

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 A.M., TUESDAY, AUGUST 4, 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 and Jenny Mongeau. Commissioner absent: 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 Haney, seconded by Commissioner Campbell, and unanimously carried, the Board approved the agenda.

REQUEST TO FILL VACANCY FOR JUVENILE COUNSELOR POSITION IN NON-SECURE UNIT

By consent the Board approved the request to fill a vacancy for a Juvenile Counselor position in the non-secure unit at the West Central Regional 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 submitted for this meeting. If a citizen prefers to come into a meeting it will be allowed.

EMPLOYEE RECOGNITIONS

The following employees were recognized for their years of service at Clay County: Melissa Hartness, 15 years, Public Health and Liz Burns, 20 years, Social Services.

APPROVAL OF MINUTES FROM JULY 21, 2020

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved the minutes from July 21, 2020.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Commissioner Haney, seconded by Commissioner Campbell, and unanimously carried, the Board approved payment for bills and vouchers totaling \$662,701 from 83 vendors. From that total, 63 warrants issued were under \$2,000 (\$986,751) and the following 20 were over \$2,000:

Landwehr Construction Corp, Inc.	\$575,079	Turner Sand & Gravel, Inc.	\$42,320
Towmaster	\$110,336	Historical & Cultural Society	\$15,881
West Central Regional Juvenile Center	\$78,180	Becker County Public Health	\$15,161
Lakeland Mental Health	\$56,219	Dakota Plains Mechanical, Inc.	\$10,875

Clay Co Public Health	\$9,275	Moorhead Public Service	\$4,041
Deputy Registrar #15	\$6,858	Apex Engineering Group	\$3,984
MN Life	\$5,539	Magic Fund	\$3,980
Blue Cross Blue Shield of MN	\$5,171	Thompson Greenery	\$2,790
Otter Tail Co. Public Health	\$5,000	Johnson Controls, Inc.	\$2,639
Curb Design	\$4,790	Trane U.S., Inc.	\$2,106

COVID-19 UPDATE

Public Health Director Kathy McKay, Public Health Nurse Cheryl Sapp, and Nursing Director Jamie Hennen were present with handouts on the latest data on COVID-19. In the State of MN, there have been 56,560 positive cases with 622 newly reported cases and two additional deaths. In Clay County, the number of positive cases is at 745 with two new cases and one new death. The total number of completed tests is 15,870. Hospitalizations are up by 5%. Fluctuations and hotspots continue across the nation. Potential outbreaks in large group settings are still a concern. The State came up with a 14-day COVID Case Rate. The data can be used by the schools in making decisions for K-12 schools.

Ms. Sapp announced that routine immunization clinics at the Public Health Clinic for ages 4 and over are scheduled for August 10– 11, by appointment only. The clinic’s number is 218-299-7777 and residents will be screened at the door. If someone shows up without an appointment, they will attempt to accommodate them or schedule them to return.

Ms. Hennen reported from the press conference held yesterday. One of the topics was plasma donation and how it helps to treat folks. MN is one of four pilot sites chosen for vaccine testing. Vitalant and Sanford Health are providing testing for anyone and will call or mail the test results. Plasma is being used for an immunity boost and for research. Scams are occurring in which a caller will say they are a contact tracer and they need a credit card number. There are also letters circulating about not wearing masks.

Commissioner Mongeau thanked Ms. McKay for being a part of the CARES Act Committee.

REQUEST APPROVAL OF UPDATED CLAY COUNTY SAFELY RETURN TO WORK POLICY

HR Director Darren Brooke stated the Personnel Issues Committee (PIC) met last week which led to updating a few sections of the “Safely Return to Work Policy” to comply with Governor Walz’s Executive Order 20-81. The first change is that face coverings are now required inside all county buildings, and outdoors when it is not possible to maintain social distancing. There are some exceptions to this rule for medical conditions, etc. Secondly, the committee suggested that the statement “No out-of-town business travel during this time and until further notice” should be changed to “Most out-of-town business travel will not occur during this time until further notice.” Any out-of-town travel requests also need to be approved by the department head; and out-of-state travel requests need to be approved by the County Board. He added that speaking during public meetings without masks while social distancing should be fine. Being in one’s own office space without a mask is also okay. Children who are five and under are exempt from wearing a mask.

On motion by Commissioner Haney, seconded by Commissioner Campbell, and unanimously carried, the Board approved the suggested updates to the County’s “Safely Return to Work Policy.”

REQUEST APPROVAL OF PROPOSED ALLOCATION OF CARES ACT DOLLARS

County Administrator Stephen Larson asked the Board to approve the proposed allocation of CARES Act dollars with tentative funding for each of the six categories that have been identified. The CARES Act

Committee continues to meet. Mr. Larson has had conversations with every school superintendent in the County regarding school funding. He provided an estimated dollar figure for each category as follows: Small Businesses \$2.25 million; Community Resiliency \$750,000; Public Health Outreach \$2 million; County Infrastructure \$1.5 million; County Reimbursements for COVID-19 Response \$1 million; and Small Communities \$86,161 for a total of \$7,586,161.

The application process will be online and will have parameters for Small Businesses. The goal is to have it on the website within the next two weeks. They will have a committee to review the applications. Applicants need to have a business address. Independent contractors and daycares are sole proprietors. If a small business received a deed grant, they will not qualify for this allocation. Community Resiliency will have two IRS codes: 501c3 and 501c19 and is for emergency assistance; school-based mental health; and community-based mental health. Public Health Outreach and Service is an extension of community resiliency. Areas listed include community education and outreach; testing; contact tracing; case investigation; and equipment necessary to respond to the pandemic. County Infrastructure addresses COVID-19 compliance facilities. Motor Vehicle, for example, has wait lines and may become a problem at the current location in inclement weather. County Reimbursements go toward COVID-19 responses. Small Communities' funds are based on the State formula. A draft letter was provided that would be sent to cities and townships regarding the process. They will collaborate with school districts on the funds. Gabe will be working with the townships and cities and educating them on their options.

On motion by Commissioner Haney, seconded by Commissioner Campbell, and unanimously carried, the Board approved the proposed allocation of CARES Act dollars as presented with the understanding that there will be flexibility.

On motion by Commissioner Haney, seconded by Commissioner Campbell, and unanimously carried, the Board approved the letter and a sample resolution for the townships and cities.

REQUEST APPROVAL OF REMOTE WORK INFRASTRUCTURE – FEDERAL CARES ACT FUNDING DOLLARS

Commissioner Mongeau thanked the CARES Act Committee members for all their work in this huge task. Commissioner Campbell noted there has been a lot of discomfort in this process but have learned a lot and there could be some long-term positive opportunities for the County.

Mr. Larson and Tech Services Director Tim Dent provided the information for remote work infrastructure needs. There are some options for tracking home computers. Some remote work could continue after COVID as well and could lead to a reduction in bricks and mortar needs. Policies and procedures for a Remote Work Policy were established earlier this year. Efforts were made to obtain the appropriate technology infrastructure in order for the County to comply with the Governor's Declaration of a Peacetime Emergency and subsequent executive orders requiring employees to work remotely. Due to the longevity of the pandemic, additional infrastructure is needed to meet the needs of the County and employees. An expense sheet was provided. The items needed include laptops; docking stations and/or USB hubs; some remodeling and furniture for Technology Services; Cisco Call Manager/Jabber Licensing; headsets for Jabber/Softphones; webcams; miscellaneous supplies: KBD, mice, cables; monitoring software; displays; portable scanners; and ITV Codec upgrade, with a total estimate of \$534,900. Tim will work with the local vendors.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved purchasing technology in the amount of \$534,900 to ensure the County has the appropriate infrastructure for remote work capabilities for County employees. The expense would be taken from CARES Act funds.

REQUEST APPROVAL TO REPLACE EXISTING TOILETS, FAUCETS, AND BOTTLE-FILLING STATIONS IN CAMPUS BUILDINGS DUE TO THE COVID-19 PANDEMIC – FEDERAL CARES ACT FUNDING DOLLARS

Mr. Larson along with Maintenance Supervisor Joe Olson provided two quotes from local contractors. This request addresses replacement of existing toilets, faucets, and bottle-filling stations with touch-free sensor fixtures in all campus buildings. The lowest quote came from Dakota Plains Mechanical for \$170,500. The costs at the Highway Department will be split with other agencies at the building. The fixtures chosen are not the most expensive. There may be some extra costs along the way with plumbing. The faucet sensors can be set so the water can run longer and get warmer. The CARES Act Committee recommended moving forward with the proposed changes.

On motion by Commissioner Campbell, seconded by Commissioner Haney, and unanimously carried, the Board accepted the low quote from Dakota Plains Mechanical for \$170,500 for replacement of existing toilets, faucets and bottle-filling stations for County campus buildings with touch-free sensor fixtures, utilizing Federal CARES Act funding dollars.

REQUEST APPROVAL TO PURCHASE COVID-19 CUSTODIAL/MAINTENANCE EQUIPMENT - FEDERAL CARES ACT FUNDING DOLLARS

Mr. Larson and Mr. Olson were joined by Family Service Center Manager Georgia Beaudry to address purchasing custodial/maintenance equipment with Federal CARES Act funding. For the health and safety of employees and citizens they proposed installing automatic soap dispensers and toilet seat coverings to provide an additional level of protection. Sanitizing machines will allow for more efficient and effective cleaning of the County campus. These items will have ongoing expenses (batteries and sanitizing products) which were not included in the totals.

On motion by Commissioner Campbell, seconded by Commissioner Haney, and unanimously carried, the Board approved the new custodial/maintenance equipment and supplies as requested.

REQUEST APPROVAL TO ALLOW COMMISSIONERS CAMPBELL AND MONGEAU TO AUTHORIZE PURCHASES WITH FEDERAL CARES ACT DOLLARS UP TO \$50,000

Mr. Larson stated that due to the time sensitivity of the funding and availability of certain products and services, there will be times when the flexibility in purchasing authority would be a benefit to the County. This request is to authorize Commissioners Campbell and Mongeau to make purchases with Federal CARES Act dollars up to \$50,000 prior to receiving full Board approval.

On motion by Commissioner Haney, seconded by Commissioner Gross, and unanimously carried, the Board authorized Commissioners Campbell and Mongeau to approve purchases with Federal CARES Act dollars up to \$50,000 prior to receiving full Board approval.

ANNUAL BUDGET PRESENTATION FOR BUILDING MAINTENANCE AND FAMILY SERVICE CENTER

Family Service Center (FSC) Manager Georgia Beaudry stated that all three areas of her budget are fairly flat. At the Juvenile Center they do their own cleaning. Some of the maintenance staff have been reassigned. The building insurance increased and there will be a slight increase in rent at the FSC for next year.

Maintenance Supervisor Joe Olson stated he is reassigning some of the maintenance staff with the County buildings. He is requesting an increase in supplies for the lawn with the increased size of the campus. Some of the budget for the Law Enforcement Center was shifted to the Correctional Facility. There was a significant increase in expenses due to the new kitchen and laundry facility at the Correctional Facility. He is proposing an upgrade to a commercial-grade tractor for snow removal for the campus with internal service funds. He is also increasing the building improvement fund.

REQUEST TO PURCHASE SKID STEER TRAILER FROM MNDOT

County Engineer David Overbo stated that MnDOT is selling a trailer for \$3,500 that would be a good upgrade to the Highway Department's trailer for hauling the skid steer. It is a tandem axle trailer rated at 16,500 lbs. and would cost over \$10,000 if purchased new. The department would use a portion of the \$7,808 in internal service funds for Unit #162.

On motion by Commissioner Campbell, seconded by Commissioner Haney, and unanimously carried, the Board approved the Highway Department's purchase of a \$3,500 used trailer for hauling their skid steer.

ANNUAL BUDGET PRESENTATION FOR EXTENSION

Regional Director Ben Anderson provided a brief overview of his staff and budget. Their grant funding of \$10,000 is in place for five years, with \$5,000 going toward an intern. Overall, the budget is essentially flat for next year. Commissioner Mongeau added that 4H has a lot of webinars for education and activities. With the Clay County Fair cancelled this year, online judging took places for showcases for general 4H projects. The horse showcase was done in person. The staff adapted well and are working more in the office lately. Randy Nelson, Extension Educator, has been able to do all his site visits and has some events later this year.

ANNUAL BUDGET PRESENTATION FOR SOIL AND WATER CONSERVATION DISTRICT

District Manager Kevin Kassenborg handed out a budget summary for the Soil and Water Conservation District. Their operations began in 1945 and their mission statement has basically stayed the same. Their business operations have been adjusted over the past few months with the Corona Virus, but a lot of their work is remote or is field work. Their budget increase for 2021 is 2.1%. This includes cost of living adjustments and health insurance increases. They are State-funded for some programs, County-funded for others, and some have self-generated funds. Their District Capacity Grant from the State was \$132,000 for 2020 and they are hoping for the same amount for next year. There are also grants for noxious weeds and the buffer strip program. By law, mayors and township officers are designated weed inspectors. That role includes working with County property and County ditches. SWCD sometimes gets calls on weeds and weed seeds blowing around. There is a workshop for town board members where they show pictures of the noxious weeds.

ANNUAL BUDGET PRESENTATION FOR CLAY COUNTY HISTORICAL AND CULTURAL SOCIETY

Executive Director Maureen Kelly Jonason referred to her request of \$202,559 for 2021 which represents a 1% increase. They are just finishing their 2019 audit which is used for budget. She noted they preserve and store 12,000 artifacts. Their 150th anniversary is in 2022. She touched upon their travel exhibits, their rare

civil war artifacts, and their watercolor society display. They have 3500 school children coming through their facility any given year. Their archivist, Mark Peihl, is widely known. They were shut down from March 17 through June 17. They worked from home, did research and grant writing, networking nationwide, and prepared a safety plan for reopening. They were able to make payroll and pay their bills although they lost admission revenue and gift shop revenue during the three months they were closed. Ms. Jonason commented that they greatly appreciate the County's support. There is currently one opening on their Board of Directors.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

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

- Commissioner Campbell attended two CARES Act Committee meetings.
- Commissioner Mongeau attended meetings for Planning Commission; CARES Act Committee (2); other COVID-related meetings; Cass Clay Food Partners Committee; Lakeland Mental Health; County Leadership; and a MACA Webinar.
- Commissioner Gross attended a Personnel Issues Committee meeting.
- Administrator Larson reported on meetings from Personnel Issues Committee; Extension Budget; had a series of calls with City representatives related to a Return to Work Policy; City/County Administrators; Cares Act Committee (2); Juvenile Center; Maintenance and FSC Budgets; a Motor Vehicle facility tour; and took part in discussions on access and rights-of-entry for the FM Diversion.

As of this week, 72.7% of Clay County residents have completed their census information. The deadline was extended to October 31. On August 11, census workers will begin knocking on doors for information. There will be a new emergency notification system called Cass Clay Alerts that will replace CodeRED at the end of August. Registration can be done online or by a phone call.

CLOSED SESSION - ANNUAL EVALUATION FOR COUNTY ADMINISTRATOR

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board closed the public meeting for a closed session at 11:07 a.m.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board reopened the public meeting at 11:39 a.m.

On motion by Commissioner Campbell, seconded by Commissioner Haney, and unanimously carried, the Board approved a salary step adjustment for the County Administrator.

The meeting adjourned at 11:43 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator