

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, APRIL 8, 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, 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 Ebinger, and carried, the Board approved the agenda with the following additions: Request Approval of the Cass-Clay Interagency Council on Homelessness – Proclamation; and Request Approval to Fill Open RN Position – Adult Health.

Approval to Amend Letting Date for Yearly Supply Bids

By consent, the Board approved to amend the letting date for Yearly Supply Bids to May 13, 2025.

Tax Abatement for T.Nelson Due to a Clerical Error

By consent, the Board approved the tax abatement for T. Nelson due to clerical error in the amount of \$225.18.

Citizens to be Heard

County Administrator Stephen Larson stated that he had been in communication with a citizen who wished to speak to the Board but the individual was not in the audience.

Approval of Payment of Bills and Vouchers

County Administrator stated that the Board will see that there is a full payment of \$185,000 for Innovate 28. The Board approved the first half of the payment, but it was not paid due to not receiving an updated invoice for half the payment after the County requested it.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the bills and vouchers totaling \$925,507 from 121 vendors. There were 89 warrants issued under \$2,000 (\$37,534) and the following 32 were over \$2,000.

Greater F M Economic Development Corp	\$ 185,000	Paramount Planning Group LLC	\$ 8,000
Advanced Correctional Healthcare, Inc.	\$ 128,334	MN Life	\$ 7,076
Clay Co Public Health	\$ 110,847	Ramsey County Finance	\$ 5,888
Otter Tail Public Health	\$ 91,846	Code 4 Services, Inc	\$ 5,465
Becker County Public Health	\$ 66,393	Towmaster	\$ 5,316
City Of Moorhead	\$ 58,615	Johnson's Auto Repair LLC	\$ 5,209
Lakeland Mental Health Center, Inc.	\$ 41,649	River Valley Forensic Services, PA	\$ 4,750
Prairie Lakes Municipal Solid Waste Auth	\$ 28,005	Red River Valley CDL	\$ 4,250
Wilkin Co Public Health	\$ 19,132	City of Pelican Rapids	\$ 3,931

Houston Engineering Inc	\$ 17,565	Wegner Psychological & Therapeutic Svc	\$ 3,750
WEX Bank - Sheriff	\$ 13,469	Fidlar Technologies	\$ 3,500
McKesson Medical Surgical	\$ 13,216	Powerplan	\$ 3,278
Fargo Freightliner	\$ 12,963	Fuchs Sanitation Inc	\$ 2,546
Lutheran Social Service Of Mn	\$ 11,025	Clay County Sheriff	\$ 2,500
Town & Country Oil Inc.	\$ 10,208	Amazon Capital Services	\$ 2,176
Steve Rummier HOPE Network	\$ 10,000	R Travelmart	\$ 2,059

Approval of Minutes from March 25, 2025

On motion by Commissioner Baer, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the minutes from March 25, 2025.

Request Approval to Fill Open RN Position and Agenda Addition: Request Approval to Fill Open RN Position – Adult Health

Public Health Administrator Kathy McKay requested approval to fill two (2) open Register Nurse (RN) positions in Adult Health. Ms. McKay stated the request was originally for one position, but another resignation was recently received.

Commissioner Baer asked how many RNs are currently on staff that do this work. Ms. McKay provided an estimate of roughly 12.

Commissioner Krabbenhoft asked about the 2 year RN versus the 4 year RN. Ms. McKay stated the priority is a 4 year RN, but in the Adult Health program area, 2 year RNs are allowed.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to advertise and hire two (2) Full-Time Registered Nurses.

Request Approval of Proposal for Pavement Testing

County Engineer Justin Sorum is seeking approval of three proposals from Braun Intertec for pavement testing on CSAH 3 & CSAH 10 and a mix design for the CIR and FDR project on CSAH 21.

The three proposals provided in the Commissioner's packets include the following:

- Clay County CSAH 10 Pavement Evaluation project proposal in the amount of \$20,730.00
- Clay County CSAH 21 Sampling and Mix Designs project proposal in the amount of \$37,023.00
- Clay County CSAH 3 Pavement Evaluation project proposal in the amount of \$7,277.00

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved the three proposals from Braun Intertec to provide pavement testing and mix design services.

Agenda Addition: Request Approval of the Cass-Clay Interagency Council on Homelessness – Proclamation

Health Promotions Director, Rory Beil requested approval of the proclamation for the Cass-Clay Interagency Council on Homelessness, and stated the Cass-Clay Interagency Council was formed to help facilitate and address the complex homelessness issues in the community and to identify solutions to prevent homelessness.

Mr. Beil stated there is an event this Friday, April 11, 2025, at United Way at 9:00 a.m. for this joint proclamation with the 5 cities in the metro area, Fargo, Moorhead, West Fargo, Horace, and Dilworth. This agency is asking that Clay County join.

Commissioner Campbell discussed due to the timeline; it could be difficult for some of the Board members to attend the event. Commissioner Ebinger stated he would be able to attend the event on behalf of the Board.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board read and adopted the proclamation for Cass-Clay Interagency Council on Homelessness.

Annual Department Update - Social Services: Home and Community Based Services and Licensing & Disability Services Division

Social Services Director Quinn Jaeger and Supervisors Jessica Mickelson and Hollie Wanner presented the annual department update for Home and Community Based Services and Licensing & Disability Services Division in Social Services.

Ms. Mickelson discussed the Licensing & Disability Services Division including licensing updates, and adult & child corporate foster care overview.

Commissioner Mongeau asked about adult & child corporate foster care and asked if the 325-bed capacity was for children or adults. Ms. Mickelson stated that 311 beds are licensed for adults and the other 14 are licensed for children. Ms. Mickelson stated that they've seen a significant decline and that a lot of the Corporate providers have been closing their children's beds over the past few years.

Ms. Mickelson further discussed child foster care, family childcare, licensing recruitment efforts, disability services updates, and MnChoices.

Commissioner Campbell mentioned hearing about changes being made to the rules for in-home childcares and asked for more information on this. Ms. Mickelson stated there are always changes and the Department of Human Services (DHS) is trying to streamline and modernize the licensing areas. Another difference is both Child Foster Care and Family Childcare are going to be moving out of the realm of DHS and under the Department of Children Youth and Families (DCYF), which will cause changes as well.

Commissioner Krabbenhoft asked what the reasoning was behind creating the DCYF. Mr. Jaeger stated he wasn't sure if had to do with efficiencies, but when they split DHS into DCYF, they tried to figure which departments would go where. With DCYF, they were trying to keep all things related to children in one department. Ms. Mickelson stated the Adult Foster Care will remain with DHS; therefore they will be working under both DHS and DCYF.

Commissioner Baer asked if everyone is reassessed every year under Disability Services. Ms. Mickelson stated everyone who is open to a disability waiver has to have an assessment each year. If a person is receiving Rule 185 case management, they have the option to waive the reassessment. Commissioner Krabbenhoft asked where the reassessments take place. Ms. Mickelson stated ideally the assessment takes place in the person's home, to accurately assess their needs. There are circumstances where this might not be feasible, but accommodations can

be made.

Ms. Wanner discussed the Home and Community Based Services Division including Minnesota home and community-based services disability waivers, other home and community-based services, updates to home and community-based services & Rule 185 division, initiatives and challenges for home and community-based services & Rule 185.

Mr. Jaeger congratulated Ms. Wanner for winning the Statewide Exemplary Leadership Award at this year's MSSA conference and stated it was great to see her hard work being recognized at the state level.

Committee Reports/County Administrator Update/Discussions

- Commissioner Baer reported on meetings for Clay County EDC/EDA quarterly meeting; Spring Rural Cities & County meeting; meeting with Mahnomen County Officials, Stephen Larson and Commissioner Campbell regarding the recent property purchase by the White Earth Tribal Nation; Wild Rice Watershed District Advisory Board; and presented at the City of Felton regarding the West Central Regional Water District.
- Commissioner Ebinger reported on the meeting for the Clay County EDC/EDA quarterly meeting.
- Commissioner Krabbenhoft reported on meetings for the Clay County EDC/EDA quarterly meeting; Children's Mental Health LAC; met with Hennepin County officials, Commissioner Mongeau, Stephen Larson, and staff regarding the PRTF; Spring Rural Cities & County meeting; follow-up meeting regarding the PRTF; Adult Mental Health LAC; and Moorhead Planning Commission.
- Commissioner Mongeau reported on meetings for Highway Tracking; Clay County EDC/EDA quarterly meeting; met with Hennepin County officials, Commissioner Krabbenhoft, Stephen Larson and staff regarding the West Central Regional Juvenile Center & PRTF; Spring Rural Cities & County meeting; met with the Chamber and the City of Moorhead regarding funding concerns for the capital investment bill for flood mitigation and testified at the capital; and discussion on the Non-Secure Juvenile Detention bill.
- Commissioner Campbell reported on meetings for Highway Tracking; Clay County EDC/EDA quarterly meeting; Rural Cities & County meeting; discussed funds that the State of Minnesota has provided for flood mitigation in Clay County; and meeting with Mahnomen County Officials, Stephen Larson and Commissioner Baer regarding the recent property purchase by the White Earth Tribal Nation.
- County Administrator Stephen Larson reported on meetings for Highway Tracking; Clay County EDC/EDA quarterly meeting; department head evaluation; met with Derrick LaPoint on some issues; met with Hennepin County officials, Commissioner Mongeau, Commissioner Krabbenhoft, and staff regarding the PRTF; Spring Rural Cities & County meeting; meeting with Mahnomen County Officials, Commissioner Campbell and Commissioner Baer regarding the recent property purchase by the White Earth Tribal Nation; meeting with Representative Keeler regarding the Non-Secure Juvenile Detention/PRTF; met with Dan Mahli and Derrick LaPoint regarding issues within the County and the City of Moorhead; met with Brain Melton on a series of issues; met with Darren Brooke and Sheriff Empting; this week is Severe Weather Awareness Week; and yesterday received notification that the Office of Cannabis Management has received approvals to move forward with business licenses, so the State will work through the licensing process, so the Counties, Cities and potentially Townships are then responsible

for the registration portion.

- Assistant County Administrator Darren Brooke reported on a meeting with Anna Moore regarding a series HR issues; met with Civic Plus and Mark Sloan regarding forms; met with Mark Sloan, Matt Jacobson, and Kevin Kassenborg regarding riparian aid; met with Kimberly Savageau regarding recording of properties associated with the Diversion process; Hennepin County meeting regarding the PRTF; Spring Rural Cities & County meeting; met with Jackie Finck and Matt Jacobson regarding items discussed at the EDC/EDA meeting; and continue to review the County Code.
- Communications Coordinator Jacqueline Finck made mention to Sever Weather Awareness week and stated there will be a tornado drill on Thursday April 10, 2025, at 1:45 p.m. at all Clay County buildings.

Adjourn

The meeting was adjourned at 9:59 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator