

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, JULY 1, 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 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.

County Board of Appeal & Equalization Minutes from June 17, 2025

By consent, the Board approved the County Board of Appeal & Equalization Minutes from June 17, 2025.

Employee Recognitions

The Board recognized Susan Olson for 35 years with Public Health, Craig Reno for 25 years with the Sheriff's Office, Sean Mork for 15 years with the Sheriff's Office, and Eli Paluga for 15 years with the Sheriff's Office.

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 \$28,653,011 from 181 vendors. There were 89 warrants issued under \$2,000 (\$42,405) and the following 92 were over \$2,000.

Treas Of Moorhead City	\$ 15,513,795	Independent School Dist Bc 2889	\$ 17,893
Central Specialties Inc	\$ 2,368,562	Treas Of Alliance Twsp	\$ 17,282
Independent School Dist 152	\$ 2,122,200	Treas Of Felton City	\$ 16,185
Treas Of Dilworth City	\$ 1,820,094	NDSU	\$ 15,000
Treas Of Barnesville City	\$ 877,561	Treas Of Hagen Twsp	\$ 14,713
Treas Of Hawley City	\$ 766,401	Ada-Borup-West ISD 2910	\$ 14,004
Buffalo-Red River Watershed	\$ 710,038	Treas Of Moorhead Twsp	\$ 13,934
Treas Of Glyndon City	\$ 643,086	Treas Of Georgetown City	\$ 13,918
Independent School Dist 2164	\$ 413,023	Treas Of Spring Prairie Twsp	\$ 13,679
Independent School Dist 150	\$ 398,141	McArthur Tile Co.	\$ 13,315
Independent School District 146	\$ 326,933	Treas of Flowing Twsp	\$ 13,108
Treas Of Ulen City	\$ 231,428	Treas Of Riverton Twsp	\$ 12,453
Treas Wild Rice Watershed	\$ 224,148	Independent School Dist Otc 548	\$ 12,218
Clay County HRA	\$ 147,708	A Peace of My Mind, Inc.	\$ 11,850
Treas Of Sabin City	\$ 143,498	Treas Of Comstock City	\$ 10,774

Independent School Dist 914	\$	136,298	Bolton & Menk, Inc.	\$	8,600
Treas Of Morken Twsp	\$	100,357	Lake Country Graphics, Inc.	\$	8,400
Treas Of Eglon Twsp	\$	79,105	Becker County Public Health	\$	7,903
Turner Sand & Gravel Inc.	\$	77,710	Motorola Solutions, Inc.	\$	7,725
Treas Of Oakport Twsp	\$	77,494	Otter Tail Public Health	\$	7,185
Clay Soil & Water Cons Dept	\$	74,497	New Horizons	\$	7,177
Treas Of Ulen Twsp	\$	74,201	WEX Bank	\$	6,669
Treas Of Moland Twsp	\$	65,203	MN Life	\$	6,495
Treas Of Hawley Twsp	\$	58,610	SHI International Corp	\$	6,464
Treas Of Elmwood Twsp	\$	53,530	Schmidt/Shawn	\$	6,180
Treas Of Kurtz Twsp	\$	51,943	Wold Johnson, P.C.	\$	6,180
Treas Of Cromwell Twsp	\$	50,408	Code 4 Services, Inc	\$	6,145
Treas Of Tansem Twsp	\$	48,968	City Of Moorhead	\$	5,979
Treas Of Highland Grove Twsp.	\$	47,967	Moorhead Public Service	\$	5,943
Treas Of Kragnes Twsp	\$	47,896	Chiller Systems Inc	\$	5,562
Treas Of Elkton Twsp	\$	45,531	Fidlar Technologies	\$	5,432
Treas Of Barnesville Twsp	\$	45,094	CB & Sons Electric, Inc.	\$	4,645
Treas Of Hitterdal City	\$	39,647	Election Systems & Software Inc.	\$	4,564
Treas Of Parke Twsp	\$	36,960	New Roots Midwest	\$	4,520
Treas Of Goose Prairie Twsp.	\$	36,371	Madlom/Alexis	\$	4,120
Treas Of Georgetown Twsp	\$	34,888	NetCenter Technologies	\$	3,574
Treas Of Viding Twsp	\$	32,790	Victor Lundeen Company	\$	3,360
Treas Of Keene Twsp	\$	32,650	Butler Machinery Co	\$	3,205
			Valley Mortuary Transportation		
Clay Co Public Health	\$	28,941	Services	\$	3,187
Treas Of Holy Cross Twsp	\$	27,245	Advanced Business Methods	\$	3,155
Treas Of Humboldt Twsp	\$	25,602	Prosweep, Inc.	\$	3,150
Treas Of Skree Twsp	\$	25,154	Tag Up	\$	2,400
Historical & Cultural Society Of Clay					
Co	\$	23,194	RBS Activewear	\$	2,279
Houston Engineering Inc	\$	20,245	Office of MNIT Services	\$	2,242
Treas Of Felton Twsp	\$	19,478	Full Circle Pediatric Solutions	\$	2,030
Treas Of Glyndon Twsp	\$	19,183	MidStates Wireless, Inc.	\$	2,000

Approval of Minutes from June 17, 2025

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the minutes from June 17, 2025.

Request Approval of Low Bid for the Joint Highway Facility Roof Replacement Project

Facilities Director Joe Olson, and County Engineer Justin Sorum requested approval of the low bid for the Joint Highway Facility roof replacement project. Mr. Olson stated following a competitive bidding process, the lowest responsible bid was submitted by Tecta America Dakotas in the amount of \$438,867.00.

The City of Moorhead has a 22% share of this facility, MnDOT has a 33% share of this facility, and Clay County has a 45% share of this facility. Therefore, the City of Moorhead's portion will be \$96,550.74, MnDOT's portion will be \$144,825.91, and Clay County's portion will be \$197,490.35. Funds for Clay County's portion will come from Fund 19.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the low bid from Tecta America Dakotas in the amount

of \$438,867.00 for the Joint Highway Facility Roof Replacement Project.

Request Approval to Enter into a Memorandum of Understanding with Minnesota State University Moorhead (MSUM) for their Violence Prevention Project

Sheriff Mark Empting requested approval to enter into a Memorandum of Understanding (MOU) with Minnesota State University Moorhead (MSUM) for their Violence Prevention Project, and stated the Clay County Sheriff's Office will partner with MSUM and a Coordinated Community Response Team (CCRT) to implement a program to reduce sexual assault, domestic violence, dating violence, and stalking on campus. The Sheriff's Office would participate in the development and implementation of campus program policies and protocols along with assisting in education, training, and outreach regarding sexual assault, domestic violence, dating violence, and stalking. This is the third year that MSUM has attempted to receive this grant, and the Sheriff's Office has partnered with MSUM each time.

On motion by Commissioner Ebinger, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the Sheriff's Office to enter into a Memorandum of Understanding with Minnesota State University Moorhead (MSUM) for the Violence Prevention Project.

Request Approval to Fill an Open Juvenile Detention Worker Position in Secure Detention

Juvenile Detention Director James O'Donnell requested approval to fill an open Juvenile Detention Worker position in the Secure-Unit and stated that this position is critical for the safety and well-being of the youth and is part of the licensed approved staffing plan. Since this is an entry level position, there is no need for backfill.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to fill the open Juvenile Detention Worker position for the Secure Unit.

Request Approval to Replace a Registered Nurse Position in Public Health

Public Health Administrator Kathy McKay requested approval to replace a Registered Nurse position in Public Health due to a recent retirement.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to advertise and hire a full-time Registered Nurse for Public Health with backfill.

County Dental Innovations Program Update

Partnership4Health Dental Innovations Program Coordinator Jane Neubauer provided the Board an update on the County Dental Innovations Program and discussed dental care access expansion, education, Apple Tree Dental Clinic, mobile outreach clinics, awarded grants, issues with workforce, and the expansion of sites from 2020 to 2025.

Budget Presentation – GIS & Communications

GIS & Communications Director Mark Sloan presented the GIS & Communications budget for 2026, and discussed training, travel and expenses, and computer software, resulting in a roughly a 6% increase.

Commissioner Campbell asked if the budget includes a Cost-of-Living adjustment (COLA) and health insurance premium costs. County Administrator Stephen Larson stated budget

presentations will not include the COLA or health insurance premiums since the County is in between contacts.

Budget Presentation – Planning & Zoning

Planning & Zoning Director, Matthew Jacobson, presented the Planning & Zoning budget for 2026 and stated there will be a slight decrease of 1.56% from the previous year. Mr. Jacobson discussed revenues including Aquatic Invasive Species (AIS) funding, Riparian Aid, travel and expenses, gas and oil, and fee schedules.

Discussion ensued regarding the state grants, miscellaneous-county owned property cleanup, and riparian aid.

Bid Opening for SAP 014-602-031

County Engineer Justin Sorum opened bids for SAP 014-602-031 which is the Urban Reconstruction project in Comstock on CSAH 2. The Engineer's estimate was \$4,795,605.00. Three complete bids were received. The first bid received was from Border States Paving, Inc. in the amount of \$5,603,108.87. The second bid received was from Northern Improvement Company in the amount of \$4,437,267.85. The final bid received was from Sellin Brothers, Inc. in the amount of \$4,434,546.77

Discussion ensued regarding the timeline of the project.

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved the low bid from Sellin Brothers, Inc. in the amount of \$4,434,546.77, contingent upon no errors in the bids for SAP 014-602-031.

Bid Opening for CP 014-300-002

Mr. Sorum opened bids for CP 014-300-002 which is the County wide striping project. Every county road in the county will be striped including railroad crossing, cross walks, etc. The Engineer's Estimate was \$292,212.46. Five complete bids were received. The first bid received was from NorthStar Safety in the amount of \$164,435.42. The second bid received was from Kamco, Inc. in the amount of \$148,440.01. The third bid received was from Dakota Fence/3D Specialties in the amount of \$142,037.88. The fourth bid received was from Vogel Traffic Services Inc. in the amount of \$126,852.55. And the final bid received was from Sir Lines-A-Lot, LLC in the amount of \$109,606.19.

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the low bid from Sir Lines-A-Lot LLC in the amount of \$109,606.19 contingent upon no errors in the bids for CP 014-300-002.

Public Hearing to consider amendments to the Clay County Code Chapter 6-1 Subsurface Sewage Treatment Systems (SSTS)

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to open the public hearing at 9:24 a.m.

Mr. Sloan discussed after reviewing the County Code, Clay County staff recommend that two sentences of Paragraphs 4 & 5, Subsection E, Section 6-1-7 of the Subsurface Sewage Systems (SSTS) be removed. This is recommended because the requirements are not necessary for holding tank management. The two sentences that would be removed are as follows.

The holding tank shall be regularly pumped, no less frequently than once a year or other regular schedule approved by the Department based on water use.

The maintainer shall certify each date the tank is pumped, the volume of the liquid waste removed, the treatment facility to or site on which the waste was discharged, and report this information to the Department.

Environmental Health Director Kent Severson stated the first sentence didn't seem like necessary verbiage. The second sentence is a requirement on the pumping for the information to be regularly tabulated and sent to the Environment Health Department. This currently isn't being practiced, and if it was, there's potential to not have the capacity to keep up with this data, or know what to do with the data after it was received.

Environmental Health Technician Olivia Ohm stated Environmental Health doesn't need a schedule on when homeowners pump their tanks. That would be between the homeowner and the company they choose to provide that service.

Commissioner Krabbenhoft asked if tanks need to be pumped for inspections. Mr. Severson stated that it is part of the inspection, and we've asked that information about the inspection to be provided to the Environmental Health office, once the inspection is completed by the contracted company.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to close the public hearing at 9:28 a.m.

Commissioner Mongeau asked if the Board Chair was involved in the conversation of this ordinance being brought forward. Commissioner Campbell indicated that he was involved.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to adopt ordinance 2025-06 for amendments to the Clay County Code Chapter 6-1 Subsurface Sewage Treatment Systems (SSTS).

BREAK

The Board took a break from 9:30 a.m. to 9:40 a.m.

Birthright FM Presentation

Birthright FM is a registered 501(c)(3) non-profit organization that provides essential support to women and families during pregnancy and early childhood. Their services include assistance in securing prenatal care, financial and legal guidance, and access to free maternity and baby supplies. In addition, Birthright FM offers critical resources to families with children from birth to age two, including infant formula, diapers, and wipes. Due to rising operational costs and increased demand for services, Birthright FM is facing significant financial challenges. These challenges are impacting the organization's ability to meet the growing needs of the community effectively.

Birthright FM Executive Director and Volunteer Coordinator Nichole Sanders discussed Birthright FM's history, philosophy, demographics, population that is served to date for 2025, numbers served from 2022 to 2024, list of expenses, and additional expenses. Ms. Sanders stated Birthright FM is seeking financial assistance in the amount of \$5,000.00 to help keep the doors

open.

Public Health Family Health Supervisor Elizabeth Bjur discussed how Public Health is one of the referring partners to Birthright FM because of the families that are served in the community. Birthright FM is a very important resource for families when they are in need for essentials and additional supports. Ms. Bjur stated Family Health refers roughly 3 to 5 families a week to this agency. The Women Infant and Children (WIC) office also refers families to this agency.

Commissioner Campbell stated this is the first time this agency is requesting funding, and suggested that the request go through the Public Health budget, similar to other external agencies.

Commissioner Baer asked for more information on dropping off donations. Ms. Sanders stated donations can be mailed or dropped off to the Birthright FM office located at the Family Service Center 715 11th Street North Suite 103c. The Birthright FM office is open from 11:00 a.m. to 4:00 p.m. on Tuesdays and 11:00 a.m. to 4:30 p.m. on Thursdays.

Discussion ensued regarding funding sources, immediate needs to remain open, and Birthright FM serving the region versus just Clay County.

Budget Presentation - Technology Services

Technology Services Director Rory Schmitz presented the Technology Services budget for 2026 and discussed other professional services, new requests, training, equipment repair and maintenance, data processing supplies, computer software,

Discussion ensued regarding the Cybersecurity position, third party vendors, and recycling and donating old laptops.

Request Approval of Resolution 2025-17 for Continuation of the Performance Measurement Program

Assistant County Administrator Darren Brook requested approval of Resolution 2025-17 for the continuation of the Performance Measurement Program. Data was collected for 2024 from January 1, 2024, to December 31, 2024, and the report will be sent to the State Auditor by July 1, 2025. Data will be collected from January 1, 2025, to December 31, 2025, and reported to the State by July 1, 2026. \$9,276 was received in December 2024 for 2023 participation.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved Resolution 2025-17 to participate in the State Performance Measurement Program for 2025.

COUNTY BOARD OF COMMISSIONERS
Clay County, Minnesota 56560
Date July 1, 2025, Resolution No. 2025-17

WHEREAS, Benefits to Clay County for participation in the Minnesota Council on Local Results and Innovation's comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for reimbursement as set by State statute; and

WHEREAS, Any county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The Clay County Board has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW THEREFORE LET IT BE RESOLVED THAT, Clay County will continue to report the results of the performance measures to its citizenry by the end of the year through the county's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED, Clay County will submit to the Office of the State Auditor the actual results of the performance measures adopted by the county.

Committee Reports/County Administrator Update/Discussions

- Commissioner Mongeau reported on meetings for Planning Commission; Prairie Lakes Municipal Solid Waste; CAPLP; Silver Linings Grand Opening; and MCCJPA.
- Commissioner Baer reported on meetings for West Central Regional Water District; and met with members of the WCRWD and City of Glyndon to discuss water usage.
- Commissioner Ebinger reported on meetings for Employee Appreciation Picnic; RRRDC Board of Authority; Greater FM EDC; Silver Linings Grand Opening; and FM Diversion Authority.
- Commissioner Krabbenhoft reported on meetings for CAPLP.
- Commissioner Campbell reported on meetings for RRRDC Board of Authority; Prairie Lakes Municipal Solid Waste; FM Diversion Authority; WCRWD; and MCCJPA.
- County Administrator Stephen Larson reported on meetings for Employee Appreciation Picnic; met with Darren Brooke and Anna Moore regarding health insurance; met with Kathy McKay regarding Medicare updates; met with Darren Brooke and Josh Heggem regarding union negotiations; met with Quinn Jaeger regarding federal legislation impacting programs; met with Dan Mahli regarding the RRC; met with Sherrif Empting on series of issues; WCRWD; Pre-Budget meetings for Assessor's Office and Facilities; MCCJPA; and the County will be closed July 4, 2025 in observance of Independence Day.
- Assistant County Administrator Darren Brooke reported on meetings for County Board of Appeal and Equalization; Loudermill Hearing; Pre-Budget meetings GIS & Communications, Planning & Zoning, Technology Services, HR, & Recorder's Office; Employee Appreciation Picnic; Board of Adjustment; Planning Commission; Union Negotiations with Deputies and LEC; Performance Measurement Program; Union costing sheets; Pre-budget meeting with the Assessor's Office and Facilities; met with Anna Moore; discussed 1st negotiations; and effective today, July 1, 2025 the contribution rates for the PERA Correctional Fund will increase. Employee contribution rate increased to 6.83% and the Employer contribution increased to 10.25%.

Commissioner Mongeau discussed the Resource Recover Center contract with the City of Moorhead and stated at the Solid Waste Advisory Committee meeting there was a Greater Clay

County representative in attendance who talked about the importance of having a timely response from the parties involved in regard to how the County will move forward. There are enormous financial consequences to some of the decisions that could happen, and whatever the City of Moorhead decides, could really affect Clay County's bottom line. It's a disservice to all Clay County residents to not know what's going on, as it can have a substantial financial impact.

Adjourn

The meeting was adjourned at 11:01

Kevin Campbel, Chair
County Board of Commissioners

Stephen Larson, County Administrator