

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, FEBRUARY 4, 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 (arrived at 8:35 a.m.), and David Ebinger. Others present: County Administrator Stephen Larson, County Attorney Brian Melton, Assistant County Administrator Darren Brooke, and Communications Coordinator Jacqueline Finck.

Call to Order

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

Approval of Agenda

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the agenda.

Approval of DMV Change Fund Increase

By consent, the Board approved the DMV change fund increase in the amount of \$400.

Minnesota Lawful Gambling LG220 Application for Exempt Permit - Barnesville Baseball Club - Raffle

By consent, the Board approved the Minnesota Lawful Gambling LG220 Application for Exempt Permit - Barnesville Baseball Club - Raffle.

Employee Recognitions

The following employees were recognized: Kristen DePree, 20 years with Social Services; Valerie Neset, 20 years with Public Health; and Patrick Hollister, 15 years with Public Health.

Citizens to be Heard

There were no citizens to be heard.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the bills and vouchers totaling \$1,267,296 from 119 vendors. There were 91 warrants issued under \$2,000 (\$36,943) and the following 28 were over \$2,000.

Blue Cross Blue Shield Minnesota	\$ 822,063	Schmidt/Shawn	\$ 6,180
Marco Technologies LLC	\$ 99,414	Wold Johnson, P.C.	\$ 6,180
Lake Agassiz Regional Library	\$ 83,145	Moorhead Public Service	\$ 6,075
Bytespeed, LLC	\$ 47,940	River Valley Forensic Services, PA	\$ 4,800
Metro Cog	\$ 18,258	Minnesota Management & Budget	\$ 4,578
Historical & Cultural Society Of Clay Co	\$ 17,284	CivicPlus, LLC	\$ 4,263
WEX Bank - Sheriff	\$ 13,783	Madlom/Alexis	\$ 4,120
DLT Solutions LLC	\$ 13,331	Dakota Plains Mechanical, Inc.	\$ 3,794

JT Lawn Service	\$ 13,230	CB & Sons Electric, Inc.	\$ 3,547
Advanced Business Methods	\$ 11,289	New Horizons	\$ 2,772
Widseth Smith Nolting & Associates Inc	\$ 10,000	Thomson Reuters - West 590031	\$ 2,502
MN Counties Intergovernmental Trust	\$ 9,760	Little Falls Machine, Inc.	\$ 2,398
Amazon Capital Services	\$ 7,623	Ramsey County Finance	\$ 2,351
Office of MNIT Services	\$ 7,365	Legal Services of Northwest Minnesota	\$ 2,300

Approval of Minutes from January 21, 2025

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from January 21, 2025 with the correction to a spelling error on Page 10.

Request Approval of MNDOT Grant Agreement and Resolution 2025-07 for SP 014-614-001

County Engineer Justin Sorum stated that the County has received bridge bonding for a bridge replacement on CSAH 14 Southwest of Glyndon. As required by MNDOT for the use of Bridge Bond Funds, a MNDOT grant agreement and supporting resolution need approval.

Commissioner Baer asked if construction would begin this year. Mr. Sorum confirmed and stated there will be a newsflash sent out later this week and the road will be closing February 20, 2025.

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved MNDOT Agreement No. 1056378 and Supporting Resolution 2025-07 for SP 014-614-001.

RESOLUTION 2025-07

Local Bridge Replacement Program Grant Agreement Grant Terms and Conditions SAP 014-614-001

2/4/2025

WHEREAS, Clay County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 14555; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be **\$686,159.82** by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Clay County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the

Commissioner of Transportation concerning the above-referenced grant.

Request Approval of MNDOT Grant Agreement and Resolution 2025-08 for SAP 014-597-003

Mr. Sorum stated that the County has received bridge bonding for a bridge replacement in the City of Dilworth. This was a joint project with Buffalo Red River Watershed District (BRRWD) and City of Dilworth, and the County is the project sponsor. As required by MNDOT for the use of Bridge Bond Funds, a MNDOT grant agreement and supporting resolution need approval.

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved MNDOT Agreement No. 1055976 and Supporting Resolution 2025-08 for SAP 014-597-003.

**RESOLUTION 2025-08
Local Bridge Replacement Program Grant Agreement
Grant Terms and Conditions
SAP 014-597-003
2/4/2025**

WHEREAS, Clay County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 14K65; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be **\$236,090.00** by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Clay County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above- referenced grant.

Request Approval of MNDOT Grant Agreement and Resolution 2025-09 for SAP 014-597-004

Mr. Sorum stated that the County has received bridge bonding for a bridge replacement in the City of Dilworth. This was a joint project with BRRWD and City of Dilworth, and the County is the project sponsor. As required by MNDOT for the use of Bridge Bond Funds, a MNDOT grant agreement and supporting resolution need approval.

On motion by Commissioner Baer, seconded by Commissioner Krabbenhoft, and unanimously

carried, the Board approved MNDOT Agreement No. 1055977 and Supporting Resolution 2025-09 for SAP 014-597-004.

RESOLUTION 2025-09
Local Bridge Replacement Program Grant Agreement
Grant Terms and Conditions
SAP 014-597-004
2/4/2025

WHEREAS, **Clay County** has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 14K66; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be **\$250,068.50** by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Clay County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers/ are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above- referenced grant.

Request Approval of Resolution 2025-10 for the Small City Street Allotment

Mr. Sorum state resolution 2025-10 is for the Small City Allotment and is passed annually for funding to the Non-State Aid Cities for work done on city streets and for the City of Moorhead for work done on County Roads withing the City of Moorhead. The 40th Turn Back was included in the packet, and this is the last payment, which is payable in 2024, and will be in the 2024 budget.

Commissioner Baer asked if the City of Moorhead takes care of the County roads that are within the city limits. Mr. Sorum confirmed that was correct.

On motion by Commissioner Baer, seconded by Commissioner Mongeau, and unanimously carried, the Board approved Resolution 2025-10 for the Small City Street Allotment.

RESOLUTION 2025-10

IT IS HEREBY RESOLVED, by the Clay County Board of Commissioners that the Clay County Auditor-Treasurer shall reimburse the municipality of the City of Moorhead, a city of the second class in the State of Minnesota, for all monies expended by that government body for the establishing, locating, constructing, improving and maintaining of any County Highway or County State Aid Highway including those within the

corporate limits of the City of Moorhead, Clay County, Minnesota. However, the monies expended directly by Clay County for the establishing, location, construction or improvement or maintenance of any County Highway or County State Aid Highway within the corporate limits of the City of Moorhead during the year 2024 shall be deducted prior to the reimbursement of any monies to the City of Moorhead as set forth above.

FURTHER, IT IS HEREBY RESOLVED that the City of Moorhead shall certify to the County Highway Engineer the location and the purpose for which said monies were expended and that the said monies were expended during the 2024 annual year. Monies shall not exceed \$398,607.95 and unexpended monies shall be encumbered.

FURTHER, IT IS HEREBY RESOLVED, that the following Cities be reimbursed for money spent on City Streets for 2024 in the following amount:

City of Barnesville	\$16,984.05
City of Comstock	617.38
City of Dilworth	37,351.15
City of Felton	930.19
City of Georgetown	505.75
City of Glyndon	9,475.77
City of Hawley	16,109.30
City of Hitterdal	928.46
City of Sabin	3,825.82
City of Ulen	5,149.00
TOTAL	\$91,876.87

Request Approval to fill a Welfare Fraud Investigator Position in Social Services.

Social Services Director Quinn Jaeger requested approval to fill a Welfare Fraud Investigator position due to a recent resignation. There are currently two employees conducting this work and based on the workload, it's suggested to continue with two employees assigned to this work.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved filling the vacant Welfare Fraud Investigator position with backfill should there be an internal appointment.

Request Approval of Local Homeless Prevention Aid Grantee Recommendation

Mr. Jaeger stated on November 5, 2024, the Board approved the issuance of a Request for Proposal (RFP) for the distribution of the Local Homeless Prevention Aid funds allocated to Clay County. The RFP was posted and an application was reviewed and scored by the selection committee. The committee is recommending that the full allocation of \$303,126.00 be awarded to the sole responder, Lakes & Prairies Community Action Partnership (CAPLP). CAPLP utilized a collaborative approach and partnered with Churches United for the Homeless and Moorhead Area Public Schools (MAPS) to utilize the funds.

The proposal includes funding a full-time Advocate to provide outreach, housing navigation, and support services to families and youth. This position served 36 families from January 2024 through June 2024 and helps address the increase in homeless students within MAPS. There is also some funding for direct assistance to families and youth via rent payments, deposits, and application fees. Funding for 24/7 Shelter Advocates to ensure safety and security for residents at Micah's Mission. It also provides funding for a .25 FTE case manager at Micah's Mission to provide light case management for residents. These advocates have served 507 individuals through the community center during 2024. And funding a full-time position at MAPS to provide tailored support for Native American families experiencing homelessness, such as assistance with enrollment, basic needs referrals, health services, and post-secondary planning.

Commissioner Baer asked if Social Services is the one who facilitates going after these funds. Mr. Jaeger stated the funds are set by the legislature. Commissioner Baer asked if other school districts within Clay County were considered. Mr. Jaeger stated that he did not seek out any one entity, and that the RFP was posted on the County Website and distributed to all local homeless providers.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the selection and subsequent contract with Lakes & Prairies Community Action Partnership, which includes their partnership with Churches United for the Homeless, and Moorhead Area Public Schools, for utilization of the Local Homeless Prevention Aid in the amount of \$303,126.00 for the proposed projects and services.

Request Approval of Statewide Affordable Housing Aid Grantee Recommendation

Mr. Jaeger stated on October 22, 2024, the Board approved the release of a Request for Proposal (RFP) for the distribution of Statewide Local Affordable Housing Aid allocated to Clay County. Following the posting of the RFP, the selection committee conducted a comprehensive review of the submitted application. Based on this review, the committee recommends awarding the full allocation of \$68,698.00 to the sole applicant, the Clay County Housing and Redevelopment Authority (HRA). As outlined in Clay County HRA's application, the funds will be used to support operations at Gateway Gardens and Bright Sky Apartments, as well as to provide assistance for the recently added housing support clients at Bright Sky Apartments.

In summary, Statewide Affordable Housing Aid is designed to help counties, tribal governments, and local jurisdictions in Greater Minnesota develop and maintain affordable housing, prevent housing loss, and support individuals experiencing homelessness in securing stable housing.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the selection and subsequent contract with Clay County HRA for utilization of the Statewide Affordable Housing Aid in the amount of \$68,698.00 for the proposed projects and/or services.

Provide an Update on the Judicial Formation of the West Central Regional Water District from AE2S

Board Chair of the West Central Regional Water District, Lucas Spaeth and Project Manager for AE2S, Stephen Slick presented an update on the judicial formation of the West Central Regional Water District. Mr. Spaeth discussed the formation of the district and those involved, the need for the project including water quality concerns, aging infrastructure, lack of licensed

operators, high capital costs, and emerging contaminants. Mr. Slick discussed the evolution of the project boundaries and formation, proposed improvement, the completed step in the public process, progress to date, additional progress and regional significance, the next steps in the public process, phase 1 project development mapping, remaining efforts, project budget updates, proposed stop-gap scenarios, and what comes next.

Commissioner Baer thanked Mr. Slick and Mr. Spaeth for providing the updated and asked if Felton had procured some funds with a USDA grant. Mr. Slick stated that they are working on a USDA grant, and when we had done the original earmarks with the original boundary, Felton and Norman County were the applicants for funding and Felton was successful. Those funds have yet to be received.

Mr. Slick discussed meeting with every city in zone 3 along with additional water providers to present the project. Commissioner Campbell stated at the last WCRWD board meeting, the board expressed concerns regarding the project not moving as fast, so it's important to take a lot into consideration.

Discussion ensued regarding stop-gap scenarios, how to keep the project moving forward, and the funding gap.

Commissioner Campbell stated that he and Commissioner Baer met with the City of Hawley and the City of Barnesville and the feedback that was received was very positive. Both of those entities would be looking at a water supplier, which is needed.

Commissioner Campbell asked when the other counties would be meeting about this. Mr. Spaeth stated that Polk County would be meeting today and they're expecting a Memorandum of Understanding on how the funding is going to be requested and if it will be paid back.

BREAK

The Board took a break from 9:30 a.m. to 9:35 a.m.

CLOSED SESSION for Attorney-Client Privileged Pursuant to Minn. Stat. 13D.05 subd. 3(b): Union Negotiations - SGT and Deputy First Class Pay

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to move into Closed Session at 9:36 a.m.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved come out of Closed Session at 9:57 a.m.

Commissioner Campbell asked for the Assistant County Administrator, Darren Brooke, to follow up on negotiations regarding Sergeant Pay and Deputy First Class Pay, as it relates to current MOUs, therefore looking for a mortified MOU.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved to direct the Assistant County Administrator to move forward with addressing the current MOUs with Sergeants and Deputy First Class regarding salaries as discussed.

Committee Reports/County Administrator Update/Discussions

- Commissioner Baer reported on meetings for Planning Commission; met with the City of Barnesville and Commissioner regarding the West Central Regional Water District; and Clay County Intergovernmental Retreat.
- Commissioner Ebinger reported on meetings for Personnel Issues Committee; met with Steve Larson and Commissioner Mongeau regarding legislative issues involving Diversion Authority funding; Award Ceremony at the Sheriff's Office; and Clay County Intergovernmental Retreat.
- Commissioner Krabbenhoft reported on meetings for PRTF Legislation; CAPLP; Moorhead City Planning Commission; and Early Childhood Initiative.
- Commissioner Mongeau reported on meetings for met with City of Moorhead and Clay County representatives on the Resource Recovery Center contract; Prairie Lakes Municipal Solid Waste; NACO First 100 Days meeting; met with Steve Larson and Commissioner Ebinger regarding legislative issues involving Diversion Authority funding; Metro COG 5-Year Transit Plan; Clay County Intergovernmental Retreat; AMC Board of Directors Onboarding meeting; MN Rural Counties Caucus; Metro COG Executive meeting; and legislative contacts update.
- Commissioner Campbell reported on meetings for Personnel Issues Committee; met with City of Moorhead and Clay County representatives on the Resource Recovery Center contract; Prairie Lakes Municipal Solid Waste; met with the City of Barnesville and Commissioner Baer regarding the WCRWD; and Clay County Intergovernmental Retreat.
- County Administrator Stephen Larson reported on meetings for PIC; met with City of Moorhead and Clay County representatives on the Resource Recovery Center contract; met with Commissioner Mongeau & Commissioner Ebinger regarding legislative Flood Diversion Funding; Sheriff's Office Award Ceremony; Metro COG 5-Year Transit Plan; Clay County Intergovernmental Retreat; MMB Documentation for the PRTF; Work Group Session is scheduled for this afternoon from 1:00 – 2:30 p.m.; and starting next week through the end of April the Board will start receiving Department Updates.
- Assistant County Administrator Darren Brooke reported on meetings for PIC; met with City of Moorhead and Clay County representatives on the Resource Recovery Center contract; Planning Commission & Board of Adjustment; met with Josh Haggem regarding Unions; and Pro-Talent UKG meeting.

Adjourn

The meeting was adjourned at 10:33 a.m.

Jenny Mongeau, Vice-Chair
County Board of Commissioners

Stephen Larson, County Administrator