

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, JUNE 3, 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, Assistant County Administrator Darren Brooke, and Senior Administrative Assistant Sarah Hellem.

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 unanimously carried, the Board approved the agenda.

Approval of Liquor Licenses for Buffalo River Speedway, Barnesville Restaurant, Willow Creek Golf Course, Mainline Bar and Grill, Rustic Oaks and J&M Bar Services.

By consent, the Board approved Liquor Licenses for Buffalo River Speedway, Barnesville Restaurant, Willow Creek Golf Course, Mainline Bar and Grill, Rustic Oaks and J&M Bar Services.

Tax Abatement for A.Hedekin Due to a Clerical Error

By consent, the Board approved the tax abatement for A.Hedekin due to a clerical error in the amount of \$42.00.

Tax Abatement for Fitzgerald Construction Due to a Clerical Error

By consent, the Board approved tax abatement for Fitzgerald Construction due to a clerical error in the amount of \$102.00.

Employee Recognitions

Greg Kordosky was recognized for 15 years with the Assessor's Office.

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 Baer, and unanimously carried, the Board approved the bills and vouchers totaling \$6,874,123 from 92 vendors. There were 59 warrants issued under \$2,000 (\$30,247) and the following 33 were over \$2,000.

Independent School Dist 152	\$ 4,347,378	Schmidt/Shawn	\$ 6,180
Independent School Dist 150	\$ 847,287	RDO Equipment Co.	\$ 5,677
Independent School Dist 2164	\$ 743,735	Moorhead Public Service	\$ 5,451
Independent School District 146	\$ 474,077	Minneapolis Forensic Psych Services LLC	\$ 5,207
Independent School Dist 914	\$ 197,699	Oasis Mental Health & Wellness	\$ 5,100
City Of Barnesville	\$ 24,704	Madlom/Alexis	\$ 4,120
Apollo Water Services, LLC	\$ 21,730	Wegner Psychological & Therapeutic Svc	\$ 3,750

Ada-Borup-West ISD 2910	\$	20,987	Berg Auto Body	\$ 3,597
Historical & Cultural Society Of Clay Co	\$	17,284	Ramsey County Finance	\$ 3,422
WEX Bank - Sheriff	\$	15,652	Dobbins/Deborah	\$ 3,025
Lakes & Prairies CAP, Inc.	\$	15,436	Advanced Business Methods	\$ 2,907
Klein Mccarthy & Co Ltd	\$	13,210	Marco Technologies LLC	\$ 2,904
Independent School Dist Bc 2889	\$	12,889	Nancy Hein-Kolo, PsyD, LP	\$ 2,500
Amazon Capital Services	\$	9,133	Rick Electric Inc	\$ 2,382
Independent School Dist Otc 548	\$	7,836	R Travelmart	\$ 2,321
Town & Country Oil Inc.	\$	7,821	Fidelity Security Life	\$ 2,180
Wold Johnson, P.C.	\$	6,290		

Approval of Minutes from May 20, 2025

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from May 20, 2025.

Request Direction on Submitting for 2025 Capital Bonding Funds

County Administrator Stephen Larson requested the Board's direction on submitting for 2025 Capital Bonding funds and stated this Board had previously approved submitting Capital Budget Funding for both Flood Mitigation and the Psychiatric Residential Treatment Facility/Non-Secure Juvenile Facility (PRTF/NSJ) Project. 2026 capital project requests are due to Minnesota Management and Budget (MMB) through the Capital Budget System (CBS) by June 13, 2025, and final edits are due October 17, 2025. This application must be completed in order to be considered for the bonding tour.

Commissioner Mongeau discussed wanting the full Board to have dialogue on this.

Commissioner Campbell stated the application should certainly include the flood mitigation funds, and the PRTF/NSJ project, but to somehow include our support for the West Central Regional Water District project, as that's a multi County project.

Commissioner Campbell further discussed the Diversion ask and stated things are different than previous years, in the fact that the legislature wants funding asks to be sorted out by the specific entity. Therefore, the City of Moorhead will continue to ask for funds for the remainder of their projects, and the County will do the same. In addition, the Buffalo-Red River Watershed District (BRRWD) did not want to be the ones asking the legislature for funds, and because it's outside the city limits of Moorhead, that ask should be included in this application, as the Wolverton and Georgetown projects are critical components. Discussion ensued regarding land acquisitions in Clay County, and the Joint Power Authority between Clay County and the City of Moorhead.

Commissioner Mongeau stated for the Wolverton project specifically, Clay County has to include the BRRWD ask, as part of this application because as an outside entity, we can't submit a request for a project that's not in Clay County's jurisdiction.

Discussion ensued regarding including an amount for remining land acquisitions.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried the Board approved to include the Flood Mitigation and the Psychiatric Residential Treatment Facility/Non-Secure Juvenile Facility projects as the project priorities for bonding.

Committee Reports/County Administrator Update/Discussions

- Commissioner Mongeau reported on meetings for MN Rural Counties Caucus; Flood Mitigation Check-in with the City of Moorhead and The Chamber; AMC District meeting; Metro COG Executive Committee; and Breakfast on the Farm.

Commissioner Campbell recognized Commissioner Mongeau for running for AMC Office.

- Commissioner Baer reported on meetings for MN Rural Counties Caucus; WCRWD Work Session; WCRWD Board meeting; and Georgetown City Hall meeting.
- Commissioner Ebinger reported on meetings for RRRDC Board of Authority; and CAPLP Council on Aging.
- Commissioner Krabbenhoft reported on meetings for Historical & Cultural Society monthly and annual meetings; and CAPLP.
- Commissioner Campbell reported on meetings for RRRDC Board of Authority; WCRWD Work Session; PLMSW; WCRWD Board meeting; Georgetown City Hall meeting.
- County Administrator Stephen Larson reported on meetings for MN Rural Counties Caucus; met with Anna Moore on a series of HR issues; WCRWD Financial Policy meeting; met with Brian Melton on a series of legal issues; met with Anna Moore and Quinn Jaeger on the organization chart in Social Services; met with representatives from the City of Moorhead and Dilworth in regards to the White Earth Nation; WCRWD Board; met with Kimberly Savageau regarding legal descriptions on plats; discussed the Transportation Omnibus Bill;
- Assistant County Administrator Darren Brooke reported on meetings for discussed upcoming MSRS Recordkeeper Change and Temporary Blackout Period; met with Anna Moore regarding Performance Measurement Program; met with Sheriff Empting, Chief Deputy Martin, Jail Administrator Tuton and Anna Moore regarding continued Department of Labor investigation; met with Anna Moore regarding personnel issues; DOL case; performance evaluations; 2026 budget.

Bid Opening for SAP 014-599-106

County Engineer Justin Sorum opened bids for SAP 014-599-106 which is the Elmwood Township Bridge Removal Project. Since this is a bridge removal project, there is no cost to the township. The engineer's estimate was \$207,415.00 and 5 bids were received.

The first bid was from M&M Contractors LLC in the amount of \$262,500.00. The second bid was from Comstock Construction Inc in the amount of \$233,400.00. The third bid was from Midwest Contracting LLC in the amount of \$218,433.15. The fourth bid was from Gladen Construction Inc in the amount of \$192,156.60. And the fifth bid was from Dennis Drewes Inc in the amount of \$127,722.00.

On motion by Commissioner Baer, seconded by Commissioner Mongeau, and unanimously carried the Board approved the low bid from Dennis Drewes Inc in the amount of \$127,722.00, contingent upon no errors in the bids, for SAP 014-599-106.

Break

The Board took a break from 9:22 a.m. to 9:28 a.m.

Public Hearing: Clay County Land Development Ordinance: Zoning and Subdivision Regulations

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried,

the Board approved to open the public hearing for Clay County Land Development Ordinance: Zoning and Subdivision Regulations at 9:28 a.m.

Planning & Zoning Director Matt Jacobson discussed the purpose and intent; statutory authorization including Planning & Zoning, Floodplains, Waters, and Shoreland; zoning history of Clay County; 2025 update; and Notable Updates to the following chapters. Chapter 8-1 Introductory Provisions, Chapter 8-2 Base Zoning Districts, Chapter 8-3 Flood Hazard Districts, Chapter 8-4 Shoreland Districts, Chapter 8-5 Resource Protection Districts.

Discussion ensued regarding square footage for small accessory structures, FEMA maps versus the state model for flood plains, and the Wild Rice River being a tributary stream.

Mr. Jacobson stated comments were received regarding the wellhead protection section from Moorhead Public Service (MPS). The comments addressed the Development Standards including Commercial Uses Connected to Utilities, Above Ground Tanks, Fertilizer Use, Hazardous Materials, Underground Storage Tanks, Aggregate Mining, and to include Hazardous Materials definition into Chapter 8-12. Discussion ensued regarding these suggestions.

Mr. Jacobson stated, based on these suggested revisions, it's his recommendation to include all of them, with the exception of number 2, Commercial Uses Connected to Utilities.

Mr. Jacobson further discussed notable changes to Chapter 8-6 Urban Expansion Districts, Chapter 8-7 Landing Field District, Chapter 8-8 Use Regulations, Chapter 8-9 Development Standards, Chapter 8-10 Subdivision Regulations, Chapter 8-11 Administration and Procedures, and Chapter 8-12 Rules and Definitions.

Discussion ensued regarding the Barnesville Airport, and outdoor vehicle storage limits.

Scot Manthe of Hawley, MN discussed his concerns with subdivisions regulations, and stated when looking at a subdivision, it's important to let the economics and environment drive the value. The more restrictions that are put in place can have a negative impact on future generations.

Commissioner Campbell appreciated Mr. Manthe's comments and provided some background and history as to how these regulations came about.

Commissioner Baer asked for further details regarding minimum lot size for subdivisions. Mr. Jacobson stated the minimum lot size is 1.5 acres, but if it's an ag or natural resource subdivision, that was brought down to 1 acre.

Moorhead Public Service Water Plant Manager Mark Pritchard thanked the Board for considering the comments that were submitted and thought that there was good discussion. Mr. Pritchard also thanked Mr. Jacobson for bringing MPS comments forward to this hearing. Discussion ensued regarding hazardous materials.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to close the public hearing at 10:30 a.m.

Discussion ensued regarding additional hearings.

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried the

Board approved to adopt Ordinance 2025-05, amendment to the Clay County Land Development Ordinance: Zoning and Subdivision Regulations to include the 4 additions that were presented along with the definition of hazardous materials, to be codified as Title 8.

Mr. Jacobson thanked the Board, the study review committee, Rita Rueckert, Erika Franck, and Dave Sweeney from SRF, for their support and hard work throughout this process.

Adjourn

The meeting was adjourned at 10:39 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator