

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, MARCH 21, 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, 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 Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the agenda.

Citizens to be Heard

County Administrator Stephen Larson received an email from an individual who was interested in speaking, however, they did not show up. Mr. Larson will reach out and possibly reschedule for a later date.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Ebinger, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the payment of bills and vouchers totaling \$799,261 from 86 vendors. There were 60 warrants issued under \$2,000 (\$30,083) and the following 26 were over \$2,000.

Klein Mccarthy & Co Ltd	\$ 303,714	Verizon-386550144	\$ 7,292
Bytespeed, LLC	\$ 156,000	Otter Tail Public Health	\$ 7,100
Xcel Energy	\$ 64,318	Fuchs Sanitation Inc	\$ 6,943
Moorhead Public Service	\$ 47,384	Pemberton Law, P.L.L.P.	\$ 5,111
MN Counties Computer Coop	\$ 21,343	Ramsey County Med Exam	\$ 4,852
Cardmember Service - (Sheriff 0547)	\$ 20,573	Houston Engineering Inc	\$ 3,400
JT Lawn Service	\$ 18,899	Enterprise FM Trust	\$ 3,315
Rick Electric Inc	\$ 16,730	Little Falls Machine, Inc.	\$ 3,285
Veolia North America	\$ 16,473	Galls, LLC - 5287110	\$ 2,689
Puetz/Diane	\$ 16,215	Wild Rice Electric Cooperative, Inc.	\$ 2,612
Pomp's Tire Service, Inc.	\$ 14,081	Radio FM Media	\$ 2,500
ConvergeOne, Inc.	\$ 11,303	FM Ice Dams	\$ 2,125
Dakota Plains Mechanical, Inc.	\$ 8,909	Jim's Towing, Inc.	\$ 2,000

Approval of Minutes from March 7, 2023

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the minutes from March 7, 2023

Request Approval for Additional Funds for Solid Waste Trailer

Solid Waste Manager Corey Bang stated that he received the final numbers for the Transfer Station trailer. The trailer cost is \$106,414.00, \$6,916.91 in sales tax, and a \$125.00 licensing fee, which brings the total amount to \$113,455.91.

Commissioner Gross asked what amount was approved at the previous meeting. Mr. Bang stated the previously approved amount was \$106,338.00.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the updated amount for purchasing the new trailer with remaining funds from the Resource Recovery Center construction budget in the amount of \$113,455.91.

Annual Department Update - Recorder's Office

County Recorder Kimberly Savageau presented an annual department update. Ms. Savageau discussed the responsibilities of the department, Real Estate Recordings, Plats Recorded in 2022, Property Fraud Alert, Red River Valley Chapter, Certified Birth Certificates, Death Certificates, Certified Marriage Certificates and Marriage Licenses Issued.

Commissioner Ebinger thanked Ms. Savageau and her department and the great job they're doing.

Request Approval of Expenses for the Land Records Departments

The Recorder's Office has met the set standards under Minnesota Statute stating 90% of all recordable instruments must be returned to the submitter within 10 business days. Since the statute is being followed, the County Board is authorized to use those dollars to support the recording process and data integration projects. In doing so, the Compliance Fund for 2024 consists of \$15,000 for Tax System Maintenance, \$40,000 for Remonumentation Program, \$37,350 for Information Services, \$12,650 for Assessor Software Maintenance, which totals to \$105,000.

Commissioner Gross asked how long the Remonumentation Program will be going on. Ms. Savageau stated it will go on for years to come. When this program started, the Southeast corner of the County was completed first and proved to be difficult due to the terrain along with having the least number of corners already established. Continuing to the North and West of the County, it should take less time, especially with the diversion, surveying will already be completed on the west side. There are a total of four Townships that have been completed so far.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the expenses for the Land Records Departments in 2024 in the amount of \$105,000.

Request Approval for Out of State Travel

Ms. Savageau requested approval for out of State travel from May 22, 2023, to May 23, 2023, in Davenport, Iowa. The software vendor is holding an educational symposium and they typically provide an allowance for travel expenses, which covers most of the airline ticket, the remaining expenses would come from the Recorder's travel budget.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the out of State travel.

Request Approval of the Marriage Credential Filing Fee

Ms. Savageau requested approval of the Marriage Credential Filing Fee to be increased to \$40 and to take effect on May 1, 2023. Under Minnesota Statute, a person performing a marriage ceremony within the borders of Minnesota needs to file a copy of their credentials or their certificate of ordination with a local registrar in the County of the State. The local registrar then issues a certificate of filing that shows when and where those credentials were filed. In August of 2005, the responsibility of filing these credentials moved from the Court Administrators Office to the Recorder's Office, at that time the filing fee of \$20 was established. Throughout the years, there has been a substantial increase in filings due to the different individuals who are now performing ceremonies. With the array of individuals filing, more questions are being fielded, more follow-up is taking place, and more education needs to be provided. This, in turn, has created additional work for the department and the fee increase would cover the work being done.

Commissioner Mongeau questioned if the increased fee will in fact cover the time that it will take. Doubling the fee is a big change, however, it's important to monitor the fees that are set in place.

Commissioner Campbell stated reviewing fees needs to happen more on a regular basis and we need to remain current with the actual costs for these services.

Commissioner Ebinger stated that this fee doesn't generate revenue for the County, it's to cover expenses. This is beginning to be a more common practice and the County needs to respond to the evaluations of the expenses and continue to monitor the situation.

On motion by Commissioner Ebinger, seconded by Commissioner Campbell, and unanimously carried, the Board approved the Marriage Filing Fee increase in the amount of \$40.

Request Approval to Increase the Activity Report Fee

Ms. Savageau requested the Activity Report fee be increased to \$300, effective January 1, 2024. Each week the Activity Report is published on the County website and is available to subscribers for the annual fee of \$260. This report lists all transfers, mortgages, liens, and satisfactions. This report has been generated by the Recorder's Office for the last 20 years and the increase in fee is needed to produce the report.

Commissioner Mongeau asked what the total number of subscribers was. Ms. Savageau stated there are 5 subscribers.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the Activity Report Fee increase to \$300, effective January 1, 2024.

Request Approval for the Laredo Fee

Ms. Savageau requested approval for the Laredo Reactivation Fee of \$100. Laredo is an online subscription to access recorded real estate documents that date back to the late 1800's. The subscription is monthly, and the reactivation fee would be for those who don't keep their subscription ongoing. There are some individuals who need further follow-up regarding payment and additional communication. If a person's plan has been terminated or canceled in the last 12 months, the \$100 Laredo reactivation fee would be a one-time fee to re-set up the account.

Commissioner Krabbenhoft asked how many subscribers there are and of those, how many are creating issues. Ms. Savageau stated there are over 30 subscribers and there are only issues with a couple of

individuals.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the Laredo Fee in the amount of \$100.

Mr. Larson made mention to citizens watching, that even though fee increases were discussed and approved today that Clay County is and has historically been in the bottom percentage in terms of fees, in relation to other counties.

Bid Opening for SAP 014-626-031

County Engineer Justin Sorum opened bids for SAP 014-626-031. The bid is for the mill & overlay on CSAH 26 that runs 7.5 miles from CSAH 27 to CSAH 19. Four online bids were received. The first bid was received from Mark Sand & Gravel Co. in the amount of 3,659,794.48. The second bid was received from Central Specialties Inc. in the amount of \$3,576,915.28. The third bid was received from R.J. Zavoral and Sons, Inc. in the amount of \$3,291,661.09. The fourth bid was received from Knife River Materials-Northern Minnesota in the amount of \$2,685,145.73.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the bid from Knife River Materials – Northern Minnesota in the amount of \$2,685,145.73 contingent upon review.

Annual Department Update - Highway Department

Mr. Sorum presented an annual update for the Highway Department discussing the department organizational chart, Maintenance, Shop, Engineering, Administration, Sign Department, Roadway Network, highlights, new construction and historical State-Aid construction allotment.

Commissioner Gross asked about mailbox damage and if the Highway department would only replace the swing away mailboxes. Mr. Sorum stated that if the mailbox was hit with flying snow the County does not repair it. If a mailbox was damaged and the resident is willing to purchase a swing away mailbox, the department would install it at no cost to the resident.

Commissioner Ebinger discussed how important it is to give department the appropriate tools and technology that is needed and asked if there was anything needed in the near future that should be provided. Mr. Sorum stated the main need is GPS.

Commissioner Mongeau agreed that having the option of GPS for rural County residents would be beneficial. She also extended a thank you to Mr. Sorum and his department.

Commissioner Campbell mentioned that the Townships have been pleased with the efforts made by the Highway Department and further extended his gratitude to the department as well.

Commissioner Krabbenhoft thanked Mr. Sorum for his and his department's efforts.

Mr. Sorum further discussed looking into having cameras in the trucks that plow the main routes, to share images on social media, to prevent people from traveling during dangerous conditions.

Annual Department Update - Extension

Regional Director Lisa Loegering and 4-H Extension Educators Mindy Grant and Macy Miller presented

an annual department update. Ms. Loegering discussed Youth Development, Ag. Food and Natural Resources, Family Development, Community Vitality and Regional Sustainable Development Partnership (RSDP).

Ms. Grant and Ms. Miller followed-up with their impact report, discussing 4-H yearly highlights in 2022, statistics including number of youths, number of volunteers, and the Thrive Model: Sparks, Belonging, Engagement and Relationships.

Commissioner Mongeau asked if there will be any summer camps being advertised. Ms. Grant stated that the advertising will be coming soon. There will be a camp at Santa Lake for grades 3-6 and an Outdoors Adventures Camp that focuses on shooting sports, wildlife, and nature.

Commissioner Campbell asked if the Ambassador program is still around and how the Clay County Fair planning is coming. Ms. Miller stated the Ambassador Program is now called the Green Team. There are two different groups for the Green Team, a summer group, and a Fall/Winter/Spring group. Events happen every second Saturday of each month. They do everything from service projects, group bonding events, and different learning experiences. Lastly, the Clay County Fair planning is in full swing.

CLOSED SESSION - County Attorney, as permitted by MS sec. 13D.05, subdivision 3(b), attorney/client privilege.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to close the meeting at 9:58 a.m.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to open the meeting at 11:28 a.m.

Committee Reports/County Administrator Update/Discussions

- Commissioner Mongeau reported on meetings for Lakes & Prairies Executive Director Performance Review; Extension Committee; MetroCOG Executive Committee Interviews; and Transportation Technical Committee.
- Commissioner Krabbenhoft reported on meetings for Historical & Cultural Society; GFMEDC; West Central Initiative; MetroGOC; Early Childhood Initiative; and Association of Township Officers.
- Commissioner Campbell reported on meetings for Highway Tracking; Bid opening for the Substance Use Crisis Facility; Association of Township Officers; and discussion on the greenway space in the Diversion Authority.
- Commissioner Ebinger reported on meetings for GFMEDC; Association of Township Officers; and Dancing Sky Area Agency on Aging.
- Commissioner Gross reported on meetings for Highway Tracking and Association of Township Officers.
- Mr. Larson reported on meetings with HR on the ongoing Social Workers mediation discussion; County Management; Records meeting; meeting with Joe Olson regarding ongoing space issues; meeting with Steve Gehrtz about the bid opening process; and meeting with Stephen Slick from AE2S.

County Attorney Brian Melton mentioned the Moorhead Police Department and their involvement in policing the Griffin Court area of Moorhead, which is 30th Avenue and 17th street south. They continue to look at areas where there might be higher crime rates and are working with the community to clean up the area and put in security systems. Call for service in this area decreased

from 65 calls in January 2022 to 9 calls in January 2023.

Adjourn

The meeting was adjourned at 11:53 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator