

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 A.M., TUESDAY, JUNE 22, 2021
Rooms A/B, 3rd Floor, Courthouse
MINUTES

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

CALL TO ORDER

Chair Campbell 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.

LIQUOR LICENSE RENEWAL - PITCHFORK

By consent, the Board renewed the liquor license for The Pitchfork restaurant.

AMENDMENT TO 12/22/20 MINUTES

By consent, the Board approved an amendment to the December 22, 2020 minutes as presented.

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 Mongeau, seconded by Commissioner Kahly, and unanimously carried, the Board approved payment of bills and vouchers totaling \$1,088,023 from 78 vendors. From that total, 53 warrants issued were under \$2,000 (\$28,235) and the following 25 were over \$2,000:

RDO Equipment Co.	\$ 687,014	Radio Fargo Moorhead	\$ 6,631
Clay Co Public Health	\$ 75,746	American Enterprises, Inc.	\$ 6,160
Turner Sand & Gravel, Inc.	\$ 50,014	Advanced Engineering & Enviro.	\$ 5,995
Otter Tail Public Health	\$ 49,861	Christianson's Business Furniture	\$ 5,629
Regents of University of MN	\$ 48,478	High Point Networks, LLC	\$ 5,550
Becker Co Public Health	\$ 32,716	Lakes Country Service Co-op	\$ 4,570
Cardmember Service	\$ 11,894	Holiday Credit Office	\$ 4,264
City of Barnesville	\$ 10,021	Prosweep, Inc.	\$ 3,375
Lutheran Social Service of MN	\$ 9,955	U Motors, Inc.	\$ 2,591
Psycholics	\$ 9,830	Trinity Services Group, Inc.	\$ 2,353
City of Fargo	\$ 8,820	MN IT Services	\$ 2,100
Know Ink	\$ 7,500	Stellar Services, LLC	\$ 2,047
Wilkin Co Public Health	\$ 6,674		

APPROVAL OF MINUTES FROM JUNE 8, 2021

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from June 8, 2021.

APPROVAL OF BOARD OF APPEAL AND EQUALIZATION MINUTES FROM JUNE 15, 2021

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the Board of Appeal and Equalization minutes from June 15, 2021.

COVID-19 UPDATE

Public Health Director Kathy McKay reported on the recent COVID-19 numbers. Clay County has had 8,265 cumulative cases and 92 deaths. There are just 15 active cases in the County. Clay County has reached 54.9% (29,000 residents) with at least one vaccine and 51.4% (27,000 residents) have completed the vaccine series. Data from pharmacies in ND is not included in the counts. State-wide, 64.4% of the population has had at least one vaccine and 60.2% have completed the series. The goal of 70% by July 1st will still be a challenge. There are weekly opportunities for vaccines through Clay County Public Health (PH) in Suite 105 in the Family Service Center. As of today, PH has administered 14,660 doses. PH is working with the Correctional Facility and the Juvenile Center, and have reached out to the schools, worksites, and churches with vaccine opportunities. There is still no vaccine for children under five. Forty-two doses were given during the week of June 13. The variant strains include Delta and B117. B117 is the predominant strain in MN.

REQUEST TO WAIVE PENALTY FOR G. MALLICK FOR LATE PAYMENT OF TAXES

Deputy Treasurer Michelle Rohrich stated this request from Kris Lynch for the penalty for late payment of taxes falls within the County guidelines for requesting a waiver. Ms. Lynch joined the meeting via Teams regarding her father's penalty. Her father, George Mallick, recently passed away. Condolences were extended to the family from the Board. Ms. Lynch has paid the first installment of her father's taxes, minus the penalty of \$176.64.

On motion by Commissioner Mongeau, seconded by Commissioner Kahly, and unanimously carried, the Board approved waiving penalties of \$176.64 for a late tax payment on G. Mallick's property.

UPDATE ON FINANCIAL DOCUMENTS FROM 2020 AND JANUARY - MAY 2021 (Tabled from June 15, 2021)

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board removed the "Update on Financial Documents from 2020 and January - May 2021" from the table.

County Administrator Stephen Larson referred to the documents included in the meeting packets. He addressed the line items that were 111% or higher, or significantly lower, than the budgeted amount. He noted the Law Library was closed for a significant part of the year. Auditor - Treasurer Lori Johnson commented that several other differences in line items were due to timing issues. Travel budgets were not utilized during the COVID-19 pandemic. Ms. Johnson was asked to list the CARES funds/revenues separately on the next summary sheets.

MEET NEW FM CHAMBER CEO SHANNON FULL

Shannon Full was introduced as the new CEO for the FM Chamber. She provided her background information. She moved to the area last November. She commented on the vibrancy of the community, its upward trajectory, and the importance of talented workforce. She cited the new Career Academy and the opportunities it provides. She added that Clay County is an important partner to the FM Chamber.

MEET NEW REGIONAL DIRECTOR OF EXTENSION CECILIA AMADOU

Commissioner Mongeau introduced Cecilia Amadou as the new Regional Extension Director. She had served on the interview panel for Extension and extended a thanks to Ms. Amadou who joined via Teams. Ms. Amadou commented that she is very excited about this region and its vibrant community that includes new immigrants and farmers. She provided her background information, noting she is still in Iowa and actively looking for housing in this area.

RETIREMENT RECOGNITION OF CAROLYN STRNAD, CLAY COLLABORATIVE COORDINATOR

Social Services Director Rhonda Porter was present along with Carolyn Strnad who is retiring from the Clay County Collaborative. She had her family with her. She has been a licensed foster care provider for over 20 years and has adopted three children. She was awarded Cass-Clay YMCA Woman of the Year in Youth Services. She has served on countless committees and has organized many community events. She is known as a true leader in the community.

The Commissioners and others in Social Services applauded Ms. Strnad for her advocacy, leadership, and lasting impact involving children and families in Clay County. Jill Ambuehl will be the new Collaborative Coordinator.

FILL VACANCY FOR CASE AIDE POSITION IN BEHAVIORAL HEALTH AND ADULT PROTECTION DIVISION

Ms. Porter and Supervisor Kirstin Wegenast stated they will have a case aide staff retire on October 1. The duties of the position were provided on summary sheets.

On motion by Commissioner Gross, seconded by Commissioner Kahly, and unanimously carried, the Board approved filling a vacancy for a Case Aide position in Behavioral Health & Adult Protection Division with backfill if needed.

FILL VACANCY FOR SOCIAL WORKER POSITION IN CHILD PROTECTION / CHILD WELFARE SERVICES

Ms. Porter and Supervisor Amy Amundson stated one of the social workers in Child Protection/Child Welfare Services will be done in September to return to school.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved filling a vacancy for a Social Worker position in the Child Protection/Child Welfare Services Unit with backfill if needed.

FILL VACANCY FOR OFFICE SUPPORT SPECIALIST POSITION

Ms. Porter and Support Supervisor Diane Kluck asked to fill an upcoming vacancy for an office support specialist who primarily deals with financial paperwork.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved filling a vacancy for an Office Support Specialist position with backfill if needed.

CONSIDER REVOKING POLICY ALLOWING EMPLOYEES TO UTILIZE UP TO 80 HOURS OF SICK TIME PRIOR TO ACCRUAL

County Administrator Stephen Larson stated that during the COVID-19 pandemic employees were allowed to utilize up to 80 hours of sick time prior to accruing it if needed, due to the state of emergency. This policy was mainly for new employees.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved revoking the policy to allow employees to utilize up to 80 hours of sick time prior to accrual.

REQUEST TO DISCONTINUE “BY APPOINTMENT ONLY” ACCESS TO FAMILY SERVICE CENTER

Mr. Larson and Facilities Director Joe Olson were present to address the by-appointment only visits to the Family Service Center (FSC). The policy was also in response to the COVID-19 pandemic and pertained to County departments and those agencies leasing space within the facility. The Board voted to end the State of Emergency in Clay County last week. After speaking with the FSC tenants, the recommendation is to continue with the east entrance being the main access point for entering the building. The other doors would remain locked. The safety and security of different departments have been addressed with doors and other barriers.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved ending the by-appointment only access to the Family Service Center and having the east entrance as the only unlocked entrance for visitors to the building.

CONSIDER EXTENDING OR ENDING SECURITY OFFICER CONTRACT FOR FAMILY SERVICE CENTER

The contract with ASP for a security officer for the FSC was extended until July 2nd, 2021. Commissioner Campbell noted that there was significant discussion on the subject at the recent Personnel Issues Committee. There were varying opinions on whether to extend the contract or have a greeter to direct people and field questions. Commissioner Mongeau commented that there is training for employees to deal with elevated interactions with individuals. Commissioner Ebinger stated a security guard gives a certain perception of security. A contract extension would allow time to further develop a plan. Funding in the amount of \$23,102.28 would come from County reserves. The recommendation was to extend the contract through December and include a 30-day opt-out clause.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and carried with two nay votes (Commissioners Mongeau and Gross), the Board approved, with a 3 to 2 vote, to extend the ASP Security Officer Contract at the Family Service Center through December 2021.

REPORT FROM PERFORMANCE MEASURE 2020 AND CONSIDER ADOPTION OF RESOLUTION 2020-26 TO PARTICIPATE IN STATE PERFORMANCE MEASUREMENT PROGRAM IN 2021

Human Resources Director Darren Brooke stated the County has participated in the State Performance Measurement Program. The program requires HR to conduct a survey, that is posted for 90 days, with submission to the State. If the Board wishes to continue participation, a resolution must be signed and

forwarded to the State Auditor's office. Last year the County received \$9,043 for the general fund for participating in the program.

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the following resolution:

RESOLUTION 2020-26

WHEREAS, Benefits to Clay County for participation in the Minnesota Council on Local Results and Innovation's comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, Any county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The Clay County Board has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW THEREFORE LET IT BE RESOLVED THAT, Clay County will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, and posting on the county's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED, Clay County will submit to the Office of the State Auditor the actual results of the performance measures adopted by the county.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Ebinger attended meetings for Board of Appeals and Equalization; Greater Fargo Moorhead EDC; Dancing Sky Area Agency on Aging; AMC District 4; FM Diversion Authority Finance; FM Diversion Authority Board; Mutual Aid Response; and attended the FM Diversion P3 reception.
- Commissioner Kahly attended meetings for Historical and Cultural Society of Clay County; Substance Abuse Committee; Early Childhood Initiative; AMC District 4; and attended a Celebration of Juneteenth.
- Commissioner Gross attended a AMC District 4 meeting; FM Diversion P3 reception; and City of Felton festivities.
- Commissioner Mongeau attended meetings for Regional Extension; CARES Act Committee; Red River Watershed Management; Lakes and Prairies Community Action Partnership; AMC District 4; and Facilities Finance Committee.
- Commissioner Campbell attended meetings for Lakes Country Service Cooperative; AMC District 4; Prairie Lakes Municipal Solid Waste Authority Budget; Facilities Finance Committee; and CARES Act Committee.
- County Administrator Larson attended meetings for Board of Appeals and Equalization; Strive Committee; Moorhead Clay County Joint Powers Authority (pre-meeting); Mutual Aid Response; AMC District 4; Labor Attorney Discussions; Facilities Finance Committee; CARES Act Committee; and met with the Sheriff, County Attorney, and Detox Director.

The meeting was adjourned at 10:54 a.m.

Chair Kevin Campbell
County Board of Commissioners

Stephen Larson, County Administrator