

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, JULY 22, 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, Chief Assistant County Attorney Katie Stock, 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 with the agenda addition: Recognition and Approval of the Proclamation for Maureen Kelly Jonason Day.

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 Baer, and unanimously carried, the Board approved the bills and vouchers totaling \$1,183,181 from 152 vendors. There were 104 warrants issued under \$2,000 (\$43,185) and the following 48 were over \$2,000.

Internal Revenue Serv	\$ 273,973	CivicPlus, LLC	\$ 12,281
Turner Sand & Gravel Inc.	\$ 106,080	Xcel Energy	\$ 11,859
Lake Agassiz Regional Library	\$ 83,145	Becker County Public Health	\$ 10,958
West Central Regional Juvenile Center	\$ 70,734	Innovative Office Solutions, LLC	\$ 7,269
Trinity Services Group, Inc.	\$ 65,769	Leighton Enterprises Inc.	\$ 7,020
Kiesler's Police Supply, Inc.	\$ 39,930	ANJAAM HOLDINGS, LLC	\$ 6,131
Mn Dept Of Revenue	\$ 36,518	Keller Diesel Service	\$ 5,440
VEBA Select Account	\$ 32,129	Berg Auto Body	\$ 5,398
Treas Of Felton City	\$ 26,157	Bob Barker (Sheriff)	\$ 5,284
Code 4 Services, Inc	\$ 25,970	LELS	\$ 5,254
Otter Tail Public Health	\$ 24,664	City of Hitterdal	\$ 5,224
Clay Co Public Health	\$ 22,770	Amherst H. Wilder Foundation	\$ 5,000
CB & Sons Electric, Inc.	\$ 22,485	SHI International Corp	\$ 4,778
Moorhead Public Service	\$ 21,842	Elan Financial Services	\$ 4,738
Lakeland Mental Health	\$ 20,284	Office of MNIT Services	\$ 4,306
Johnson Feed, Inc.	\$ 19,840	JT Lawn Service	\$ 4,200
Marco Technologies LLC	\$ 18,042	Corrections Products Company	\$ 4,065
Chiller Systems Inc	\$ 18,041	PowerDMS, Inc.	\$ 3,386
NetCenter Technologies	\$ 16,166	Rob Bentz Lock & Key, LLC	\$ 2,970
NACO	\$ 14,810	M-R Sign Company Inc	\$ 2,869
City Of Barnesville	\$ 14,295	Galls, LLC - 5287110	\$ 2,675
Lund Roofing	\$ 13,700	State of MN Health Care Savings Plan	\$ 2,295
Black Hills Window Cleaning, Inc.	\$ 12,542	Minnkota EnviroServices, Inc.	\$ 2,132
Turnkey Corrections	\$ 12,429	Med-Tech Resource Inc.	\$ 2,128

Approval of Minutes from July 8, 2025

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from July 8, 2025.

AGENDA ADDITION: Recognition and Approval of the Proclamation for Maureen Kelly Jonason Day

Commissioner Krabbenhoft requested approval of the proclamation for Maureen Kelly Jonason Day, July 21, 2025, and discussed Ms. Jonason's impact on the community through her work with the Historical & Cultural Society of Clay County.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board read and proclaimed July 21, 2025, as Maureen Kelly Jonason Day on the occasion of her retirement and in recognition of her service to the Historical & Cultural Society of Clay County and contributions to our community.

Request Approval to Fill Vacant Social Worker Position in the Adult and Behavioral Health Division

Social Services Director Quinn Jaeger requested approval to fill a vacant Social Worker position in the Adult & Behavioral Health Division, and stated after reviewing the service demands it's recommended to reclassify the vacant Civil Commitment position to a Rule 79 Targeted Case Manager role. This proposed change reflects a strategic shift in caseload duties, moving from court-ordered, non-billable civil commitment responsibilities to preventive, billable case management services under the Rule 79 case management framework. Social Services currently has 3 experienced staff managing civil commitment responsibilities. A Rule 79 case manager can help individuals earlier in their mental health journey, often avoiding higher-cost interventions such as a psychiatric hospitalization or residential treatment.

Mr. Jaeger stated that this request was made to the Personnel Issues Committee (PIC) and was given the support to move forward to the full Board.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to hire 1 full-time Social Worker for the Adult and Behavioral Health Division, with backfill should there be internal interest.

Request Approval to Lease a Department Vehicle Dedicated for Use by the Social Services Fraud Unit

Mr. Jaeger requested to lease a designated department vehicle to support the Fraud Prevention Investigations (FPI) Unit. This unit includes 2 investigators who conduct interviews, surveillance, and field investigations throughout the county and region, often on short notice. Historically, the unit has relied on the general county fleet vehicle checkout system or personal vehicles with mileage reimbursement. Increased demand across departments has made vehicle availability inconsistent, leading to delays and inefficiencies. To ensure timely and effective investigations, Social Services proposes leasing a vehicle through Enterprise Fleet Management, dedicated exclusively for FPI staff use. This operational change enhances the team's responsiveness and efficiency and may reduce some costs associated with mileage reimbursement. Given the sensitive nature of fraud investigations, it's also requested that this leased vehicle be unmarked. Marked vehicles can compromise the discretion necessary for field investigations, surveillance, and interviews.

Mr. Jaeger stated that this request was made to the Personnel Issues Committee (PIC) and was given the support to move forward to the full Board.

Discussion ensued regarding the process of checking out fleet vehicles, and data regarding prevention fraud savings.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved to lease an unmarked department vehicle dedicated for use by the Social Services Fraud Unit.

Budget Presentation - West Central Regional Juvenile Center

Juvenile Detention Director James O'Donnell presented the West Central Regional Juvenile Center (WCRJC) budget for 2026 for both the Secure and Non-Secure Units.

Mr. O'Donnell discussed revenues for the Secure Unit including board and care of juveniles – Clay County, board and care of juveniles – revenue, board and care of juveniles – nonmembers, miscellaneous reimbursement. Expenditures include salaries regular, salaries part-time, overtime, salaries other, other professional services, PERA, association dues & memberships, heating, training, health supplies, machinery & automotive equipment, and miscellaneous.

Discussion ensued regarding the new requests, the non-member revenue, and the overage of 5%.

Mr. O'Donnell discussed revenues for the Non-Secure Unit including board and care of juveniles – Clay County, board and care of juveniles – revenue, miscellaneous reimbursement, and JAG Federal grant. Expenditures include salaries regular, salaries part time, overtime, PERA, association dues & memberships, equipment repair & maintenance, miscellaneous.

Discussion ensued regarding the Non-Secure Unit being a Clay County facility, the percentage of beds are designated the for male and female programming and staffing for the new female program.

CLOSED SESSION - Contract Discussion: Katie Stock, Clay County Attorney's Office, Stephen Larson, Clay County Administrator

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to go into closed session at 9:11 a.m. for contract discussion.

On motion by Commissioner Baer, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to come out of closed session at 9:55 a.m.

Committee Reports/County Administrator Update/Discussions

- Commissioner Mongeau reported on meetings for Planning Commission; Metro COG Policy Board; Webinar with DHS and AMC regarding Federal changes to SNAP; Chamber Legislative Wrap-Up; Metro COG; and Solid Waste Subcommittee meeting.
- Commissioner Baer reported on meetings for Clay County EDC/EDA Quarterly Discussion; and Chamber Legislative Wrap-Up.
- Commissioner Ebinger reported on meetings for PIC; Clay County EDA/EDC Quarterly Discussion; Inaugural meeting of the Cass-Clay Interagency Council on Homelessness;

Regional Juvenile Detention Advisory Board; Chamber Legislative Wrap-Up; Lake Agassiz Regional Library Board; Clay County Restorative Practices Advisory Committee; and Clay County Substance Abuse Committee.

- Commissioner Krabbenhoft reported on meetings for Clay County EDA/EDC Quarterly Discussion; Adult Mental Health LAC; Moorhead City Planning Commission; Historical & Cultural Society; Intergovernmental Committee; Clay County HRA Liaison; West Central Initiative Economic Development; Chamber Legislative Wrap-Up; and the retirement party for Maureen Kelly Jonason with Historical & Cultural.
- Commissioner Campbell reported on meetings for PIC; Clay County EDA/EDC Quarterly Discussion; Intergovernmental Committee; Regional Juvenile Detention Advisory Board; and Solid Waste subcommittee meeting.
- County Administrator Stephen Larson reported on meetings for PIC; Clay County EDA/EDC Quarterly Discussion; pre-budget meeting for Extension; met with Brain Melton on a series of issues; met with White Earth Nation, City of Moorhead, and City of Dilworth regarding updates on the Casino project; Intergovernmental Committee; public outreach planning meeting with Public Health, and the City of Moorhead regarding Busch plant; MCCJPA prep meeting; pre-budget meeting for the Sheriff's Office; Chamber Legislative Wrap-Up; and next Tuesday, July 29, 2025, is the 5th Tuesday of the month, so there will not be a board meeting.
- Assistant County Administrator Darren Brooke reported on meetings for PIC, Clay County EDA/EDC Quarterly Discussion; pre-budget meeting for Extension; Planning Commission; Board of Adjustment; met with Anna Moore and Stephen Laron; MnCCC; first union negotiations for Correctional Sergeants and Highway; Chamber Legislative Wrap-Up; Union costing sheets; Department Head Evaluation; met with Matt Jacobson regarding cannabis business inquiry; and Solid Waste subcommittee meeting.

Adjourn

The meeting was adjourned at 10:14 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator