

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 A.M., TUESDAY, OCTOBER 12, 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, Jenna Kahly, Frank Gross 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 Mongeau, seconded by Commissioner Gross, and unanimously carried, the Board approved the agenda.

AMENDMENT TO LEASE WITH DEPT. OF ADMINISTRATION COMMISSIONER AT LAW ENFORCEMENT CENTER

By consent, the Board approved an amendment to a lease with the Department of Administration Commissioner at the Law Enforcement Center.

CITIZENS TO BE HEARD

There were no citizens who wished to be heard.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board approved payment of bills and vouchers totaling \$774,815 from 125 vendors. From that total, 98 warrants issued were under \$2,000 (\$41,250) and the following 27 were over \$2,000:

Burns McDonnell	\$196,132	Dean's Bulk Service	\$6,500
Lakeland Mental Health Ctr, Inc.	\$ 82,777	Lereta, LLC	\$4,434
Turner Sand & Gravel, Inc.	\$ 80,000	Vision Bank	\$4,276
Knife River Materials, Inc.	\$ 65,330	Larson Helicopters, LLC	\$3,780
MEnD Correctional Care, LLC	\$ 60,957	Kurita America, Inc.	\$3,280
CoreLogic	\$ 48,763	Sabin C Store	\$3,267
Prairie Lakes Municipal Solid Waste	\$ 47,104	Butler Machinery Co	\$3,212
Clay Co Public Health	\$ 33,999	TrueNorth Steel	\$2,913
Mark Sand & Gravel Co.	\$ 24,826	Farmers Coop Oil Co	\$2,904
Trinity Services Group, Inc.	\$ 13,652	Clay County Sheriff's Office	\$2,500
Delta Design & Construction, Inc.	\$ 11,000	Fargo Glass & Paint	\$2,498
Rick Electric, Inc.	\$ 9,605	Rob Bentz Lock & Key, LLC	\$2,474
Verizon	\$ 8,455	Moorhead Public Service	\$2,243
MN Counties Computer Co-op	\$ 6,686		

APPROVAL OF MINUTES FROM SEPTEMBER 28, 2021

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved the minutes from September 28, 2021.

COVID-19 UPDATE

Clay County Public Health (CCPH) Director Kathy McKay and her staff presented the weekly update on COVID-19. Active cases in Clay County are up from 310 last week to 375 today. Total Clay County cases are at 9,934 and total deaths are at 98. Throughout the State, cases have increased from 21,909 to 24,587 in the last week. Cass County and State of ND have both seen slight decreases in numbers. All the hospitals in Fargo ND have available beds. An overwhelming number of Sanford Hospitals' COVID-19 patients in the hospital, in ICU, and on ventilators are unvaccinated. In Minnesota 72.8% of residents 12 and over have had at least one dose. CCPH has given a total of 15,614 COVID-19 vaccine doses. They continue to seek out the vulnerable population and try to make it as easy as possible for residents to get vaccinated and not waste any doses. They will continue to explore other locations for clinics. The testing site in Moorhead has seen an uptick in testing and added Sundays to their schedule.

REVIEW COVID-19 MITIGATION STRATEGIES AND MASKS

Ms. McKay commented that after a decline in cases is seen, some changes could be made in the mandatory masking policy for County staff. There has been some frustration with the new masking policy. There is an individual posted at the Family Service Center to keep tabs on people wearing masks when entering the building. If someone needs a mask one will be provided. Look for a downward trend. There were no adjustments made to the current County masking policy, but they will continue to look for a downward trend in cases.

REQUEST TO FILL VACANCY FOR DEPUTY FOR COURT SECURITY

Sheriff Empting requested filling a vacancy for Court Security following Sgt Alderman's retirement on 11/30/21. Start-up costs for a full-time deputy include uniforms, equipment, and training, but overall, there will be a savings in 2022.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the request to fill a vacancy for a deputy for Court Security.

INFORMATION SHARING ON REDISTRICTING COUNTY COMMISSIONER DISTRICTS

Information Services Director Mark Sloan provided information on redistricting. Counties are responsible for redistricting County Commissioner Districts after census data is released. The population in Clay County has reached 65,319 with a 10.7% increase over the past decade. County staff will use the Geographic Information System to determine the best alignment for the district boundaries according to the current population. The City of Moorhead will set their wards first. The deadline to get this completed is April 26, 2022. It is possible to have a commissioner who may need to rerun for office due to the changes.

INFORMATION SHARING ON CYBERSECURITY AT CLAY COUNTY

Technology Services Director Rory Schmitz provided an overview of cybersecurity at Clay County. He provided a graph with the average risk scores of selected user groups. There was a downward trend then a spike in the risk

scores in July 2020. They have leveled off but not decreased since then. The County started multi-factor authentication over a year ago. There are more training opportunities coming this month.

REQUEST TO FILL VACANCY FOR CORRECTIONAL OFFICER

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

REQUEST FROM “A PLACE FOR HOPE” FOR ARPA/CARES-2 FUNDS FOR A FOOD SHELF

County Administrator Stephen Larson, Health Promotion Director Rory Beil, and Executive Director Darrell Vasvick from “A Place for Hope” Recovery and Wellness Center presented to the Board. “A Place for Hope” began distributing food when the COVID-19 pandemic began. They helped 8,820 individuals with 250,000 pounds of food in 2020. Thus far in 2021 they helped 8,324 individuals with over 187,000 pounds of food. They contacted Rhonda Porter and Kathy McKay to discuss starting a Clay County Food Shelf. They found a site that was previously a garage, at the same location as the wellness center, with 2,400 square-foot of space. A lot of work has gone into the facility with a lot of local help. They have been able to take more food from the Great Plains Food Banks for the new location. They have worked with many nationalities and with Churches United in addressing local hunger issues in the community. They recently came to a CARES-2 committee meeting and requested ARPA/CARES-2 funding for a list of items needed to start the Clay County Food Shelf. The committee recommended funding all six items:

- \$10,440 - Heating and Air Conditioning (Laney's)
- \$ 6,720 - Electrical for the Food Shelf Room (JDP Electric)
- \$36,185 - 10' X 24' Two Compartment Walk-in Freezer and Refrigerator (Culinox)
- \$ 4,900 - Electrical for the Walk-in Freezer and Refrigerator (JDP Electric)
- \$ 2,700 - Shelving for Food Shelf Room (Menard's)
- \$ 6,000 - Yearly rent for 2,400 square feet of space for Food Shelf area (Agassiz Valley Property)

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the request from “A Place for Hope” for ARPA / CARES-2 funds totaling \$66,945 for items requested for a Clay County Food Shelf.

REQUEST TO ADOPT RESOLUTION 2021-46 FOR A GRANT AGREEMENT FOR BOX CULVERT REPLACEMENT

County Engineer David Overbo and Assistant Engineer Justin Sorum stated the Highway Department received bridge bond funds for the replacement of a bridge on CR 106 with a box culvert. Bids were opened on June 8th and Riley Bros Construction, Inc. was approved as the low bidder. As required by MnDOT, the County Board needs to approve a grant agreement and resolution for the use of bridge bond funds.

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the request to approve the Bridge Bond Grant Agreement #1047044 and adopted the following resolution:

RESOLUTION 2021-46
For Agreement to State Transportation Fund Local Bridge Replacement Program
Grant Terms and Conditions
SAP 014-598-077

WHEREAS, Clay County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 14K60; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$109,697.00 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Clay County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above- referenced grant.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Mongeau reported on meetings for County Lands Committee; AMC Extension Committee; MetroCOG Policy Board; and ARPA/CARES-2.
- Commissioner Kahly reported on meetings for Early Childhood Initiative; Moorhead City Planning Commission and Park Board; Clay County Joint Powers; Children’s Mental Health; and attended Indigenous Peoples’ celebrations.
- Commissioner Campbell attended meetings for Clay County Joint Powers and ARPA/CARES-2.
- County Administrator Larson attended meetings for County Lands Committee; NW Regional County Administrators; ARPA/CARES-2; MACA Conference; Resource Recovery Facility Insurance Coverage; and attended an open house for Moorhead Career Academy.

The meeting was adjourned at 10:09 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator