

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, FEBRUARY 18, 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, 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 Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the agenda.

Minnesota Lawful Gambling LG220 Application for Exempt Permit - North West Regional Firefighters Association - Raffle

By consent, the Board approved the Minnesota Lawful Gambling LG220 Application or Exempt Permit - North West Regional Firefighters Association - Raffle.

Citizens to be Heard

There were no citizens to be heard.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the bills and vouchers totaling \$560,233 from 111 vendors. There were 77 warrants issued under \$2,000 (\$32,917) and the following 34 were over \$2,000.

Clay County Social Services	\$ 60,405	Bauer/Matthew John	\$ 8,000
Moorhead Public Service	\$ 55,859	Elan Financial Services	\$ 7,481
Xcel Energy	\$ 50,652	Town & Country Oil Inc.	\$ 6,866
Red River Regional Dispatch Center	\$ 43,293	Solutions Behavioral Health PC	\$ 5,990
Enterprise FM Trust	\$ 37,725	City of Pelican Rapids	\$ 5,896
Trinity Services Group, Inc.	\$ 31,001	Butler Machinery Co	\$ 4,721
Prairie Lakes Municipal Solid Waste Auth	\$ 28,005	Petro Serve USA-SW	\$ 4,718
Cooks Correctional	\$ 24,873	The Retrofit Companies Inc.	\$ 3,694
City Of Fargo	\$ 24,255	CB & Sons Electric, Inc.	\$ 3,476
JT Lawn Service	\$ 15,570	ANJAAM HOLDINGS, LLC	\$ 3,230
Klein Mccarthy & Co Ltd	\$ 15,250	Zerr Berg Architects, Inc.	\$ 2,774
Berg Auto Body	\$ 13,750	Wex Bank (fleet)	\$ 2,532
NetCenter Technologies	\$ 13,179	Thomson Reuters - West 590031	\$ 2,526
Turnkey Corrections	\$ 12,235	Hector Speaks LLC	\$ 2,500
The Carpet Garage	\$ 10,270	Sabin C Store	\$ 2,498
Dakota Plains Mechanical, Inc.	\$ 10,209	Pomp's Tire Service, Inc.	\$ 2,364
City Of Hawley	\$ 9,207	Fuchs Sanitation Inc	\$ 2,300

Approval of Minutes from February 4, 2025

On motion by Commissioner Baer, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the minutes from February 4, 2025.

Annual Department Update - Recorder's Office

County Recorder Kimberly Savageau presented the annual update for the Recorder's Office including their mission statement, the staff & responsibilities of the Recorder's Office, 2024 in review, real estate recording, the process of how a deed gets recorded, Property Fraud Alert, deed solicitation scam, birth & death records, marriage certificates, marriage licenses, and marriage ceremonies.

Commissioner Ebinger praised and thanked Ms. Savageau and her staff for the work that they do, and asked if there are multilingual opportunities for marriage ceremonies. Ms. Savageau stated that it is an option and that they use a video translation service when necessary.

Recognition - Proclamation for Government Communicators Day - February 21, 2025

County Administrator Stephen Larson requested approval to consider a proclamation acknowledging the tremendous work that our metro government communicators provide our citizens with informing, educating and engaging their communities.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board read and approved the Proclamation for Government Communicators Day - February 21, 2025.

Annual Department Update - Human Resources

Human Resources Director Anna Moore presented the annual Human Resources (HR) Department update including the staff, annual HR personnel budget process, employee relations, recruitment, interviewing, hiring, benefits administration, payroll administration, HR compliance and policy development, HR Information Systems (HRIS) & data management, Family and Medical Leave Act (FMLA) & Worker's Compensation, Committees including Safety Committee, Employee Appreciation Committee, Insurance Committee, Wellness Committee, Risk Management Committee, Personnel Issues Committee, Red River Regional Dispatch Center Personnel Committee, MNCCC UKG User Group, Compliance Committee. Ms. Moore discussed Employee Data including total number of employees, gender of current staff, age of the workforce, and employee demographics, health insurance, additional information including the number of Workers' Compensation/accident forms submitted, citizen concern forms submitted, and employment application received, and 2024-2025 accomplishments.

Commissioner Krabbenhoft asked if the amount of workers' compensation claims jump from year to year. Ms. Moore didn't have that specific data but indicated that she could gather that information and provide it at a later time.

Request Approval for a Letter of Support for Seven (7) County Construction and Demolition Grant Application

Solid Waste Director Corey Bang stated with the Minnesota Pollution Control Agency (MPCA) updating the requirements for Construction and Demolition (C&D) landfills, Clay County along with 6 other neighboring counties are looking at a regional plan for the disposal of C&D

materials. Ottertail County would be applying for the grant on behalf of all seven counties. The MPCA grant could potentially pay \$300,000.00 of this cost, which is then broken down by each county's population and its percentage of the total. Therefore, Clay County's portion would cost up to and not exceed \$15,800.00.

Commissioner Mongeau stated landfills in Minnesota are changing in regard to what is being permitted, allowed and what is closing. This letter of support is very important.

Commissioner Baer asked who the other counties were. Mr. Bang stated the 7 counties include Becker County, Clay County, Hubbard County, Ottertail County, Polk County, Todd County, and Wadena County. Mr. Bang stated additional counties will be invited to participate.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the letter of support to Ottertail County for the County Construction and Demolition grant application with a cost not to exceed \$15,800.00.

Request Approval of a Letter of Support for the Moorhead Cultural Mall Project

Mr. Larson stated on December 19, 2023, the Clay County Board of Commissioner received a presentation from Fowzia Adde from the Immigration Development Center on the plan to establish the Moorhead Cultural Mall. As a part of the presentation, the commission was asked to provide a letter of support for this project. The Immigration Development Center is again asking for legislative funding and has requested a letter of support. Due to the turnaround in timing request of the letter, the Clay County Board Chair provided county staff permission to send a letter on the Board's behalf supporting the project but asked that it be brought forward at the next Board meeting for approval.

Commissioner Mongeau stated after researching, it looks like SF 907 would be the number, and they are seeking heritage funds for the project. This Board has been supportive of the work that the Immigration Development Center does, and the only concern is to make sure it's not conflicting with the County's other requests at the Capital.

Commissioner Krabbenhoft discussed this being very good for the community.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the letter of support for the Moorhead Cultural Mall project.

Request Approval to Provide Additional Funding to Complete the Judicial Formation of the West Central Regional Water District

Mr. Larson stated on February 5, 2025, the Clay County Board of Commissioners received an update from AE2S Project Manager, Stephen Slick and West Central Regional Water District (WCRWD) Board Chair, Lucas Spaeth, on the judicial formation process. During the presentation, Mr. Slick and Mr. Spaeth shared that the initial \$300,000.00 estimated for the establishment of the district had been nearly expended. It was reported that it would cost another \$500,000.00 to complete the process. Each county is being asked to commit additional funds up to \$150,000.00 to \$200,000.00 based on the same population ratio as initially proposed in the first ask, Polk County 45%, Clay County 39% and Norman County 16%. Providing the additional funding will avoid delays until Environmental Protection Agency (EPA) grant funds are available mid/late summer. The WCRWD Board of Directors is anticipating that

these county funds will be reimbursable in the future. The funds would come from either fund balance or Riparian Aid, but there isn't a clear answer on that at this time.

County Attorney Brian Melton discussed briefly looking at MN Statute 103F.48 Riparian Protection and Water Quality Practices and MN Statute 477A.21 Riparian Protection Aid and stated he didn't find anything that restricts it but doesn't know if we have an absolute answer on that yet to say for certain.

Commissioner Krabbenhoft discussed how using Riparian Aid funds would be a good idea for this ask, as it does deal with water and the fact that the ground supply of water may be a danger with the natural contaminants, and asked what the negative aspects of using these funds would be. Mr. Melton stated the question is really about whether it's primarily buffer zone creation and monitoring management versus all water riparian aid issues. But there has been expanded uses of the aid, but someone could challenge and question the use of the funds.

Commissioner Krabbenhoft asked how these funds would become reimbursable. Commissioner Baer stated funds would be reimbursed through the EPA grant. Commissioner Krabbenhoft stated the Riparian Aid is a good place to start with this as it gives more flexibility compared to the internal budget. Commissioner Mongeau discussed being on Riparian Aid Committee since the inception and there was caution on how to utilize the funds especially during the implementation stages, but as the County has moved past the implementation of the buffers and after having discussions at the capital, this would be an appropriate use of those funds.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Baer, and unanimously carried, the Board approved additional funding of up to \$78,000 from the Riparian Aid fund to complete the Judicial Formation of the West Central Regional Water District.

Committee Reports/County Administrator Update/Discussions

- Commissioner Krabbenhoft reported on meetings for PRTF Planning meeting and Clay Soil & Water Conservation District.
- Commissioner Baer reported on meetings for Glyndon Township meeting with the County Engineer; Wild Rice Watershed District; and Clay Soil & Water Conservation District.
- Commissioner Ebinger did not have any meetings to report on.
- Commissioner Mongeau reported on meetings for 15th Ave Corridor study with SRF Consulting & Metro COG; PRTF Planning Meeting; meetings regarding capitol strategy on how to move forward with our asks; and meeting with City of Moorhead, Diversion Authority and the Chamber regarding the flood mitigation funding request. Commissioner Mongeau stated she was asked by Senator Rasmussen and Matt Hilgart to attend a hearing to speak on what the cost shift for Health and Human Services waivers will mean for counties.
- County Administrator Stephen Larson reported on meetings for Department of Revenue training; County Management; Land Development Code meeting with staff; met with Trenten Gerads from Cass-Clay Land Trust; County Administrator regional meeting; 15th Ave Corridor study; PRTF planning meeting; met with Robert Wilson regarding shared issues; met with Mark Sloan regarding the updated platform of the County Code; met with Sheriff Empting regarding a series of issues; met with Brian Melton on a series of issues; Paid Leave Committee hearing; meeting with City of Moorhead, Diversion Authority and the Chamber regarding the flood mitigation funding request; meeting with

Representative Keeler, Senator Kupec, James O'Donnell, and Quinn Jaeger regarding the PRTF strategies; met with Darren Brooke and Anna Moore on HR issues; and had a Department Head evaluation. Looking ahead, an email will be sent out for the County/City Meeting, and March we're looking to schedule our next meeting with the HRA. And CSAH 14 will be closed from 336 to CSAH 17 starting on February 20 to September 12, 2025.

Adjourn

The meeting was adjourned at 9:25 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator