

**CLAY COUNTY BOARD OF COMMISSIONERS**  
**8:30 AM, TUESDAY, MARCH 19, 2024**  
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**

**Approval of Agenda**

On motion by Commissioner Krabbenhoft, seconded by Commissioner Gross, and unanimously carried, the Board approved the agenda.

**Approve Clay County Social Services HIPAA Privacy and Security Policies and Procedures**

By consent, the Board approved the Clay County Social Services HIPAA Privacy and Security Policies and Procedures.

**Amendment(s) to February 13, 2024, and February 27, 2024, Minutes to Include the Resolution Within the Minutes**

By consent, the Board approved the amendments to February 13, 2024 and February 27, 2024 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 Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved the bills and vouchers totaling \$815,484 from 131 vendors. There were 91 warrants issued under \$2,000 (\$31,413) and the following 40 were over \$2,000.

|                                       |            |                                      |          |
|---------------------------------------|------------|--------------------------------------|----------|
| Internal Revenue Serv                 | \$ 234,879 | NDSCS-Division for Workforce Affairs | \$ 5,825 |
| West Central Regional Juvenile Center | \$ 71,689  | Marco Technologies LLC               | \$ 5,603 |
| Magnum Contracting, Inc.              | \$ 66,960  | Pomp's Tire Service, Inc.            | \$ 5,549 |
| Red River Regional Dispatch Center    | \$ 37,508  | LELS                                 | \$ 5,442 |
| Xcel Energy                           | \$ 32,811  | The Hawley Herald, Inc.              | \$ 5,112 |
| Mn Dept Of Revenue                    | \$ 30,877  | Moorhead Public Service              | \$ 5,024 |
| VEBA Select Account                   | \$ 30,251  | Central Door & Hardware Inc.         | \$ 4,412 |
| Clay Co Public Health                 | \$ 25,157  | Elan Financial Services              | \$ 4,144 |
| Fergus Drywall                        | \$ 24,703  | General Equipment & Supplies Inc.    | \$ 3,832 |
| Enterprise FM Trust                   | \$ 23,459  | City of Pelican Rapids               | \$ 3,118 |
| Trinity Services Group, Inc.          | \$ 19,986  | Network Center Inc                   | \$ 3,037 |
| Klein McCarthy & Co Ltd               | \$ 18,363  | Office of MNIT Services              | \$ 2,870 |
| Gehrtz Construction Services, Inc     | \$ 15,899  | Column Software, PBC                 | \$ 2,868 |
| Mortenson Masonry, Inc.               | \$ 14,962  | JT Lawn Service                      | \$ 2,831 |
| Fargo Glass & Paint                   | \$ 14,316  | ANJAAM HOLDINGS, LLC                 | \$ 2,735 |

|                                |    |        |                                      |    |       |
|--------------------------------|----|--------|--------------------------------------|----|-------|
| NACO                           | \$ | 12,951 | Amazon Capital Services              | \$ | 2,461 |
| Mid America Steel, Inc         | \$ | 9,708  | Wild Rice Electric Cooperative, Inc. | \$ | 2,455 |
| Information Systems Corp       | \$ | 9,645  | RnC Consulting P.A.                  | \$ | 2,445 |
| Solutions Behavioral Health PC | \$ | 9,237  | Fuchs Sanitation Inc                 | \$ | 2,350 |
| Otter Tail Public Health       | \$ | 6,343  | Wex Bank (fleet)                     | \$ | 2,235 |

### **Approval of Minutes from March 5, 2024**

On motion by Commissioner Krabbenhoft, seconded by Commissioner Campbell, and unanimously carried, the Board approved the minutes from March 5, 2024.

### **Construction Projects Updates for Withdrawal Management/Detoxification Facility & the DMV - Gehrtz Construction**

Dan Kleist, Principal Construction Manager for Gehrtz Construction, presented an update on the Withdrawal Management/Detoxification Facility construction discussing, the exterior stone and brick veneer installation, metal door frame installation, windows, drywall, painting has started, sprinkler system branch lines, plumbing installation, and cable tray and wiring installation.

County Administrator Stephen Larson asked what the date of completion would be for the Withdrawal Management/Detoxification Facility. Mr. Kleist was unsure if it was set for September 1st or October 1st. Commissioner Krabbenhoft stated that Detox Director Troy Amundsen stated the completion date was set for September 1, 2024.

Mr. Kleist also presented an update on the Department of Motor Vehicle (DMV) construction discussing structural steel erection, framing all exterior walls and roof parapets, weather barrier installation, insulation installation and wood blocking, roof installation, roof curbs and vents, underground work, and preparation of the entrance road and parking lot.

Commissioner Ebinger asked what the project completion date would be for this project. Mr. Kleist stated late fall of 2024.

### **Request Approval of Extension Committee Appointment**

Extension Regional Director Cecilia Amadou requested approval to appoint Janice Tweet to a 3-year term on the Extension Committee. Ms. Tweet introduced herself and discussed her background.

Commissioner Mongeau stated Ms. Tweet has a heart for this work and would be a valuable asset to the Extension Committee.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to appoint Janice Tweet to a 3-year term on the Extension Committee.

### **Annual Department Update - Extension**

Ms. Amadou introduced the Clay County Extension staff including Jennifer Erdahl, Mindy Grant, Monique Stelzer, Jillian Patrie, and Rosie Gonzalez.

Ms. Grant and Ms. Stelzer discussed the 4-H Program statistics including total participants in 2023, first generation new 4-H members, Minnesota 4-H retention goal, Learn and Lead, community service, 4-H volunteers, County Ambassador – Youth leadership team, animal science project workshops, club leader workshops, project development committees, Green Team-Youth leadership team, general projects/workshops, 4-H Federation Board, and partner programs.

Mr. Larson stated if there are individuals who are willing, it would be nice to hear presentations from 4-H leaders about the things that they are doing, as it is impactful.

Commissioner Mongeau offered support to help bridge the divide between Extension and the Clay County Fair Board, during the planning stages as well as at the Fair itself.

Ms. Patrie discussed her background and her goals for 2024 as the new Horticulture Extension Education for Clay County Extension which include, facilitating outreach & education opportunities for Clay County & Clay County Master Gardeners, and increase interest and membership in the Clay County Master Gardener Volunteer program through community outreach and education events. Ms. Patrie further discussed upcoming events and partnerships.

Commissioner Ebinger asked if there is a solution to retaining interns/volunteers for the Master Gardener program. Ms. Patrie stated based on the feedback she's received, the group wants more opportunities to provide the education to the community and by increasing the awareness and giving the opportunities to provide the education in the community will hopefully keep individuals interested in the program.

Ms. Gonzalez discussed SNAP-ED Health & Wellness, cooking matters & cooking matter at the grocery store, community gardens & garden in a box, supershelf project, ad future projects.

Commissioner Campbell asked if Ms. Gonzalez was in communication with Fowzia Adde and the establishment of the Moorhead Cultural Mall Project. Ms. Gonzalez stated she was familiar with the project but had no direct connection with Ms. Adde. Commissioner Campbell encouraged the whole Extension staff to look at this as there could be good opportunity.

Discussion ensued regarding the Supershelf Project.

### **Annual Department Update - Recorder's Office**

County Recorder Kimberly Savageau presented an annual department update for the Recorder's Office discussing staffing, responsibilities, real estate recording, property fraud alert, vital records, birth records, death records, marriage license & certificates, marriage officiant registration, notary public registration, ad state & federal tax liens.

Discussion ensued regarding marriage officiant registration.

### **Request Approval of Expenses for the Land Records Departments**

Ms. Savageau stated the Recorder's Office was 100% compliant in 2023 and requested approval of expenses for the Land Records Departments in 2025, which includes \$15,000 for Tax System Maintenance, \$40,000 for the Remonumentation Program, \$37,350 for Information Services, and \$12,650 for the Assessor Software Maintenance, resulting in a total of \$105,000. This has been consistent with what has been done for the past number of years.

Discussion ensued regarding the budget.

On motion by Commissioner Gross, seconded by Commissioner Campbell, and unanimously carried, the Board approved the expenses for the Land Records Departments for 2025 in the amount of \$105,000.

### **Request Approval to Hire a Deputy Recorder**

The Recorder's Office received the resignation of a deputy recorder. This position will fill the vacancy in the office and is accounted for in the 2024 budget.

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board approved to hire a Deputy Recorder.

### **Request Approval for Out of State Travel**

Ms. Savageau requested approval for out of state travel to attend an educational symposium in Davenport, Iowa. The software vendor will provide funding towards transportation and the Recorder's Office budget will cover the remaining expenses.

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the out of state travel for Kimberly Savageau.

### **Request Approval of a Marriage Ceremony Fee**

Ms. Savageau stated with the new legislation that was passed where anyone is able to perform marriages, it's being requested to perform marriage ceremonies at the Clay County Government Center for a fee of \$150.00. The Recorder's Office often hears of people in situations where they need to find someone to perform a marriage ceremony in a timely manner. Currently, the judges in Clay County will perform marriage ceremonies at the Courthouse one day a week as time allows, at no charge, but they are often booked a couple months out and the number of appointments can vary from month to month.

If this were to be approved the County Recorder would perform the ceremonies and the judges would continue with their current practice in regards to marriage ceremonies.

Commissioner Mongeau asked about scheduling and if a couple could just walk in and get married, or if specific times were allotted for this. Ms. Savageau stated to start out, she would only schedule out appointments two weeks in advance and would be based around her individual schedule. Commissioner Mongeau asked what a couple would need to provide in terms of documentation. Ms. Savageau stated they would need to apply for a marriage license and to do so they would need a valid government issued photo ID and the fee associated with the license, and at the ceremony, there would need to be two witnesses, age 16 and over that also have identification.

Commissioner Krabbenhoft asked how many people were allowed to attend. Ms. Savageau stated it would be limited to eight people and this would take place in the West Conference room at the Government Center.

Commissioner Campbell asked if the associated fee was set in place to cover the cost. Ms. Savageau stated she was confident that the fee would do just that and if it needs to be adjusted, she will return at a later date for approval.

Commissioner Ebinger stated that this was discussed with the judges and they see it as a resource that would be helpful. Ms. Savageau stated she discussed this with the Court Administrator, who ran it by the judges and they were ok with this change. It was also discussed with Mike Leeser in the Attorney's office, which was approved.

On motion by Commissioner Campbell, seconded by Commissioner Gross, and carried with one descending vote (Commissioner Mongeau), the Board approved the fee of \$150.00 for a marriage ceremony conducted by the Recorder's Office.

### **Annual Department Update - Highway Department**

County Engineer Justin Sorum presented the annual department update for the Highway Department including the Highway Department organizational chart, maintenance, shop, engineering, administration, Sign department, roadway network, 2023 maintenance highlights, 2023 construction highlights, CSAH 18 project, CSAH 26 project, 2023 spring flooding, 2023 new construction, historical State Aid construction allotment, grant application, and future 2024 projects.

The Board thanked Mr. Sorum and his team for all their great work.

### **Request Approval to Replace a Child Protection Specialist Position Due to a Resignation**

Social Services Director Rhonda Porter stated the position is being vacated in the Child Protection Assessment unit effective May 17, 2024, due to a resignation. The position has been assigned child protection/family assessment investigative work as well as child welfare assessments. It is critical that this position be filled given the caseload demands and the State and Federal guidelines relative to our agencies' response to these reports. In addition, this position requires some specialized forensic interviewer training that would need to be scheduled as soon as possible.

On motion by Commissioner Gross, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to replace a Child Protection Specialist position with backfill should there be any internal interest.

### **Committee Reports/County Administrator Update/Discussions**

- Commissioner Gross reported on meetings for Beyond the Yellow Ribbon and Township Officers - Spring Meeting.
- Commissioner Krabbenhoft reported on meetings for PRTF status meeting with Representative Keeler; Extension Committee; Cass-Clay Food Commission; Clay Soil & Water Conservation District; Historical & Cultural Society; and Township Officers - Spring Meeting.
- Commissioner Mongeau reported on meetings for MCCJPA Special Meeting; Greater Fargo Moorhead EDC Annual Meeting; Prairie Lakes Municipal Solid Waste; met with Representative Joy in regards to the Flood Mitigation bill; Metro COG Executive; Human Resource meeting with CAPLP to review Executive Director Annual review; Website Re-design; Moorhead Area Day at the Capital; Red River Basin Commission; PRTF status meeting with Representative Keeler; update regarding the need for a change order for the Withdrawal Management/Detox Facility; AMC Tax Forfeiture Workgroup; Senator Kupec and Representative Kiel submitted HF / SF in the amount of \$3 million for Immigrant Development Center (Moorhead Cultural Mall Project).
- Commissioner Campbell reported on meetings for Diversion Authority Planning Committee; Township Officers - Spring Meeting;
- Commissioner Ebinger reported on meetings for NW Emergency Communication Board/Regional Advisory Committee; Beyond the Yellow Ribbon; and Township Officers - Spring Meeting.
- County Administrator Stephen Larson reported on meetings for PRTF status meeting; Management meeting; calls with Ms. Porter and Commissioner Krabbenhoft regarding the PRTF; Township Officers - Spring Meeting; met with Darren Brooke on a series of issues; Red River Communications; Flaherty & Hood will bring forth the formation of the West Central Regional Water District to the Courts; MN DNR did put out a burn ban in Clay County until further notice. The only exception is camp fires; reminder of Social Service Director interviews at 8:30 a.m. on Friday, March 22, 2024; 11th Street Underpass Groundbreaking Ceremony has been posted and the City of Moorhead has offered an opportunity for the County to speak at the event; and there

will be a work group session this afternoon at 1:00 p.m. with the Clay County HRA.

On motion by Commissioner Campbell, seconded by Commissioner Gross, and unanimously carried, the Board approved to allow either Commissioner Mongeau or Commissioner Krabbenhoft and County staff to have travel per diem and expenses paid for the PRTF hearing for testimony.

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved for staff to draft a letter on behalf of the Clay County Board of Commissioners that reiterates their support of the Flood Mitigation bonding request.

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved staff to draft a resolution stating Clay County's intentions for Flood Mitigation Infrastructure in Minnesota and forward a request to the City of Moorhead asking for a resolution of support.

### **Adjourn**

The meeting was adjourned at 11:16 a.m.

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David Ebinger, Chair  
County Board of Commissioners

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Stephen Larson, County Administrator