

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, MARCH 14, 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, Kevin Campbell, and David Ebinger. Others present: County Attorney Brian Melton, HR Director/Asst. Administrator Darren Brooke, and Communications Coordinator Jacqueline Finck

Call to Order

Commissioner 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.

Minnesota Lawful Gambling LG220 Application for Exempt Permit - DGF Trap Team

By consent, the Board approved the Minnesota Lawful Gambling LG220 Application for Exempt Permit - DGF Trap Team.

Minnesota Lawful Gambling LG220 Application for Exempt Permit - Dakota Medical Foundation-LBDT Fiscal Sponsor Project

By consent, the Board approved the Minnesota Lawful Gambling LG220 Application for Exempt Permit -Dakota Medical Foundation-LBDT Fiscal Sponsor Project.

Amendment(s) to January 24, 2023, February 7, 2023, and February 14, 2023 Minutes to Include the Resolution Within the Minutes

By consent, the Board approved the amendment(s) to January 24, 2023, February 7, 2023, and February 14, 2023 minutes to include the resolution within the minutes.

Citizens to be Heard

There were no citizens to be heard.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the payment of bills and vouchers totaling \$712,681 from 169 vendors. There were 129 warrants issued under \$2,000 (\$59,075) and the following 40 were over \$2,000.

Comstock Construction Inc	\$ 127,222	Treas Wild R W Shed/Treas Of	\$ 6,490
Wilkins Industries Inc.	\$ 113,455	Budget Blinds of Fargo	\$ 6,152
Advanced Correctional Healthcare, Inc.	\$ 57,266	Town & Country Oil Inc.	\$ 5,576
City Of Fargo	\$ 36,303	Forum Communications Printing	\$ 5,527
JT Lawn Service	\$ 29,052	Twin City Garage Door, Inc.	\$ 4,058
Prairie Lakes Municipal Solid Waste Auth	\$ 26,028	Barnesville C-Store	\$ 3,988

Buffalo-Red River Watershed	\$ 22,676	Meetings Northwest, Inc.	\$ 3,980
Trinity Services Group, Inc.	\$ 22,009	City Of Moorhead	\$ 3,562
Creating Community Consulting	\$ 17,798	Marco Technologies LLC	\$ 3,547
Kris Engineering, Inc.	\$ 17,742	Green View Inc.	\$ 3,231
Petro Serve Usa-Hwy	\$ 16,572	Pete's Gas & Service	\$ 3,002
Titan Machinery	\$ 16,468	C-W Valley Co-Op	\$ 2,632
Enterprise FM Trust	\$ 16,289	NetCenter Technologies	\$ 2,619
Lloyd's Auto Body Inc.	\$ 15,895	Games to Go	\$ 2,415
GovOS, Inc.	\$ 8,998	Fevig Oil Co	\$ 2,334
Sabin C Store	\$ 8,710	Commissioner of Transportation	\$ 2,320
ANJAAM HOLDINGS, LLC	\$ 7,883	Stein's Inc	\$ 2,313
Nitzkowski, Inc.	\$ 7,876	Thomson Reuters - West 231880	\$ 2,258
Farmers Coop Oil Co	\$ 7,693	Sources of Strength, Inc.	\$ 2,250
WEX Bank	\$ 7,238	Office of MN IT Services	\$ 2,162

Approval of Minutes from February 28, 2023

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from February 28, 2023.

Annual Department Update - Soil & Water Conservation District

District Manager for Soil & Water Conservation District, Kevin Kassenborg, gave a department update. Mr. Kassenborg provided information on the Tree program, No-Till Drill Rental Program, Conservation Reserve Enhancement Program (CREP), Wetland Conservation Act (WCA), Ag BMP Low Interest Loan Program, County Feedlot Officer Program, County Ag Inspector Program, 2015 Buffer Law, Urban Conservation, Crestwood Pollinator Habitat, MN Walk-In Access Program, Aquatic Invasive Species Program, Conservationists of the Year, One Watershed, One Plan, Fall Tours, and Legislative Briefing that occurred on December 8, 2022.

Commissioners Gross and Campbell thanked Mr. Kassenborg for his presentation and the work that he and his department do.

Commissioner Krabbenhoft stated, the Association of Minnesota Counties supports the SWCD and that it's a matter of having funding in place that will be run through the Department of Revenue as aid, rather than waiting for legislation to give their state allocation. The point being to have stable and reliable funding for employees and longevity.

Annual Department Update - Veterans Services

Veterans Service Officer Curtis Cannon gave a department update. Mr. Cannon stated there are three full-time employees in the department, including himself. Mr. Cannon discussed Disability Compensation, Pension, Health Care, Education & Training, Home Loan Guaranty, Life Insurance, Burial & Memorial Benefits Awards & Medals, Beyond the Yellow Ribbon, Veteran's Court, the PACT ACT, Veteran's Service Bonus and background. Mr. Cannon stated the goal is to listen to the Veteran's to determine their needs and be able to provide them with the appropriate resources.

Commissioner Krabbenhoft asked if the result of tax exemption growth was related to disability

and aging and if Mr. Cannon ever sees any migration from North Dakota to Minnesota. Mr. Cannon explained that disability could increase with aging over time. In terms of migration, Mr. Cannon stated that yes, being on the border, he does see migration. There is a 30-day residential rule that states an individual must reside in Minnesota for 30 days before becoming eligible for State benefits.

Bid Opening for SAP 014-618-016

County Engineer Justin Sorum opened bids for SAP 014-618-016. The bid is for the Mill, Overlay, and cold in-place recycling on CSAH 18 that runs from 80th Street to Truck Highway 9. There were 5 complete bids received with a bid amount of 5%. The first bid was received from Central Specialties Inc. in the amount of \$3,348,602.56. The second bid was received from Knife River Materials-Northern Minnesota in the amount of \$3,277,115.21. The third bid was received from Border States Paving in the amount of \$3,245,962.15. The fourth bid was received from Mark Sand & Gravel Co. in the amount of \$3,149,609.46. And the fifth bid was received from R.J. Zavoral and Sons, Inc. in the amount of \$2,963,831.80. The Engineer's Estimate was \$3,147,574.90.

Mr. Sorum felt that the bids were all very good and recommends approval contingent upon review and State-Aid approval, as there was an \$800,000 grant in LRIP funding received for this project.

Commissioner Campbell asked Mr. Sorum if he had any concerns about past performance from R.J. Zavoral and Sons, Inc. Mr. Sorum stated, no, he thought that both projects completed by R.J. Zavoral and Sons, Inc. from last summer on CSAH 12 and CSAH 52 were done very well and were completed well ahead of schedule.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the low bid for SAP 014-618-016 from R.J. Zavoral and Sons, Inc in the amount of \$2,963,831.80 contingent upon review.

Request Approval to Advertise for Yearly Supply Bids

Mr. Sorum requested approval to advertise for Yearly Supply Bids, including gravel, bituminous mixture, culverts, and construction equipment rental. The proposed letting date will be April 20th at the Highway Department, and then brought forward at the April 25th Board meeting for approval.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved to advertise for Yearly Supply Bids.

Annual Department Update - Facilities Maintenance

Facilities Director Joe Olson gave a department update. Their department is fully staffed with 18 full-time employees, two permanent part-time employees and 13 variable-hour employees. There are 21 facilities that the department oversees. Mr. Olson discussed facility history, Family Service Center update, Fleet Management update, and Capitol Improvement update.

Commissioner Campbell asked if there would be a way to compare what the annual payments looked like between purchasing and leasing vehicles. Mr. Olson said that yes, that can be looked at and stated every time a lease payment is made, the equity is received back to the County. Commissioner Campbell stated the process of owning vehicles rather than leasing, allowed for cash value to build up in reserves, and is wondering if there are any of those funds left over. If so, can they be used elsewhere. Mr. Olson stated he would check with the County Auditor.

Commission Krabbenhoft noticed that the fleet vehicles are all 2023 models and asked if the vehicles are on a rotation or if it's related to milage. Mr. Olson stated that the fleets get checked out by employees and if one gets used too much, they'll schedule a different vehicle with lower miles.

Mr. Olson extended appreciation to his team and to the Board of Commissioners.

Commissioner Campbell asked if there were any surprises with the new Resource Recovery Center. Mr. Olson stated just a couple of minor issues with some garage doors, but they were fixed, but nothing major. There was some snow build-up under the scale, but he and the Solid Waste Manager have a plan in place to handle that issue.

Committee Reports/County Administrator Update/Discussions

- Commissioner Ebinger reported on meetings with the County Recorder Kimberly Savageau; Compliance Fund Meeting; Beyond the Yellow Ribbon; Red River Dispatch Center Board of Authority; and met with Commissioner Krabbenhoft and Joe Raso with the GFMEDC.
- Commissioner Krabbenhoft reported on meetings for the Clay County Collaborative (March 2); met with Commissioner Ebinger and Joe Raso with the GFMEDC; and the Buffalo Red River Watershed.
- Commissioner Campbell did not have any meetings to report on but wanted to mention that the Lakes Country Services Cooperative held their meeting on March 9, 2023 and they voted to close the YES program effective July 1, 2023.
- Commissioner Gross reported on meetings for Beyond the Yellow Ribbon and attended a presentation on Drug Court.
- HR Director Darren Brooke reported on meetings for the social workers mediation; Managers meeting; discussion with Nick from MCIT on payroll; Highway Department interviews; Meeting with Jacqueline Finck on how Communications can assist HR and other departments; continued working on an ongoing personnel issue; preliminary report for the 2024 budget; meeting with Steve; AMC update via Zoom; Discussion with Justin Sorum regarding an issue with one of the snowplows.

Commissioner Gross reminded everyone of the Clay County Association of Township Officers meeting will be held next Monday, March 20, 2023, at 8:30 a.m. at the Resource Recovery Center.

Adjourn

The meeting was adjourned at 9:50 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator