

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, MARCH 25, 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 (via interactive technology at the following address: 125 Charles Ave St. Paul, MN 55103), 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 Campbell called the meeting to order at 8:30 a.m.

Approval of Agenda

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

Tax Abatement for Carlson/Nelson Due to Misclassification

By consent, the Board approved the tax abatement for Carlson/Nelson due to misclassification in the amount of \$1,654.00.

Tax Abatement for Bolgrean/Kinter Due to Clerical Error

By consent, the Board approved the tax abatement for Bolgrean/Kinter due to clerical error in the amount of \$142.00.

Tax Abatement for Haug Due to Clerical Error

By consent, the Board approved the tax abatement for Haug due to clerical error in the amount of \$400.00.

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 Mongeau, and unanimously carried, the Board approved the bills and vouchers totaling \$601,126 from 109 vendors. There were 87 warrants issued under \$2,000 (\$42,304) and the following 22 were over \$2,000.

Blue Cross Blue Shield Minnesota	\$ 391,718	North American Benefits Company	\$ 5,200
Stantec Consulting Services, Inc.	\$ 28,668	New Roots Midwest	\$ 4,602
MN Life	\$ 21,082	ANJAAM HOLDINGS, LLC	\$ 4,401
Dakota Plains Mechanical, Inc.	\$ 16,765	CB & Sons Electric, Inc.	\$ 3,786
Ledgestone Inc.	\$ 15,838	Fergus Drywall	\$ 3,248
Xcel Energy	\$ 14,824	Triple Shift Entertainment LLC	\$ 3,209
Ulteig Operations, LLC	\$ 8,416	Ramsey County Finance	\$ 3,152
Scott's Electric, Inc	\$ 6,441	Gehrtz Construction Services, Inc	\$ 3,054
NDSCS-Division for Workforce Affairs	\$ 5,825	Menards - 32290254	\$ 3,042
Department Of Corrections	\$ 5,700	Green View Inc.	\$ 2,508

Moorhead Public Service

\$ 5,271

Mn Valley Testing Laboratories,
Inc.

\$ 2,064

Approval of Minutes from March 11, 2025

On motion by Commissioner Baer, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the minutes from March 11, 2025.

Request Approval to Appoint Josh Schroeder to the Planning Commission

Planning Director Matt Jacobson requested approval to appoint Josh Schroeder to a three-year term on the Clay County Planning Commission. Mr. Jacobson stated at their March 18, 2025, meeting, the Planning Commission made a unanimous recommendation to appoint Josh Schroeder to the Planning Commission. Mr. Schroeder is a structural engineer and has lived in Barnesville for over 15 years and has served on the Barnesville Planning Commission for the past three years. Mr. Schroeder would be replacing Brent Berg, who stepped down from the Commission.

On motion by Commissioner Baer, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to appoint Josh Schroeder to a three-year term on the Clay County Planning Commission.

Josh Schroeder approached the Board and provided a brief summary of his background.

Annual Department Update - Department of Corrections/Probation

District Supervisor Dale Arnold presented the annual department update for the Department of Corrections/Probation including probation felony cases by offense, probation gross misdemeanor cases by offense, probation misdemeanor cases by offense, juvenile cases by offense, supervised release cases by offense, intensive supervised release (ISR) cases by offense, total number of pre-sentence investigations, pre-plea worksheets, pre-dispositional investigations, discharge reasons for adult cases, juvenile cases and supervised release cases, violation outcome information, transfers information, recidivism success, open clients by risk level, probation/parole staff, specialty courts, evidenced-based cognitive behavioral programing, and 2024 additions.

Commissioner Krabbenhoft asked the difference between theft and burglary. Mr. Arnold stated theft is the action of stealing an item. Burglary is an illegal entry into a building or home, with the intent of stealing.

Discussion ensued regarding ISR, recidivism, and Drug Court and DWI Court.

Bid Opening for SAP 014-598-079, SAP 014-599-105, SAP 014-599-114

County Engineer Justin Sorum stated there is bid opening for three (3) bridge replacement projects, one on CR-51 south of Comstock, one in Elkton Township, and one in Goose Prairie Township. The Engineer's estimate was \$720,107.00. 6 bids were received all with a bid bond in the amount of 5%. The first bid was from Tunheim Construction LLC in the amount of \$863,579.16, the second bid was from Central Specialties Inc. in the amount of \$860,504.50, the third bid was from Sellin Brothers Inc. in the amount of \$842,898.00, the fourth bid was from Gladden Construction Inc. in the amount of \$764,127.90, the fifth bid was from Midwest Contracting LLC in the amount of \$728,187.50, and the last bid was from Houle Excavating

LLC in the amount of \$644,745.50.

Commissioner Baer asked if these amounts were for all three box culverts to be replaced. Mr. Sorum stated that was correct.

County Administrator Stephen Larson stated there is a pretty significant gap between the highest bid and the lowest bid and asked if Mr. Sorum felt confident with the low bid from Houle Excavating LLC. Mr. Sorum confirmed and stated they have worked with this contractor for the last couple of years and doesn't see an issue.

On motion by Commissioner Baer, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the low bid from Houle Excavating LLC in the amount of \$644,745.50 for SAP 014-598-079, SAP 014-599-105, and SAP 014-599-114.

Request Approval to Replace a Case Aide Position in the Child Protection Division

Social Services Director Quinn Jaeger and Social Services Supervisor Michelle Thordal requested approval to replace a Case Aide position open due to a resignation. This is in the Child Protection Division and provides transportation and supervised visits for children in foster care, coordinates the volunteer driver program, assists with file destruction based on records retention rules, coordinates and compiles state reports, manages car seat inventory and car seat training for new staff, processes and reviews administrative files and vouchers, and provides backup coverage to several other case aide duties within the division. In addition to these duties, this position may also be assigned alternative tasks to assist other divisions within the department as needs arise.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Baer, and unanimously carried, the Board approved hiring for the Case Aide position in the Child Protection Division with backfill should there be internal interest.

Commissioner Mongeau thanked Mr. Jaeger and his staff for gathering information in a timely manner while being at the capital testifying.

Annual Department Update - Extension

Clay County Extension Regional Director Cecilia Amadou, Administrative Specialist Jennifer Erdahl, Extension Educators Mindy Grant, and Monique Stelzer, and Horticulture Educator Jillian Patrie presented the Annual department update for Clay County Extension.

Ms. Stelzer and Ms. Grant discussed goals of the Minnesota 4-H Youth Development programs, how those programs are utilized in 4-H youth daily lives, community clubs, afterschool, summer and partner programs, ways youth come into 4-H, County Fair project statistics, 4-H program statistics, new program called Beyond Ready, and volunteers.

Ms. Patrie discussed highlights from 2024 Master Gardeners program including the Garden Buzz program, One Vegetable One Community, and the Learning Garden tour. Ms. Patrie further discussed her involvement with technical support, 2025 Extension events, and 2025 Master Gardener highlights & events.

Commissioner Baer asked where someone could locate the list of the clubs that are offered

through 4-H. Ms. Stelzer stated that information can be found under the 'Clay County 4-H Clubs' drop down on the Clay County Extension website, which is a University of Minnesota website.

Mr. Larson thanked the Extension staff for all their hard work.

Ms. Amadou thanked the Board and staff for their continued support of their programs.

Commissioner Mongeau highlighted the Master Gardener Native Plant sale fundraiser and extended a thank you to Ms. Grant for her leadership of the 4-H programs through the COVID pandemic, along with the other Extension staff for their great work.

BREAK

The Board took a break from 9:46 a.m. to 9:51 a.m.

Request Approval to Submit Payment to Innovate 28

Mr. Larson stated on January 28, 2025, the Clay County Board of Commissioners discussed the \$185,000.00 budget request for the Chamber and Greater Fargo-Moorhead EDC Innovate 28 program, expressing concern about program implementation. It was decided that half of the request would be approved, while the other half would be held until a later date. It's now requested to submit the second payment to the Innovate 28 program.

Commissioner Mongeau discussed her frequency at the capital and stated she's noticed the work that the Chamber has done to step up the legislative efforts at the capital, which is tenfold compared to what they've done in the years past. Commissioner Mongeau discussed the reason for holding the funds was to see what the effort would be for the Minnesota side and with the work that she has witnessed, she's confident in releasing the second allocation of the request.

Commissioner Baer asked if The Chamber and the Greater Fargo-Moorhead EDC could come to an upcoming Board of Commissioners meeting to discuss how these funds are being utilized. Mr. Larson stated that could certainly be arranged.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to send the second half of the \$185,000.00 request to The Chamber and the Greater Fargo-Moorhead EDC for Innovate 28.

Committee Reports/County Administrator Update/Discussions

- Commissioner Krabbenhoft reported on meetings for Adult Mental Health LAC; Historical and Culture Society; Clay County Suicide & Substance Abuse Committee; Clay County HRA Liaison; Metro COG Policy Board; and Legislative Team meeting for the PRTF with Representative Keeler and Senator Kupec.
- Commissioner Baer reported on meetings for Planning Commission; One Watershed One Plan – Wild Rice; and attended the American Legion in Moorhead with Commissioner Ebinger to talk with gaming officials regarding the land that was purchased by the White Earth Tribal Nation.
- Commissioner Ebinger reported on meetings for PIC; Clay County Suicide & Substance Abuse Committee; attended the American Legion in Moorhead with Commissioner Baer to talk with gaming officials regarding the land that was purchased by the White Earth

Tribal Nation.

- County Administrator Stephen Larson reported on meetings for County Management; testimony prep for SF 2022; testified at the capital with Senator Kupec and Steve Summers from Solutions; and as a reminder the Clay County EDC/EDA Quarterly Discussion will be next Tuesday, April 1, 2025 from 1:00 – 2:30 p.m.

Adjourn

Adjourned at 10:04 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator