

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 A.M., TUESDAY, NOVEMBER 16, 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.

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 Gross, and unanimously carried, the Board approved payment of bills and vouchers totaling \$623,424 from 94 vendors. From that total, 69 warrants issued were under \$2,000 (\$27,218) and the following 25 were over \$2,000:

Riley Bros Construction	\$388,932	SRF Consulting Group, Inc.	\$5,726
City of Fargo	\$ 39,671	Ramsey Co Med Examiner	\$4,918
Clay Co Public Health	\$ 20,842	City of Hitterdal	\$4,651
Becker Co Public Health	\$ 15,359	City of Ulen	\$4,518
City of Felton	\$ 12,116	Breach Point Consulting	\$3,864
City of Barnesville	\$ 12,093	Valley Mortuary Services	\$3,739
City of Hawley	\$ 11,361	Sabin C Store	\$3,638
City of Glyndon	\$ 11,011	WEX Bank	\$3,489
Pomp's Tire Service, Inc.	\$ 9,146	Fidlar Technologies	\$3,444
City of Dilworth	\$ 8,780	MN IT Services	\$2,162
Otter Tail Co Public Health	\$ 7,983	Marco Technologies LLC	\$2,118
Direct Promotions	\$ 7,495	Barnesville C-Store	\$2,021
Department of Corrections	\$ 7,130		

APPROVAL OF MINUTES FROM NOVEMBER 2, 2021

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved the minutes from November 2, 2021.

COVID-19 UPDATE

Kathy McKay, Clay County Public Health (CCPH) Director, and Jamie Hennen, Nursing Director, presented the weekly COVID-19 update. Active cases in Clay County are at 562, up from 505 last week. Cases are also up

slightly throughout the State and in Cass County. Cumulative cases in Clay County are at 11,449. The highest number of cases are the 20-24 and 30-34 age groups. The highest number of reported cases per week in Clay County in this fourth wave was 388 with 14 hospital admissions during the last week of October. No new deaths were reported for Clay County. Positive cases are considered active until a 10-day isolation is completed. All of MN is still in the high transmission rate. Breakthrough cases are up slightly, at 2.245%. Vaccine protection from severe illness and death continues. Over sixty-seven percent of Minnesotans, age five and up, have had at least one vaccine dose. Currently there are available ICU beds in the region. CCPH has now administered 16,812 vaccine doses with 273 more last week. Dates, times, and locations were provided for various vaccine opportunities for the week.

REQUEST TO HIRE A DIVERSITY, EQUITY, AND INCLUSION NAVIGATOR FOR 2022

Stephen Larson commented that this item and the next item came out of the ARPA (CARES-2) Committee. They have been made aware that some of the local ethnic communities have been disproportionately affected throughout the COVID pandemic. These two items are in response to those concerns.

Darren Brooke, Human Resource Director, and Ms. McKay provided background information for this request to hire a Diversity, Equity, and Inclusion Navigator. This would be a variable hour position for 2022 and would then be subject to review. This community liaison position would be under the leadership of Rory Beil, Public Health Promotion Director, and would coordinate with a Diversity and Ethnic Community Coordinator, if approved. The position would work with diverse populations in educating, informing, and promoting health equity for those impacted by the COVID-19 pandemic. This would include testing and vaccination opportunities in Clay County. The ARPA (CARES-2) Committee has heard presentations from the Kurdish immigrant community and Afro American Association. The Committee recommended establishing this position to fill a gap in services in the County.

On motion by Commissioner Kahly, seconded by Commissioner Ebinger, and unanimously carried, the Board approved a variable hour Public Health Diversity, Equity, and Inclusion Navigator position for 2022 with a cost of \$25,762 to be funded with ARPA dollars.

REQUEST TO HIRE A DIVERSITY AND ETHNIC COMMUNITY COORDINATOR FOR 2022

Mr. Larson and Mr. Brooke requested establishing a new position for a Diversity & Ethnic Community Coordinator. This position would work with numerous ethnic, religious, and diverse cultures in the County and the on-going impact of COVID-19 on those communities. The position would facilitate access to resources to improve health outcomes and be a point of contact for the County. The position would be part of Central Administration and would deal with Social Services, Law Enforcement, Attorney's Office, etc. The ARPA/CARES-2 Committee unanimously recommended this position. The next steps would be recruitment, establishing an interview panel, and interviewing candidates. Commissioner Kahly suggested having a person from the ethnic community serve on the interview panel. Mr. Larson added that a representative from the local Kurdish American Development Organization (KADO) could not be at the meeting today but sent a letter of support for both of the Diversity & Ethnic Community positions. This position would start in January and cost for 2022 of \$88,180 would be funded with ARPA dollars. The position is likely to continue after 2022. Funding after 2022 will need to be addressed at a later date.

On motion by Commissioner Mongeau, seconded by Commissioner Kahly, and unanimously carried, the Board approved the creation and funding of a full-time Diversity & Ethnic Community Coordinator with a cost of \$88,180 for 2022 to be funded with ARPA dollars.

REQUEST TO FILL VACANCY FOR OFFICE SUPERVISOR IN SHERIFF'S DEPARTMENT

Sheriff Empting stated he had a resignation in his office and would like approval to fill the upcoming vacancy for an Office Supervisor. They may need an interim person to fill in until someone can be hired. There will be a cost savings in the budget for 2022.

On motion by Commissioner Ebinger, seconded by Commissioner Kahly, and unanimously carried, the Board approved filling a vacancy for an Office Supervisor in the Sheriff's Office with backfill if necessary.

REQUEST FOR APPROVAL TO USE LAREDO CONNECT TO MOVE THE BILLING RESPONSIBILITY FROM THE RECORDER'S OFFICE TO FIDLAR TECHNOLOGIES

Kimberly S. Savageau, County Recorder, asked the Board for approval to switch billing responsibilities from her office to Laredo Connect. The office currently invoices monthly usage fees, overage charges, and copy fees to each Laredo subscriber. Customers would have access to an online portal to manage their usage fees with Laredo Connect. The proposed change would also save some staff time each month.

On motion by Commissioner Ebinger, seconded by Commissioner Gross, and unanimously carried, the Board approved the Recorder's Office proposal to utilize Laredo Connect for Fidar Technology billing services, starting on January 3, 2022.

APPROVAL TO PROHIBIT CUSTOMERS TO CHARGE FEES TO THE RECORDER'S OFFICE UNLESS SPECIFICALLY ALLOWED BY MINNESOTA STATUTES

Ms. Savageau noted that the Recorder's Office currently allows customers to charge their fees. These fees include charges for their monthly access to Laredo and recording fees. When checking with other counties, it is common practice to collect the recording fees when the document is being recorded and not allow charges.

On motion by Commissioner Ebinger, seconded by Commissioner Mongeau, and unanimously carried, the Board approved discontinuing the practice of allowing customers to charge their recording fees to the Recorder's Office unless specifically allowed by Minnesota Statutes effective on January 3, 2022.

REQUEST FOR APPROVAL TO ADOPT A FEE SCHEDULE CHANGE FOR REAL ESTATE COPIES FOR RECORDER'S OFFICE

Ms. Savageau relayed the proposed charges in the Recorder's Office as follows: Copies at \$1/page with a maximum of \$10/document (made by a customer or office staff); and no charge for a Last Transfer Document on Record for a current homeowner. The current fees include \$1/page with a maximum of \$10/document, a free deed for homeowner, and \$6.95 plus \$1 per page (plus tax) for Tapestry online searches. They are encouraging customers and residents to use the online service. The staff in the Recorder's Office are not professional researchers and there may be a wait to have the research done.

On motion by Commissioner Ebinger, seconded by Commissioner Mongeau, and unanimously carried, the Board approved changing the fee structure for real estate copies in the Recorder's Office as presented.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Gross reported on the Township Officers meeting.
- Commissioner Mongeau reported on meetings for Cass Clay Food Partners; Planning and PDQs for two new positions; Comprehensive Plan Update; Township Officers; Resource Recovery Facility Construction Update; and met with Ryan Erdman - AMC Extension.
- Commissioner Ebinger reported on meetings for Township Officers; Greater Fargo Moorhead Economic Development Corp Board; and with the County Recorder.
- Commissioner Kahly reported on meetings for Township Officers; Cass Clay Food Partners; and met with Marie Steen from CAPLP on childcare awareness.
- Commissioner Campbell reported on meetings for Resource Recovery Facility Construction Update; Township Officers; Lakes Country Services Co-op; Comprehensive Plan Update; and Resource Recovery Facility Construction Update.
- County Administrator Larson reported on meetings for Resource Recovery Facility Construction Update; Township Officers; Comprehensive Plan Update; Planning and PDQs for two new positions; Labor Negotiations; Board of Adjustment; FM Administrators and Managers; Hawley Herald Re: Redistricting; MCCJPA pre-meeting; met with Joe Olson Re: facilities; met with Matt Jacobson Re: Comprehensive Plan; and conducted an Annual Evaluation.

The meeting was adjourned at 10:00 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator