

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, APRIL 4, 2023
Meeting Room A / B – 3rd Floor – Courthouse
MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Paul Krabbenhoft, Frank Gross, Jenny Mongeau, Kevin Campbell, and David Ebinger. Others present: County Administrator Stephen Larson, and Communications Coordinator Jacqueline Finck

Call to Order

Chair Gross called the meeting to order at 8:30 a.m.

Approval of Agenda

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

Tax Abatement for N/T Anderson, Moorhead, Due to Reduction in Evaluation

By consent, the Board approved the \$172 tax abatement for Nathan & Tiffany Anderson due to a reduction in evaluation.

Employee Recognitions

The following employees were recognized: Kari Tuton for 15 years with the Correctional Facility and Susan Roll for 30 years with Social Services.

Winter Weather Update

After the employee recognitions, Sheriff Mark Empting approached the Board to report on the recent information that was received from the National Weather Service indicating the approaching winter storm is expected to be one of the most impactful storms this season, with up to 18 hours of blizzard conditions and heavy snowfall.

Commissioner Gross indicated there should be some discussion on how to move forward regarding employees and possibly closing the County on Wednesday, April 5, 2023.

County Administrator Stephen Larson stated there is a policy in place that the County does not close and the decision to come into work is left up to the discretion of the employee. With that, the Board does have the power to change or alter the policy.

Commissioner Ebinger reported on research he gathered from other government entities and verbalized his concern with being open and how that would be negligent to the employees. His thoughts are to close County facilities and employees should receive 8 hours of pay. However, since the 24-hour departments are essential, those employees should receive time and a half for working during the severe conditions.

Commissioner Mongeau stated there is a disconnect between what the County advises its employees to do and what the Sheriff's office advises citizens to do. There is also an unfairness to local employees during severe weather conditions compared to rurally located employees.

Therefore, in this case, it is not safe to have County buildings open.

Commissioner Campbell stated that the current policy should be reviewed and that he is in full support of the County closing down on Wednesday, April 5, 2023, and employees who must work in these conditions should be paid time and a half.

Commissioner Krabbenhoft agreed with his fellow Commissioners and doesn't want to contradict what the Sheriff's Office puts out to the citizens.

Commissioner Gross agreed and doesn't think that citizens will be traveling or coming in to do County business, therefore, the employees shouldn't be required to come in.

Commissioner Campbell asked Mr. Larson what would happen with the Courts and their scheduled events. Mr. Larson stated that he spoke with the Court Administrator, Renelle Fenno, and she expressed that if the County chose to close, they would follow that policy. Yesterday, the state made the decision that they would be working remotely for Court.

Commissioner Mongeau asked for clarification regarding Thursday, April 6, 2023. If the Board makes the motion to close on Wednesday, under advisement with the Sheriff and County Administrator, that would give the power on the Board Chair to make a decision for Thursday. Commissioner Campbell agrees, and since the Board doesn't meet until the following week, through the motion that is made regarding Wednesday's closure should state the authorizing of the Board Chair, County Administrator, County Engineer and the Sheriff to make a decision regarding potential closing/late start for Thursday, April 6, 2023.

Mr. Larson clarified that the HR department would prefer the 24-hour departments code their time to overtime.

Commissioner Campbell asked for Sheriff Empting's input on the discussion. Sheriff Empting stated that he fully supports the closure and he will be working closely with Lt. Tweten to keep an eye on the weather and regularly posting updates regarding travel advisements.

Commissioner Mongeau asked if the Board needed to approach the topic of building doors being locked. Mr. Larson stated that Information Services Director, Mark Sloan and Facilities Director, Joe Olson, have the ability to lock all buildings remotely.

Commissioner Ebinger asked that Mr. Larson and the HR Director review the current policy and come to the Board with any recommendations if a change would be advisable. Mr. Larson expressed that he would be able to do that and that he's already received communication from other Department Heads, asking if an employee has the ability to work from home, would there be an opportunity for them to earn flex time. Commissioner Gross stated no, and that closing all together would be easier.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved the closure of County buildings on Wednesday, April 5, 2023, staff will be paid, Highway and 24-hour operations will be paid overtime, with the power for the Board Chair to make a decision regarding April 6, 2023, in collaboration with the County Sheriff, County Administration and the County Engineer.

Citizens to be Heard

There were no citizens to be heard.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved the payment of bills and vouchers totaling \$673,168 from 103 vendors. There were 73 warrants issued under \$2,000 (\$33,414) and the following 30 were over \$2,000.

Clay County Social Services	\$ 169,250	NetCenter Technologies	\$ 6,420
Dakota Plains Mechanical, Inc.	\$ 105,071	Town & Country Oil Inc.	\$ 4,540
West Central Regional Juvenile Center	\$ 59,435	Johnson Hydraulic Service Inc.	\$ 4,536
McArthur Tile Co.	\$ 55,600	Aimpoint Inc.	\$ 4,355
Clay Co Public Health	\$ 38,799	Moorhead Public Service	\$ 3,892
Ulteig Engineers, Inc.	\$ 34,110	Minnesota Sisters	\$ 3,390
Magic Fund	\$ 28,717	Johnson's Auto Repair LLC	\$ 3,175
Prairie Lakes Municipal Solid Waste Auth	\$ 26,028	FM Ice Dams	\$ 3,000
Historical & Cultural Society Of Clay Co	\$ 16,461	Benco Equipment Co.	\$ 2,850
JT Lawn Service	\$ 12,452	Stellar Services, LLC	\$ 2,624
Otter Tail Public Health	\$ 10,157	Clay County Sheriff's	\$ 2,500
R Travelmart	\$ 9,583	Little Falls Machine, Inc.	\$ 2,403
Becker County Public Health	\$ 8,922	Nancy Hein-Kolo, PsyD, LP	\$ 2,250
Braun Intertec Corp	\$ 7,542	River Valley Forensic Services, PA	\$ 2,250
Sign Pro, Inc	\$ 7,350	New Century Press	\$ 2,085

Approval of Minutes from March 21, 2023

On motion by Commissioner Ebinger, seconded by Commissioner Campbell, and unanimously carried, the Board approved the minutes from March 21, 2023.

Recognition - Proclamation for National County Government Month - April 2023

County Administrator Larson brought forth a proclamation declaring the month of April 2023 as National County Government Month to celebrate county government. This year's theme is Counties RISE! which stands for Resiliency, Inclusion, Solvency and Empowerment and the exclamation point speaks to the enthusiasm and passion with which we tell those stories.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board read and adopted the Proclamation for National County Government Month - April 2023.

Request Approval to Accept Bids for the Substance Use Crisis/Withdrawal Management Center

Mr. Larson, Detox Director Troy Amundsen, Dan Kleist with Gehrtz Construction Services, and Ryan Weber & Scott Fettig with Klein & McCarthy who joined online, presented bid packages related to the Substance Use Crisis/Withdrawal Management Center project. Mr. Kleist discussed the Value Engineering (VE) List for the project.

Commissioner Campbell discussed when moving forward with grant opportunities from the state, sometimes those grants require additional material that needs to be followed up on. When going in with estimates, those estimates should include B3 issues. The Finance Committee met and after conversation with the County Auditor/Treasurer, Lori Johnson, on top of the \$500,000 coming out of reserves that was for the previous funding gap, that figure has now risen to another \$1.9 million. It's important to accept these bids today and move forward with the idea in mind that there is a potential plan to cover the funding gap.

Commissioner Mongeau discussed how this facility is a vital need within the community. There was concern that vital services would be cut once we got to the VE list to make way for the B3 requirements.

Commissioner Campbell stated in the process of VE, there were two alternate bids that were elected to not move forward with.

Commissioner Ebinger thanked Commissioners Campbell, Commissioner Mongeau, and Gehrtz Construction for doing a great job in value engineering but was taken back by the funding gap. It's a shame that the state has hidden costs that come with the money that's received for the project. This is a good plan and everyone involved has done a good job. Discussion ensued.

Commissioner Campbell felt it was necessary to break down where the funds are coming from for the citizens. The County is using \$8.25 million from ARPA funding, the County received a \$5 million grant from the State of Minnesota, the County also received an excess of \$2 million in opioid settlement dollars, of that, \$1 million will be used. Up until this point, prior to the gap, there was already \$500,000 in reserves that was anticipated. It's important to note, there's no better place for the \$1 million opioid settlement dollars to go other than for this project.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to accept bids for the Substance Use Crisis/Withdrawal Management Center in the amount of \$16,677,906.77.

Request Approval of Substance Use Crisis/Withdrawal Management Center Furniture, Fixtures and Equipment List

Facilities Director Joe Olson presented the list for all furniture, fixtures and equipment needed for the Substance Use Crisis/Withdrawal Management Center, totaling to \$663,232.17. This price is factored in the previous dollar amount approved within the project. The amount of \$369,157.77 is for furniture through Connect Interiors. Three different government approved contracts are being worked through, which satisfies procurement.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the FF&E budget and list for the Substance Use Crisis/Withdrawal Management Center Project in the amount of \$663,232.17 and using Connect Interiors to order furniture using Government Approved Contracts through Sourcewell, Premier and Norix Companies in the amount of \$362,272.52.

Request Approval for Commissioner Purchasing Authority - Substance Use Crisis Center

Mr. Larson discussed that the Board has assigned Commissioner Campbell and Commissioner

Mongeau to represent the Board during owners' construction meetings that will be held through the completion of the project. Any financial changes recommended by the committee does require approval of the Clay County Board. Due to time sensitivity pertaining to availability of certain products or services, there will be times when authorization of County dollars will need approval and having the flexibility to give said approval would be beneficial to the project. Therefore, asking that Commissioners Campbell and Mongeau have the authority to authorize purchases up to \$50,000 prior to receiving Board approval.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to grant permission from the Clay County Board of Commissioners for Commissioners Campbell and Mongeau to authorize purchases/project changes up to \$50,000 prior to receiving Board approval to ensure continuity of the Substance Use Crisis/Withdrawal Management Center Project in the event that both Commissioners support the purchase/change.

Request Approval to Re-Hire an Upcoming Juvenile Worker Position in the Non-Secure Unit

Juvenile Director Josh Swanson requested approval to re-hire an upcoming vacant Juvenile Worker position in the Non-secure Unit.

Commissioner Campbell asked how is it going with finding new employees, and has there been improvement in that area compared to the past when it was more of a struggle. Mr. Swanson stated the increase in the variable hour (VH) wage has helped feed the full-time opened positions. Many of the jobs are budgeted for the VH staff, typically the VH population consists of college-aged individuals who are on their path to looking for full-time work. Commissioner Campbell asked if there was any information as to why people are leaving these jobs. Mr. Swanson discussed that the reasons for turnover and because the VH positions consist of that college-age population, many of those employees are not making roots, their moving back home, or finding jobs related to their degree. All in all, it's a case by case as to the reasoning for the turnover.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the re-hire for an upcoming Juvenile Worker position in the non-secure unit, with backfill.

Annual Department Update - Information Services

Information Services Director Mark Sloan presented a department update. The department consists of 3 full-time employees and one variable hour employee. Mr. Sloan discussed a GIS overview, GIS activities, Section Corner Re-monumentation, Communications overview, Communications activities and 2023 objectives.

Commissioner Gross asked if there are any instances where the monumentation markers get removed, or people pull them out. Mr. Sloan stated that yes, that does happen frequently and sometimes they get destroyed during road construction projects.

Mr. Sloan mentioned re-designing the website and possibly having a Commissioner on the committee to provide guidance. Re-design and re-branding occurs roughly every 4 to 5 years.

Commissioner Mongeau thanked Mr. Sloan and his department for all that they do.

Commissioner Campbell made a request that Commissioner Mongeau take part in the committee for the website re-design.

Annual Department Update - Public Health

Public Health Administrator Kathy McKay, Public Health Nurse – Supervisor Elizabeth Bjur, and Mr. Amundsen presented their annual update. Ms. McKay discussed Management, Staffing, Pandemic statistics, Top 10 Health Concerns, Public Health Week, and Programs: Adult Health, Family Health, Health Promotions, WIC, Environmental Health, Revenue Sources, Emergency Preparedness, Finance, Administration Support and Management.

Ms. Bjur further discussed Family Health and Clinic. Commissioner Gross asked if the childcare centers are aware when Public Health shows up to provide consultation. Ms. Bjur stated that the childcare centers are aware of the visits.

Commissioner Mongeau asked if the remote option for meeting with WIC clients was still available after the pandemic and if having the remote option has reduced the number of no-shows. Ms. McKay stated that the remote option is still available, and the state has requested to continue with that option. Regarding no-shows, Ms. McKay wasn't certain, but looking at the numbers she believes that the remote option would have reduced the number of no-shows. Commissioner Gross asked what devices were needed for remote appointments. Ms. McKay stated they would need either a computer, tablet, or mobile device.

Commissioner Krabbenhoft asked if the revenue sources have been consistent. Ms. McKay stated it has been consistent. The billing department is very good about being consistent with insurance and clients. If we don't receive the reimbursement another attempt is made. Public Health is a non-par provider, meaning after they bill the insurance, the client receives the reimbursement, which they are meant to give back to the County, but that doesn't always happen.

Mr. Amundsen reported on Detox & Withdrawal Management.

Commissioner Campbell discussed the name of the new detox facility, and that discussion should take place in finalizing the name of the new center. Commissioner Mongeau agreed and stated that '*withdrawal management*' should be included in the name somewhere. Ms. McKay and Mr. Amundsen agreed.

Ms. McKay further discussed the top ten health concerns: mental health, substance use disorder, access to medical and dental care, childcare quality and affordability, housing, wages, and the economy, senior housing/long-term care, health literacy, physical activity/nutrition, public transportation, and health equity.

Discussion ensued regarding vaccines.

Committee Reports/County Administrator Update/Discussions

- Commissioner Campbell reported on the Rural Cities & County meeting.
- Commissioner Ebinger reported on meetings for Rural Cities & County and Steve Landsem's retirement.
- Commissioner Krabbenhoft reported on the Planning Commission meeting.

- Commissioner Mongeau reported on meetings for Out of Home Placement Task Force; Rural Cities & County; Metro COG Policy Board; MN RCC; meeting with County Engineer, Justin Sorum regarding concerns with BRRWD policies for flood efforts.
- Commissioner Gross reported on meetings for Rural Cities & County; Steve Landsem's retirement; Out of Home Placement Task Force; and MN RCC.
- County Administrator Stephen Larson reported on meetings for the subcommittee for the bid process on Substance Use Crisis Facility; Rural Cities & County; legislative discussion with AMC; worked with Commissioner Campbell on Opioid settlement resolution and Memorandum of Agreement; Steve Landsem's retirement; meeting with Sheriff Empting and Mr. Sorum regarding the upcoming winter weather; West Central Rural Water District.

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved to send a letter of support to the Buffalo Red River Watershed District regarding flood efforts.

Adjourn

The meeting was adjourned at 10:51 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator