

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, JANUARY 7, 2025
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, Ezra Baer, Jenny Mongeau, Kevin Campbell, and David Ebinger. Others present: County Administrator Stephen Larson, HR Director/Asst. Administrator Darren Brooke, and Communications Coordinator Jacqueline Finck.

Call to Order

Commissioner Ebinger called the meeting to order at 8:30 a.m.

Approval of Agenda

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved the agenda with the agenda addition: Request Approval to Appoint Noelle Harden to Lakeland Mental Health Board.

Approve updated contract with Valley Mortuary Transportation Services (VMTS)

By consent, the Board approved the updated contract with Valley Mortuary Transportation Services (VMTS).

Approval of Lease Renewal Between Clay County and Lakes and Prairie Community Action-Suite #104 Family Service Center

By consent, the Board approved the lease renewal between Clay County and Lakes and Prairie Community Action - Suite #104 Family Service Center.

2025 Purchase of Services Agreements, Grant Contracts, MOU's for Social Services

By consent, the Board approved the 2025 purchase of services, agreements, grant contracts, and MOUs for Social Services.

Employee Recognitions

The following employees were recognized: Dawn Envik, 35 years with Social Services and Heather Krone, 15 years with the Sheriff's Office.

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 Krabbenhoft, and unanimously carried, the Board approved the bills and vouchers totaling \$502,489 from 108 vendors. There were 82 warrants issued under \$2,000 (\$32,814) and the following 26 were over \$2,000

MN Counties Computer Coop	\$	82,055	Town & Country Oil Inc.	\$	6,072
Marco Technologies LLC	\$	74,537	Houle Excavating, LLC	\$	6,000

Clay Soil & Water Cons Dept	\$	74,497	Moorhead Public Service	\$	5,564
Association Of Minnesota Counties	\$	41,060	Powerplan	\$	5,416
Historical & Cultural Society Of Clay Co	\$	23,194	Psycholics	\$	5,160
JT Lawn Service	\$	19,758	Apollo Water Services, LLC	\$	5,079
Trinity Services Group, Inc.	\$	19,663	Rob Bentz Lock & Key, LLC	\$	4,812
McArthur Tile Co.	\$	19,000	RTVision Inc.	\$	4,727
Klein Mccarthy & Co Ltd	\$	15,098	City of Pelican Rapids	\$	4,365
DebtBook	\$	13,200	Houston Engineering Inc	\$	3,210
Diamond Drugs Inc.	\$	12,608	Uline	\$	2,944
Allied Fire Protection	\$	9,781	R Travelmart	\$	2,616
Government Management Group Inc.	\$	7,250	Reliance Telephone	\$	2,000

State of the County Address - Board Chair David Ebinger

Commissioner Ebinger presented the State of the County Address.

Election of 2025 Chair and Vice-Chair

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, Commissioner Campbell was elected Chair of the Clay County Board of Commissioners for 2025.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, Commissioner Mongeau was elected Vice-Chair of the Clay County Board of Commissioners.

Break

The Board took a break from 9:00-9:05 a.m.

Establish Board of Commissioners Meeting Schedule for 2025

County Administrator Stephen Larson requested to establish the continuation of the Clay County Board of Commissioners meeting schedule which reflects meetings to be held at 8:30 a.m. on the first four Tuesdays of the month with no regular meetings on any fifth Tuesday that may occur during the year with the exception of Tuesday, June 17, 2025, which will be held at 5:00 p.m. followed by County Board of Appeal & Equalization at 6:30 p.m., no County Board meeting on Tuesday, November 11, 2025, due to Veterans Day, Tuesday, December 2, 2025, which will be held at 5:00 p.m. followed by Truth in Taxation at 6:00 p.m., and no County Board meeting on Tuesday, December 9, 2025, due to the AMC Annual Conference.

Commissioner Baer asked if it would be possible to have a County Board of Commissioners meeting at the Clay Count Fair. Commissioner Campbell stated he believes there is a state statute that requires the meeting to be held in the County seat. Mr. Larson stated he would look into this.

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved continue the current Board of Commissioners meeting schedule for 2025 where meetings will be held at 8:30 a.m. on the first four Tuesdays of the month with no regular meetings on any fifth Tuesday that may occur during the year, with the exceptions being June 17, 2025, which will be held at 5:00 p.m. followed by County Board of Appeal and Equalization at 6:30 p.m., December 2, 2025, which will be held at 5:00 p.m. followed by Truth in Taxation at 6:00 p.m., no County Board meeting on Tuesday, November 11, 2025 due to Veterans Day, no County Board meeting on December 9, 2025, due to the AMC Annual

Conference, with the addition for staff to investigate having a Board meeting during Clay County Fair in July.

Request Approval for Resolutions 2025-01 - 2025-04 for Newspaper Designations and Corresponding Memorandum of Understandings for 2025

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved Resolution 2025-01 and corresponding Memorandum of Understanding designating The Extra as the Official County Newspaper.

RESOLUTION 2025-01

BE IT RESOLVED, that *The Extra* is hereby designated by the Board of Commissioners of the County of Clay, State of Minnesota, as the official County Newspaper for 2025.

BE IT FURTHER RESOLVED, *The Extra* will furnish *Clay County Union*, *Barnesville Record Review*, and *Hawley Herald* with copies of all proceedings published by them for the County of Clay, which may be carried in those newspapers at no additional cost to the County.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved Resolution 2025-02 and corresponding Memorandum of Understanding designating the Clay County Union for printing of notice of real property taxes and penalties (Delinquent Tax Statement).

RESOLUTION 2025-02

BE IT RESOLVED, that *Clay County Union* is hereby designated by the Clay County Board of Commissioners as the newspaper in which the notice and list of the real property taxes and penalties becoming delinquent on the first Monday in January 2025, must be published.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved Resolution 2025-03 and corresponding Memorandum of Understanding designating Barnesville Record Review for first printing of the Clay County Financial Statement.

RESOLUTION 2025-03

BE IT RESOLVED, that *Barnesville Record Review* is hereby designated by the Clay County Board of Commissioners to publish the first printing of the Clay County Financial Statement.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the Resolution 2025-04 and corresponding Memorandum of Understanding designating the Hawley Herald for second printing of the Clay County Financial Statement.

RESOLUTION 2025-04

BE IT RESOLVED, that *Hawley Herald* is hereby designated by the Clay County Board of Commissioners to publish the second printing of the Clay County Financial Statement.

Enter into an MOU with Cass County ND to Board Inmates at the Clay County Correctional Center

Sheriff Empting stated the Cass County North Dakota Jail is currently at capacity for boarding inmates within their facility. Cass County Sheriff Jahner has requested assistance from Clay County to house inmates within the Clay County Correctional Facility. Sheriff Jahner was able to obtain a variance from North Dakota DOC-R, that would allow him to bring Cass County inmates into Minnesota for boarding. The Clay County Correctional Facility is able to accommodate the request of 10 inmates and if operations continue to run smoothly with no disruption, there is the potential to increase that number.

Cass County, Sheriff Jahner discussed the struggles that the Cass County Jail has had and the limitations that have come with the over population of inmates.

Discussion ensued regarding the variance that was obtained from North Dakota DOC-R.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the Memorandum of Understanding with Cass County, ND to board inmates at the Clay County Correctional Facility, including the per diem rate per detainee of \$75/Day plus medical, dental and prescription costs.

Request Approval to Hire Maintenance Worker

County Highway Engineer Justin Sorum stated through the 2025 budget cycle an additional maintenance worker was a new request and was approved through the budget. This additional maintenance worker, gives the Highway Department the ability to cover more area. It allows the Road Foreman and Maintenance Supervisor to split the County during snow events and provide a higher level of service. This will not require any additional equipment.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to hire a maintenance worker for the Highway Department.

Request Approval of Resolution 2025-05 to be the Sponsoring Agency for SRTS Grant

Mr. Sorum stated the City of Dilworth is requesting sponsorship as required by MNDOT for a Safe Routes to School (SRTS) Application throughout the City of Dilworth. If selected the grant can be up to \$1,000,000.

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved Resolution 2025-05 to be the Sponsoring Agency for the Safe Routes to School (SRTS) Grant.

RESOLUTION 2025-05

RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

WHEREAS: Safe Routes to School (SRTS) funds are available for local agency projects

WHEREAS: Non-state aid cities and townships must have a county sponsor to apply for SRTS funding; and

WHEREAS: City of Dilworth has requested that Clay County sponsor its application for the SRTS Project

WHEREAS: City of Dilworth understands that it will be responsible for all costs not covered by SRTS funding including engineering, materials testing, any potential right of way costs and any construction costs over the funding cap; and

WHEREAS: The City of Dilworth will maintain the sidewalks for the lifetime of improvements.

NOW, THEREFORE, BE IT RESOLVED: that the County of Clay hereby sponsors the application for SRTS throughout the City of Dilworth. Sponsorship includes the responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

Request Approval to Purchase Two (2) John Deere Tractors

Mr. Sorum requested approval to purchase two (2) John Deere Tractors from RDO Equipment in Moorhead, MN. This was discussed at Highway Tracking, with the recommendation to bring forward to the full Board. The internal service fund is fully funded for these 2 pieces of equipment. Previously, the tractors were on a 7 year rotation but these were pushed out to 10 years. These tractors get utilized year round between mowing, pulling packers, and blowing snow. There is a slight price difference between the two tractors due to one having a front loader.

On motion by Commissioner Baer, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the purchase of two (2) John Deere tractors from RDO in the amount of \$230,287.32 for Unit 168 and \$227,859.36 for Unit 175.

Request Approval to Purchase a Pickup for the Highway Department

Mr. Sorum stated requested approval to purchase a pickup from Nelson Auto Center in Fergus Falls to replace unit 108. This pickup is used by the Maintenance supervisor. While exploring the leasing process it was discovered that a 3 year lease was only \$2,000 less than outright purchase of the vehicle through Sourcewell. The purchase of this vehicle would be a total of \$42,168.71 with Motor Vehicle Sales Tax included.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to purchase a pickup from Nelson Auto Center for the Highway Department in the amount of \$42,168.71.

Agenda Addition: Request Approval to Appoint Noelle Harden to Lakeland Mental Health Board

Commissioner Mongeau stated the Lakeland Mental Health Board consists of two members from each partnering counties, one being a County Commissioner and the other being a citizen who has qualifying relevant experience to serve in that capacity. It's requested approve the appointment of Noelle Harden to a 3-year term on the Lakeland Mental Health Board.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to appoint Noelle Harden to the Lakeland Mental Health Board of Directors for a 3-year term.

Request Approval of Clay County Board of Commissioners Committee Assignments for 2025

Mr. Larson stated at the Board of Commissioners December 31, 2024 meeting the Board had the opportunity to discuss and review their portfolio in preparation for any adjustments for 2025. Based on the discussion, staff made the necessary adjustments and is requesting approval of

the Clay County Board of Commissioners Committee Assignments for 2025.

Commissioner Krabbenhoft stated the Infrastructure Resilience Advisory Task Force no longer exists and asked that it be removed from his committee assignments.

On motion by Commissioner Baer, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the Clay County Board of Commissioners Committee Assignments for 2025 with per diem, with the removal of the Infrastructure Resilience Advisory Task Force from Commissioner Krabbenhoft's portfolio.

Committee Reports/County Administrator Update/Discussions

- Commissioner Baer reported on meetings for the AMC Annual Conference.
- Commissioner Ebinger did not have any meetings to report on.
- Commissioner Krabbenhoft reported on meetings for the Clay County Intergovernmental Committee; Clay SWCD; PRTF Planning Meeting; and meeting with Quinn Jaeger with regards to the Clay County Collaborative.
- Commissioner Mongeau reported on meetings for PRTF Finance Committee; Metro COG Executive Committee; PRTF Pre-design meeting; and discussed the Forum article regarding the Clay County Tobacco Ordinance which conveyed an implementation date, which was never formally voted on.
- Commissioner Campbell reported on meetings for Clay County Intergovernmental Committee; PRTF pre-design meeting; and landowner attorneys requested a meeting with MCCJPA Board chair and the chair of the Cass County Joint Water Resource District regarding the negotiation process.
- County Administrator Stephen Larson reported on meetings for Clay County Intergovernmental Retreat; toured the Withdrawal Management/Detox Facility; met with Sheriff Emptying regarding several issues; met with Joe Olson regarding the Courthouse layout; met with Dan Mahli and Derrick LaPoint regarding legislative priorities, flood mitigation, border city legislation and RRC upcoming meeting; PRTF legislative discussion; met with Commissioner Krabbenhoft to update presentation for MIAC; PRTF Pre-design meeting; next Tuesday will be the next quarterly EDC/EDA meeting at 1:00 p.m.; and we are partnering with CAPLP to provide shuttle services on Mondays from 8 – 11:30 a.m. and 12:30 – 3:30 p.m. for transportation from the Walmart parking lot to the DMV/WMDf locations.
- Communications Coordinator Jacqueline Finck reported on updates to the Clay County website Board of Commissioners page regarding legislative priorities.

Adjourn

The meeting was adjourned at 10:01 a.m.

Jenny Mongeau, Vice-Chair
County Board of Commissioners

Stephen Larson, County Administrator