

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, JUNE 24, 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, 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 Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved the agenda.

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 \$966,134 from 128 vendors. There were 92 warrants issued under \$2,000 (\$43,656) and the following 36 were over \$2,000.

Internal Revenue Serv	\$283,779	Moorhead Public Service	\$ 7,894
Turner Sand & Gravel Inc.	\$ 96,274	CivicPlus, LLC	\$ 7,103
Glacier Dust Control Inc.	\$ 78,848	City of Frazee	\$ 7,000
Clay Co Public Health	\$ 65,450	LELS	\$ 5,124
Trinity Services Group, Inc.	\$ 55,968	North American Benefits Company	\$ 4,998
Mn Dept Of Revenue	\$ 38,423	City of Pelican Rapids	\$ 4,914
Clay County Fair	\$ 34,421	City Of Fargo	\$ 4,410
VEBA Select Account	\$ 31,588	The Retrofit Companies Inc.	\$ 4,037
Otter Tail Public Health	\$ 28,989	Little Falls Machine, Inc.	\$ 3,772
MN Counties Computer Coop	\$ 22,880	Far-Moor Acoustics & Floors, LLC	\$ 3,560
Braun Intertec Corp	\$ 19,037	Minnkota EnviroServices, Inc.	\$ 3,277
City Of Barnesville	\$ 17,500	NetCenter Technologies	\$ 3,277
Lutheran Social Service Of Mn	\$ 15,588	Fuchs Sanitation Inc	\$ 2,853
		Fieldcrest Townhomes - Clay County	
Medical Pharmacy (WCRJC)	\$ 14,987	HRA	\$ 2,658
NACO	\$ 14,835	State of MN Health Care Savings Plan	\$ 2,367
Becker County Public Health	\$ 12,882	RDO Equipment Co.	\$ 2,357
Stantec Consulting Services, Inc.	\$ 8,578	Parkers Prairie ISD547	\$ 2,300
Parsons Electric	\$ 8,500	Coborn's Inc	\$ 2,037

Approval of Minutes from June 10, 2025

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from June 10, 2025.

Budget Presentation - Dancing Sky Area Agency on Aging

Dancing Sky Area Agency on Aging (DSAAA) Aging Director Heather Pender presented the DSAAA budget request for 2026.

Ms. Pender discussed how the DSAAA operates under the auspices of the Northwest Regional Development Commission and covers 21 counties in Northwest MN, and stated DSAAA receives Older Americans Act funds and in order to draw down those allocations a match fund of 25% is needed. Those funds are then redistributed throughout the counties. DSAAA funds various different title programs. The Older Americans Act funds operates under Title 3 programs which includes senior nutrition, caregiver support, and evidence-based classes. There are also Title 3B funds that fund things such as chores, homemakers, and information & assistance. Some of the local partners that help with Title 3B include Northwest Legal Services, Lakes & Prairies Community Action Partnership (CAPLP), Rural Enrichment and Counseling Headquarters (REACH), and Barnesville Helpers.

Ms. Pender further discussed the Senior Linkage line, the program & development coordination team, Age Friendly Moorhead, and Rap Around Services for Adult Protection (RAPS).

Ms. Pender stated the matching fund request from Clay County is \$9,491.00 which equates to about \$0.75 per older adult.

Ms. Pender discussed having a small contract with an individual who is providing one-to-one services in the Barnesville, and Rollag, MN area, that are related to Medicare.

Commissioner Campbell asked if there were any one-to-one services provided to individuals in Moorhead, MN. Ms. Pender stated yes, and it can happen in a variety of ways. CAPLP has an information & assistance grant that could help direct individuals on where to go to sign up for Medicare, and more surface level questions. Whereas the contracted position that DSAAA has for these services operates under the Senior Linkage Line umbrella and could help with specifically enrolling in Medicare. Ms. Pender stated if there are individuals that could benefit from these services, let DSAAA know, and they can help coordinate those one-to-one services.

Commissioner Ebinger discussed food distribution and transportation and stated the need to have an organization like this in our rural areas is essential, it's a critical lifeline for the seniors of Clay County. Discussion ensued regarding how the public becomes aware of these services.

Commissioner Campbell asked who determines how much of the total resources go to certain entities. Ms. Pender stated there is the DSAAA Advisory Board, and through that there is a Grant Subcommittee that meets to review the grantees to make decisions based on funding and that then goes to the Regional Development Commissioner for final approval, as they are the governing agency.

Discussion ensued regarding the collaboration with CAPLP, rural transportation, distributing flyers for the rural transportation through CAPLP, presenting this information to other counties in the region, and funding.

Commissioner Campbell thanked Ms. Pender for her presenting and for the work that she and DSAAA are doing.

Bid Opening-Joint Highway Facility

Facilities Director Joe Olson discussed opening the bids for the roof replacement project for the Joint Highway Facility and stated Clay County has a 45% share of this facility, the City of Moorhead has a 22% share of this facility, and MNDOT has a 33% share of this facility. A recommendation for approval will be presented at the July 1, 2025, Board meeting.

Commissioner Mongeau asked who the partners were of this joint facility. Mr. Olson stated the partners include the City of Moorhead, and MNDOT.

County Engineer Jusin Sorum opened bids for the roof replacement project for the Joint Highway Facility. The first bid received was from Herzog Roofing Inc. out of Detroit Lakes, in the amount of \$498,000.00 with a bid bond of 5%. Included in the bid was the Certificate of Liability Insurance and Contractors License. The second bid received was from A&R Roofing out of West Fargo, in the amount of \$523,320.00 with a bid bond of 5%. Included in the bid was the Certificate of Liability Insurance and Contractors License. The third bid received was from MJ Dalsin Company of West Fargo, in the amount of \$568,943.00 with a bid bond of 5%. Included in the bid was the Certificate of Liability Insurance and Contractors License. The fourth bid received was from NorthStar Contracting out of Fargo, in the amount of \$475,270.00 with a bid bond of 5%. Included in the bid was the Certificate of Liability Insurance and Contractors License. The final bid received was from Tecta America Dakotas out of Fargo, in the amount of \$438,867.00 with a bid bond of 5%. Included in the bid was the Certificate of Liability Insurance and Contractors License.

Commissioner Campbell stated the project estimate was between \$450,000.00 - \$525,000.00.

Request Approval to Fill Open LPN Position for the Withdrawal Management/Detox Facility

Public Health Administrator Kathy McKay and Detox Director Troy Amundsen requested approval to fill an open LPN position for the Withdrawal Management/Detox Facility, as one of the LPN positions was recently vacated. Filling this vacant position will allow the detox facility to be fully staffed by LPNs.

Commissioner Ebinger asked if there was any need for backfill. Mr. Amundsen stated there could be, so it would be appreciated to include that in the motion.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to advertise and hire a Full-Time LPN position for the Withdrawal Management/Detox Facility with backfill.

Presentation of Award for Withdrawal Management/Detox Program

Ms. McKay recognized Mr. Amundsen and his team for the "Partner in Healing Award" that was given to the Withdrawal Management/Detox program from ShareHouse.

ShareHouse presented the Withdrawal Management/Detox program this award at their 50th anniversary party. ShareHouse provides intensive primary and outpatient alcohol and drug addiction services for adult men and women.

Commissioner Mongeau stated this award is very well deserved and extended her appreciation to Mr. Amundsen and his team for the work that they do.

Mr. Amundsen thanked his team for all the great work that they do and thanked the Board for their support with the new facility.

Request Approval to Sign 179D Tax Credit Allocation Letter for Klein McCarthy Architects

County Administrator Stephen Larson requested approval to sign a 179D Tax Credit allocation letter for Klein McCarthy Architects and stated Klein McCarthy Architects, the design firm for the recently completed Department of Motor Vehicle (DMV) Facility project, is formally requesting permission from the Clay County Board of Commissioners to claim the federal 179D Energy Efficient Commercial Buildings Deduction for their work on the project. Under Section 179D of the Internal Revenue Code, a tax deduction is available for qualifying energy-efficient improvements made to lighting, heating, ventilation, air conditioning (HVAC), and building envelope systems in commercial buildings. These improvements must meet specific energy-reduction requirements as defined by the IRS. As a non-taxable governmental entity, Clay County is not eligible to directly claim this deduction. However, Section 179D allows public agencies to allocate this tax benefit to the primary designer of the energy-efficient system(s) who can then claim the deduction on their federal tax return.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the request from Klein McCarthy Architects and authorized County staff to execute the necessary documentation allowing allocation of the IRS 179D Energy Efficiency Tax Deduction for the DMV Facility project.

CLOSED SESSION for Board Discussion Re: Pending Litigation Per Minn. Stat. 13D.05, Subd. 3(b) Attorney/Client Privilege: Brian Melton, County Attorney

On motion by Commissioner Baer, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to go into closed session for Board discussion regarding pending litigation per Minn. Stat. 13D.05, Subd. 3(b) Attorney/Client Privilege, at 9:19 a.m.

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved to come out of closed session at 9:52 a.m.

Committee Reports/County Administrator Update/Discussions

- Commissioner Krabbenhoft had no committees to report on.
- Commissioner Mongeau reported on meetings for Highway Tracking; Extension Committee; AMC District 6 meeting; SWAC; Metro COG Policy Board; Lakeland Mental Health Center; and Metro COG Policy Board.
- Commissioner Baer had no committees to report on.
- Commissioner Ebinger reported on meetings for LARL; and met with Kimberly Savageau regarding Records fees.
- Commissioner Campbell reported on meetings for Prairie Lakes Municipal Solid Waste Authority; and read the letter of recognition for Curtis Cannon VSO.
- County Administrator Stephen Larson reported on meetings for pre-budget meetings for GIS & Communication, Planning & Zoning, and Tech Services; met with Dan Mahli, and Peyton Mastera regarding White Earth Nation; met with Administrators group; MCCJPA pre-meeting; pre-budget meetings for Highway, HR, and the Recorder's Office; met with Sheriff Empting on a series of issues; and today we have our Employee Appreciation Picnic from 11:30 a.m. to 1:00 p.m.

Commissioner Mongeau took a moment to honor and remember Melissa Thune who is a true champion of Clay County, after losing her fight to brain cancer.

Adjourn

The meeting was adjourned at 10:07 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator