courthouse for an hour this Thursday morning.

The meeting was adjourned at 9:32 a.m.

Vice-Chair Jenny Mongeau
County Board of Commissioners

Stephen Larson, County Administrator