

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, JULY 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 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 Krabbenhoft, 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 Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the bills and vouchers totaling \$1,615,502 from 136 vendors. There were 91 warrants issued under \$2,000 (\$42,473) and the following 45 were over \$2,000.

Diamond Surface Inc.	\$ 586,890	Butler Machinery Co	\$ 5,479
Internal Revenue Serv	\$ 279,329	Ten 11 Auto LLC	\$ 4,000
Redstone Construction LLC	\$ 171,054	City of Pelican Rapids	\$ 3,931
Turner Sand & Gravel Inc.	\$ 94,496	Wegner Psychological & Therapeutic Svc	\$ 3,750
Advanced Correctional Healthcare, Inc.	\$ 66,341	Rob Bentz Lock & Key, LLC	\$ 3,715
Mn Dept Of Revenue	\$ 37,569	Connect Interiors LLC	\$ 3,541
VEBA Select Account	\$ 32,215	A Peace of My Mind, Inc.	\$ 3,500
Prairie Lakes Municipal Solid Waste Auth	\$ 28,005	Johnson Hydraulic Service Inc.	\$ 3,214
Clay Co Public Health	\$ 25,463	Madison National Life	\$ 3,137
Otter Tail Public Health	\$ 23,977	Johnson's Auto Repair LLC	\$ 2,959
Lakeland Mental Health Center, Inc.	\$ 21,365	Disposal Services Inc	\$ 2,880
Wallwork Truck Center	\$ 17,916	JT Lawn Service	\$ 2,657
WEX Bank - Sheriff	\$ 15,807	Les Schwab Tires	\$ 2,577
NACO	\$ 14,773	Johnson Controls, Inc.	\$ 2,471
Becker County Public Health	\$ 14,657	Mark/Dawn	\$ 2,447
TrueNorth Steel	\$ 13,603	Fidelity Security Life	\$ 2,334
Creating Community Consulting	\$ 12,500	State of MN Health Care Savings Plan	\$ 2,322
Enterprise FM Trust	\$ 11,312	Amazon Capital Services	\$ 2,069
Code 4 Services, Inc	\$ 10,640	Wilkin Co Public Health	\$ 2,065
NEMO-Q, Inc.	\$ 9,016	Streicher's	\$ 2,061
Town & Country Oil Inc.	\$ 8,686	Fevig Oil Co	\$ 2,053
RDO Equipment Co.	\$ 6,499	MN Department of Transportation	\$ 2,037
Powerplan	\$ 5,698		

Approval of Minutes from June 24, 2025

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from June 24, 2025.

Request Approval of the Memorandum of Understanding with Ulen-Hitterdal School District for the School Resource Officer (SRO) Program

Sheriff Mark Empting requested approval of the 3-year Memorandum of Understanding (MOU) with Ulen-Hitterdal School District for the School Resource Officer (SRO) program and stated this agreement is to continue to provide a Deputy to the Ulen-Hitterdal School District for the School Resource Officer (SRO) Program. The Deputy will foster an efficient and cohesive SRO program that will continue to build positive relationships between the Deputy and the youth of our community, with the goal of reducing crime committed by juveniles and young adults, as well as providing a safe climate and environment for students and staff.

Discussion ensued regarding hours, billing, days of service, and the negotiation of the contracted price.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the MOU with the Ulen-Hitterdal School District for the School Resource Officer (SRO) Program.

Request Approval to Hire a FT Deputy Auditor - Motor Vehicle

County Auditor-Treasurer Lori Johnson requested approval to hire a full-time Deputy Auditor for the Department of Motor Vehicle with backfill if necessary.

Discussion ensued regarding cost savings.

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to hire a full-time Deputy Auditor for the Department of Motor Vehicle with backfill.

Request Approval to Replace a Social Worker Position in Child Protection Services Due to a Resignation.

Social Services Director Quinn Jaeger requested approval to replace a Social Worker position in Child Protection Services due to a resignation and stated this position is responsible for case management services that ensure child safety, legal compliance, and support for families navigating the child protection system. This role supports mandated timelines, court-related activities, documentation requirements and coordination with community partners.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to replace a Social Worker position in the Child Protection Division, with backfill if there is internal interest.

Request Approval of the Joint Powers Agreement with the Bureau of Criminal Apprehension (BCA) for Federal Background Checks

Mr. Jaeger requested approval of the Joint Powers Agreement with the Bureau of Criminal Apprehension (BCA) for federal background checks to obtain access to federal fingerprint-based criminal background check results. This transition is necessary because the Clay County

Sheriff's Office is no longer able to process these background checks on behalf of Social Services. In response, Social Services has successfully undergone the required CJIS (Criminal Justice Information Services) security audit process to assume this responsibility directly. All necessary procedures and policies have been developed and approved to meet FBI and BCA compliance standards. The final step in implementing this change is approval and execution of the formal Joint Powers Agreement. This agreement allows Social Services to submit fingerprints to the BCA, receive federal background check information for authorized purposes, and remain in compliance with Minnesota Statutes § 299C.62 and Public Law 92-544.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Baer, and unanimously carried, the Board approved to authorize the execution of the Joint Powers Agreement with the Bureau of Criminal Apprehension for federal fingerprint-based background checks by Clay County Social Services.

Request Approval of Expenses for the Land Records Departments

County Recorder Kimberly Savageau stated the Recorder's Office was 100% compliant in 2024 and requested approval of expenses for the Land Records Departments in 2026, which includes \$15,000 for Tax System Maintenance, \$40,000 for the Remonumentation Program, \$33,000 for Information Services, \$17,000 for the Assessor Software Maintenance, resulting in a total of \$105,000. This is consistent with what has been done in past years.

Commissioner Baer asked why a motion is needed when it's part of the budget. Commissioner Campbell stated that it's required. Ms. Savageau stated per state statute in order for these funds to be spent, the compliance funds need to be approved by the Board with a separate motion. Commissioner Baer asked if this money comes from the state. Ms. Savageau stated it does not. Every single document that comes in for recording has a recording fee. A portion of that recording fee goes into this compliance fund, and as long as the County maintains compliance with statute, then these expenses can be used for the land record departments within the County.

Discussion ensued regarding the funds, remaining compliant, and the fund balance.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the expenses for the Land Records Departments for 2026 in the amount of \$105,000.00

Request Approval to Set Fees for Judicial Security Legislation

Ms. Savageau requested approval to set fees for Judicial Security Legislation that was passed this year. The fee would be in the amount of \$75.00 for each real property notice, consent to access, request to access and consent to terminate received under Minnesota Statute 480.50.

Ms. Savageau stated this legislation is an address protection program built specifically for the judiciary. A judicial official will submit a Judicial Real Property Notice to the County and will list information at the county to be protected. The fees requested are for processing the different forms that will be presented to the county. This covers every Minnesota District Court Judge, Senior Judge, retired judge, and every judge of the Minnesota Court of Appeals and every active, senior, recalled, or retired judge who resides in Minnesota. This will apply retroactively to all online and digital real property records.

Commissioner Campbell asked who pays the fee. Ms. Savageau stated the fee is paid by the person who is presenting the notice.

Commissioner Baer asked if the \$75.00 fee will cover the time spent on this. Ms. Savageau stated no, it will not. The original fee proposed by legislation was \$40.00 and thankfully it was raised to \$75.00. There will be numerous hours spent on developing policies and procedures for this, and then the actual work when a notice is received. Commissioner Baer asked if it was \$75.00 for each item someone wants to redact. Ms. Savageau stated it's \$75.00 for each notice received. Therefore, one notice may ask to shield multiple documents from the record.

Discussion ensued regarding software, the impacts this will have on other County departments, and tracking the data.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the fee of \$75.00 for each real property notice, consent to access, request to access and consent to terminate received under Minnesota Statute 480.50.

Request Approval for Fee Increase for Online Real Estate Records

Ms. Savageau requested approval of a fee increase for online real estate records due to increased costs associated with maintaining online access for recorded real estate documents.

Current subscribers have a signed agreement to access these records. The current fee to print for those subscribers is \$0.35 per page. The proposed increase would bring the print cost to \$0.40 per page. Currently, no revenue is being captured from the printing of search results, but with this change, printing search results would now have this associated fee. The overage minutes charges are currently on a sliding scale based on the level of subscription. It's proposed to change that fee to a flat fee of \$0.20 per minute, for all plans.

Commissioner Krabbenhoft asked if this includes updating abstracts. Ms. Savageau stated yes, abstract companies do utilize these online records, and these fees will impact those users.

Commissioner Mongeau asked if any of these prints are in color. Ms. Savageau stated these prints would be done at the location of the individual who is subscribed, therefore the paper and toner costs would be at their expense. However, if an individual came to the Recorder's Office to print, that would be \$1.00 per page.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the fee increases for online real estate records including \$0.40 for print cost per page, and the flat fee of \$0.20 per minute for overage minutes for all levels of subscriptions.

Budget Presentation - Recorder's Office

Ms. Savageau presented the Recorder's Office budget for 2026 and discussed revenues including recording fees, online real estate records, recorders equipment fees, compliance fund, surge charges, interest revenue. Expenses include other professional services, and computer software.

Budget Presentation - Human Resources

Human Resources Director Anna Moore presented the Human Resources 2026 budget and

discussed salaries, health insurance, PERA, social security, the new request of telephone line, printing and publishing, subscriptions, membership dues, advertising, other professional services, training, conference/workshop registration, meals and travel expenses, and office supplies.

Budget Presentation - Highway Department

County Engineer Justin Sorum presented the Highway Department budget for 2026 and stated it's broken down into 4 sections: Highway Maintenance, Highway Construction, Highway Administration, and Highway Equipment Maintenance and Shop.

Mr. Sorum first discussed highway maintenance revenues including township maintenance revenue. Expenditures include salaries regular, salaries part-time, salaries overtime, training, uniforms, road materials, roadway maintenance, traffic supplies, weed and brush control, intergovernmental payments.

Mr. Sorum next discussed highway construction revenues including state grant, bridge bonding, municipal construction, regular construction, and federal grants. Expenditures include engineering consultant technical service, training, right-of-way costs, and new construction county funding.

Discussion ensued regarding right-of-way costs, appraisals, city wheelage tax projects.

Mr. Sorum next discussed highway administration revenues including overweight permits. Expenditures include other professional services, and small office equipment.

Lastly, Mr. Sorum discussed highway equipment maintenance and shop including salaries overtime, equipment repair & maintenance, fuel, and radio equipment.

This would result in a 6.66% levy increase.

BREAK

The Board took a break from 9:41 a.m. to 9:46 a.m.

Committee Reports/County Administrator Update/Discussions

- Commissioner Baer had no committees to report on.
- Commissioner Ebinger reported on meetings for Partnership4Health CHB; Lake Agassiz Regional Library Board; and FM Diversion Authority Special meeting.
- Commissioner Krabbenhoft reported on meetings for the Health Insurance subcommittee.
- Commissioner Mongeau reported on meetings for Highway Tracking; and discussed Clay County Fair – Government Day Friday July 11, 2025 from 12:00-4:00 p.m.
- Commissioner Campbell reported on meetings for Highway Tracking; Health Insurance subcommittee; and FM Diversion Authority Special meeting.
- County Administrator Stephen Larson reported on meetings for Highway Tracking; meetings with Anna Moore and Darren Brooke regarding Health Insurance RFP; met with Commissioner Ebinger regarding committee assignments; Health Insurance Subcommittee; worked on the upcoming Rural Cities meeting regarding dispatch; met with Sheriff Empting on a series of issues; there is a new opioid settlement and we'll know more information in the coming weeks, but there may be some documentation that may need to come before this board to opt in; and next week there will be a first look at

the 2026 budget.

Adjourn

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

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator