

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 A.M., TUESDAY, OCTOBER 19, 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 Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the agenda with one change: Reschedule item three to the following week.

AMENDED LEASE FOR BIRTHING OF A DIAMOND AND DIAMOND KIDS ORGANIZATION

By consent, the Board approved the amended lease agreement for Birthing of a Diamond and Diamond Kids Organization at the Family Service 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 Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved payment of bills and vouchers totaling \$1,734,816 from 132 vendors. From that total, 88 warrants issued were under \$2,000 (\$44,331) and the following 44 were over \$2,000:

Construction Engineers, Inc.	\$829,668	Sanford Health	\$10,992
Lakes Country Service Co-op Ins.	\$288,662	NetCenter Technologies	\$10,178
Towmaster	\$112,655	NEMO-Q, Inc.	\$ 8,883
W Central Regional Juvenile Center	\$ 61,951	Streamworks	\$ 8,200
Moorhead Public Service	\$ 60,376	Forum Communications	\$ 6,695
Regents of the University of MN	\$ 52,398	Medical Pharmacy	\$ 6,539
Trinity Services Group, Inc.	\$ 25,437	Medical Pharmacy	\$ 5,466
Truck Utilities, Inc.	\$ 23,726	Marco Technologies LLC	\$ 5,149
JV Hough, Inc.	\$ 15,394	Lakes Country Service Co-op	\$ 4,924
First International Bank & Trust	\$ 15,048	M-R Sign Company, Inc.	\$ 4,682
CivicPlus, Inc.	\$ 14,904	Servpro of Fargo/Moorhead	\$ 4,496
Pinnacle Development, LLC	\$ 14,842	Psychlogics	\$ 3,870
Xcel Energy	\$ 13,446	Pomp's Tire Service, Inc.	\$ 3,847
City of Fargo	\$ 11,466	Choice Bank	\$ 3,793
Delta Design & Construction, Inc.	\$ 11,356	Wegner Psychological Svc	\$ 3,750
Petro Serve USA	\$ 11,203	Stellar Services, LLC	\$ 3,631

Anjaam Holdings, LLC	\$3,537	All About Books, LLC	\$2,499
CHS Credit Card Dept.	\$3,417	MN IT Services	\$2,332
CoreLogic	\$3,415	Reliance Telephone	\$2,303
Northwestern MN Juvenile Center	\$3,288	City of Moorhead	\$2,295
Enterprise FM Trust	\$2,769	Family Healthcare Center	\$2,227
Benson Psychological Services, PC	\$2,600	Richland Wilkin Food Pantry	\$2,177

APPROVAL OF MINUTES FROM OCTOBER 5, 2021

On motion by Commissioner Kahly, seconded by Commissioner Gross, and unanimously carried, the Board approved the minutes from October 5, 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 at 368, down slightly from 375 last week. Cumulative Clay County cases are at 10,160. No new deaths were reported. Hospital admissions dropped somewhat. Cases decreased slightly throughout Minnesota and North Dakota. The waves of the pandemic tend to last about 10 weeks, and this is the fourth wave. Breakthrough cases remain low. The vaccines are working to help reduce deaths and keep people out of the hospital. State-wide vaccine data shows 73.1% over the age of 12 have been vaccinated. Incentives have been added to boost vaccines for the 12- to 15-year-old age group. Pfizer boosters are available and Moderna boosters are expected soon. The saliva testing site in Moorhead has hours on Monday thru Thursday and on Sunday. Clay County will soon be offering rapid testing as well. False positive results are rare, but there are some false negative results with rapid testing.

REQUEST TO FILL VACANCY FOR ELIGIBILITY WORKER IN FINANCIAL SERVICES DIVISION – SOCIAL SERVICES

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved filling the vacancy for an Eligibility Worker in Financial Services Division.

REQUEST TO FILL 13-MONTH ASSISTANT COUNTY ATTORNEY POSITION UTILIZING ARPA FUNDS

County Attorney Brian Melton asked for America Rescue Plan Act (ARPA) funds to assist with reducing the backlog of court cases due to COVID-19. The courts have worked at a reduced capacity at times and have had complete closures. The courts are now back to full capacity. The ARPA funds would be used for a contract attorney. The attorney would be assigned a caseload for 13 months beginning December 1, 2021. The request was discussed and supported at the last ARPA/COVID-2 committee meeting.

On motion by Commissioner Ebinger, seconded by Commissioner Mongeau, and unanimously carried, the Board approved filling a 13-Month Assistant County Attorney position utilizing \$118,088 from ARPA/CARES-2 funding.

REQUEST TO MOVE FORWARD WITH COURTROOM 6 PROJECT UTILIZING ARPA FUNDS

Facilities Director Joe Olson requested moving forward with the Courtroom 6 Project. He provided schematics for the project. The low quotes came from TF Powers (\$27,650); Rick's Electric (\$29,800) and NorthStar Custom Cabinets (\$13,600). He has met many times with the courts to be sure their needs will be met. The total project cost is \$80,000. He would like to budget in \$5,000 from contingency funds and \$75,000 from ARPA funds. The courtroom would first be utilized by a visiting judge.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved moving forward with the Courtroom 6 Project with \$75,000 from ARPA/CARES-2 funds and \$5,000 from contingency funds.

REQUEST TO MOVE FORWARD WITH COURTHOUSE CARPET AND PAINT PROJECT

Mr. Olson stated the courthouse carpet and paint project is part of the County's Capital Improvement Project. The remaining carpet and paint from 2002 will all be replaced. The project will be managed in-house with subcontractors. The low quotes came from Carpet Garage (\$34,385 for material); Superior Carpet (\$28,105 for labor) and Matthew Fisher Painting (\$38,940). The total project cost is \$101,430 and the timeline is from November 1, 2021, to January 1, 2022.

On motion by Commissioner Gross, seconded by Commissioner Ebinger, and unanimously carried, the Board approved moving forward with the Courthouse Carpet and Paint Project with Capital Bonding funds totaling \$101,430.

REQUEST FOR LAW ENFORCEMENT CENTER MICROPHONES UTILIZING ARPA FUNDS

Information Services Director Mark Sloan noted that the COVID-19 pandemic changed the ways meetings are conducted. This request is to add 12 wireless microphones, associated equipment, and conferencing capability to the existing audio video equipment in the Law Enforcement Center (LEC) training rooms. The equipment will allow more use of the training space and the ability for presenters to social distance themselves. Tricorne Audio would provide the equipment and installation. They installed the original equipment at the LEC and will allow for some trade-in credit for some of the components being replaced.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved the request for Law Enforcement Center microphones and associated equipment utilizing \$25,860 from ARPA/CARES-2 funds.

RECOMMEND APPROVAL OF MONITORING CONTRACT FOR GEORGETOWN BRIDGE IN COOPERATION WITH CASS COUNTY

Assistant Highway Engineer Justin Sorum commented that the MnDOT Bridge Department has recommended the County enter a contract with SRF for long-term maintenance and monitoring of the Georgetown Bridge. This would increase the level of safety and give Cass and Clay Counties some long-term direction with this structure. The cost would be split 50/50 with Cass County and has gone before the Highway Tracking Committee.

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the monitoring contract with SRF with an estimate of \$46,379, for the Georgetown bridge, in cooperation with Cass County.

RECOMMEND APPROVAL OF REVISED NUMBER FOR PURCHASE OF UNIT 109

Following the order for the mechanic's truck, Unit 109, two lights were added in the cabinets of the truck body and additional lining was added to the truck bed and the Tommy lift. The cost of the additions is \$2,248, bringing the total cost to \$23,726. The used truck box was sold through MnBid for more than expected, at \$3,325, which will go toward the added items.

On motion by Commissioner Ebinger, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the increase of \$2,248 in the purchase price for Unit 109, totaling \$23,726.

INFORMATION SHARING FOR DNR WILDLIFE WORK AREA BOUNDARY

Rob Baden introduced himself to the Board. He is the new DNR Area Wildlife Supervisor for Clay County. This change occurred with the recent changes to the wildlife area boundaries. Clay County will now be managed out of Detroit Lakes office rather than Fergus Falls. Mr. Baden was familiar with the urbanized turkey issue and looks forward to working with Clay County.

DISCUSSION AND CONSIDERATION FOR APPROVAL OF MEMORANDUM OF UNDERSTANDING FOR PARTICIPATION IN ANNUAL OPERATING COSTS OF RED RIVER REGIONAL DISPATCH CENTER/ONGOING LICENSING FEES FOR COMPUTERS USED BY CITIES

Sheriff Empting & Chief Deputy Landsem were present with a Memorandum of Understanding (MOU) for the operating costs of the Red River Regional Dispatch Center (RRRDC). The new funding formula, with 2020 census numbers, lowers Clay County's percentage from 10% to 8.3%. Cass County's percentage is 73.95% and Moorhead's is 17.8%. The total RRRDC proposed budget for 2022 is \$5,083,540. After the 911 fees are subtracted from Clay County's 8.3% obligation, the total would be \$277,618. Based on population percentages the obligations were divided as follows:

Entity	Population	Percentage	Obligation
Clay County	9,917	48%	\$133,257
Dilworth	4,612	22%	\$61,076
Barnesville	2759	13%	\$36,090
Hawley	22,219	11%	\$30,538
Glyndon	1,306	6%	\$26,055
Totals	20,810	100%	\$277,618

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved a Memorandum of Understanding for a two-year agreement for the annual operating costs of Red River Regional Dispatch Center.

REQUEST TO PURCHASE ADDITIONAL MICROSOFT LICENSING UTILIZING ARPA FUNDS

Technology Services Director Rory Schmitz asked for ARPA funds to pay for additional Microsoft Licensing due to the increased use of Microsoft Teams for training for COVID Contract Tracers and other documents. The additional licenses would run until February 1, 2022, when the licensing agreement renews.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board approved purchasing additional Microsoft Licensing utilizing \$1,580 from ARPA/CARES-2 funding.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Ebinger reported on meetings for NW Emergency Communications Board; Dancing Sky Area Agency on Aging; Criminal Justice Advisory Board; and Rural Cities and County.
- Commissioner Kahly reported on meetings for Rural Cities and County; Final Strategic Planning Session for Historical and Cultural Society; and Early Childhood Initiative.

- Commissioner Gross reported on meetings for Highway Tracking; Criminal Justice Advisory Board; Rural Cities and County; Building Committee; Beyond the Yellow Ribbon; and a computer phishing spam session.
- Commissioner Mongeau reported on meetings for Rural Cities and County and Comprehensive Plan Update Committee.
- Commissioner Campbell attended meetings for Rural Cities and County; Highway Tracking; Comprehensive Plan Update Committee; and Resource Recovery Facility Construction Update.
- County Administrator Larson attended meetings for Rural Cities and County; Highway Tracking; Comprehensive Plan Update; County Management; Building Committee; ARPA/CARES-2 Committee; Health Leaders in the Community; and Resource Recovery Facility Construction Update.
- Attorney Melton reported on a recent condemnation action and noted another condemnation action will be on the agenda next week and one more FM Diversion condemnation will be in the near future.

The meeting was adjourned at 10:31 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator