CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, AUGUST 5, 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 Mongeau, and unanimously carried, the Board approved the agenda.

Board Ratification of the Professional Services Agreement between Minnesota Counties Computer Cooperative and Strategic Technologies Incorporated for the Maintenance and Support of MCAPS

By consent, the Board approved the Board Ratification of the Professional Services Agreement between Minnesota Counties Computer Cooperative and Strategic Technologies Incorporated for the maintenance and support of MCAPS.

Notice of Intent to Sell Fargo-Moorhead Area Flood Diversion Project Land

By consent, the Board approved notifying the Metro Flood Diversion Authority (MFDA) that Clay County does not intend to purchase any excess lands listed in the advertised inventory, OIN 7004 & OIN 9347.

National Opioid Settlement Information - Purdue and Sackler Family Settlement

By consent, the Board approved the National Opioid Settlement Information - Purdue and Sackler Family Settlement.

Approval of Resolution 2025-18 to Designate an Identified Official with Authority to Authorize User Access to State of Minnesota Education Secure Websites

By consent, the Board approved Resolution 2025-18 to Designate an Identified Official with Authority to Authorize User Access to State of Minnesota Education Secure Websites.

Education Identity and Access Management Board Resolution 2025-18

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management

Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management.

Amend Purchase Price for Unit 108

By consent, the Board approved the amended purchase price of $43,771.83 for Unit 108 due to the trade value decreasing from $14,000 to $12,500.

Employee Recognitions

The following employees were recognized: Elizabeth Burns for 25 years with Social Services, and Melissa Hartness for 20 years with Public Health.

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 $2,510,541 from 191 vendors. There were 128 warrants issued under $2,000 ($55,676) and the following 63 were over $2,000.

Diamond Surface Inc.	$	488,386	MidStates Wireless, Inc.	$ 6,991
Blue Cross Blue Shield Minnesota	$	398,623	Verizon-386550144	$ 6,898
Internal Revenue Serv	$	277,846	TimeClock Plus, LLC	$ 6,811
Northern Improvement Co	$	228,933	MN Life	$ 6,654
Clay Co Public Health	$	169,870	Moorhead Public Service	$ 6,224
Otter Tail Public Health	$	88,192	WEX Bank	$ 5,998
Clay County Social Services	$	62,590	City of Pelican Rapids	$ 5,896
Becker County Public Health	$	55,036	Amazon Capital Services	$ 5,676
CB & Sons Electric, Inc.	$	51,135	Best Buy Business Advantage Account	$ 5,494
Lutheran Social Service Of Mn	$	50,793	Ramsey County Finance	$ 5,133
Code 4 Services, Inc	$	46,116	DGF Schools	$ 5,000
Turner Sand & Gravel Inc.	$	37,770	New Roots Midwest	$ 4,496

City Of Moorhead	$	37,604	North American Benefits Company	$ 4,455
Mn Dept Of Revenue	$	37,064	M-R Sign Company Inc	$ 4,058
VEBA Select Account	$	32,378	Deputy Registrar #15	$ 3,865
Prairie Lakes Municipal Solid Waste Auth	$	28,005	Disposal Services Inc	$ 3,840
Trinity Services Group, Inc.	$	26,949	Office of MNIT Services	$ 3,694
Bolton & Menk, Inc.	$	26,186	Mattson Excavating, Inc.	$ 3,587
Treas Of Barnesville City	$	22,786	Green View Inc.	$ 3,476
City Of Hawley	$	21,811	Mayo Clinic - Education & Research	$ 2,500
MN Department of Transportation	$	17,839	Nancy Hein-Kolo, PsyD, LP	$ 2,500
Historical & Cultural Society Of Clay Co	$	17,284	Thomson Reuters - West 590031	$ 2,487
Lakes & Prairies CAP, Inc.	$	15,436	State of MN Health Care Savings Plan	$ 2,391
WEX Bank - Sheriff	$	15,015	Johnson's Auto Repair LLC	$ 2,295
NACO	$	14,810	Fidelity Security Life	$ 2,291
Veolia North America	$	11,634	DHS-DCT-ARC-476	$ 2,242
Wilkin Co Public Health	$	11,268	Allied Fire Protection	$ 2,230
Town & Country Oil Inc.	$	10,743	Fidlar Technologies	$ 2,215
Department Of Corrections	$	9,000	Xcel Energy	$ 2,201
Stantec Consulting Services, Inc.	$	8,414	Les Schwab Tires	$ 2,134
Knowink	$	7,500	Dakota Fence, Inc.	$ 2,094
			Reliance Telephone	$ 2,000

Approval of Minutes from July 15 & 22, 2025

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from July 15 & 22, 2025.

Budget Presentation - Sheriff's Office

Sheriff Mark Empting, Chief Deputy Chris Martin, and Jail Administrator Kari Tuton presented the Sheriff's Office Budget for 2026. The Sheriff’s budget consists of Law Enforcement, Corrections, and Emergency Management.

Sheriff Empting presented the Law Enforcement budget and discussed the revenue increases and decreases including police relief aid, police training reimbursements, impound fees, miscellaneous revenue, transportation restitution, miscellaneous refunds, pistol permits, state grant-snowmobile, US Marshals task force grant. This results in a projected revenue increase of $38,869 over 2025. Discussion ensued regarding the US Marshals task force and impound fees.

Sheriff Empting further discussed the Law Enforcement expenditure increases for salaries and benefits including salaries regular, salaries overtime, health insurance, PERA, Social Security, and Medicare. Expenditure increases and decreases include telephone, Association dues, gas, other professional services, training, FM Animal Hospital, impound lot, radio equipment, meals not related to overnight travel, travel & expenses, building insurance, unemployment comp, office supplies, Law Enforcement supplies, auto repair/maintenance, gas & oil, and equipment over $500. The projected expenditure increase for all non-salary lines is $25,500.

Sheriff Empting discussed U.S. Marshals Task Force, USPS Task Force, Medical Examiner, Red Reiver Regional Dispatch Center (RRRDC), and New World Maintenance for 2026.

Discussion ensued regarding dispatch, 911 fees, and health insurance.

Chief Deputy Martin presented the Correctional Facility budget and discussed the revenue increases and decreases including board and care, which is a projected revenue decrease of $35,000 from 2025. Expenditure increases and decreases for salaries and benefits include salaries regular, part time salaries, overtime salaries, health insurance, PERA, Social Security, and Medicare. Which results in a projected increase in salaries and benefits in the amount of $93,218 for 2026. Expenditure increases and decreases include telephone, printing & publishing, utilities/MPS, gas, other professional services, training, prisoner board (meals), prisoner care (medical), building repair, radio repair & maintenance, office supplies, small office equipment, audio repair/maintenance, gas & oil, equipment over $500. The projected expenditure increase for all non-salary lines is $88,260. This would be a 2.47% increase.

Sheriff Empting presented the Emergency Management budget and discussed revenue, and expenditure increases and decreases including the Emergency Management Performance Grant (EMPG). There are no new requests, and no increases except for salary and benefits.

PUBLIC HEARING: BIG IRON PROPERTIES LLC PETITION TO REZONE

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved to open the public hearing at 9:16 a.m. for Big Iron Properties LLC Petition to Rezone.

Planning & Zoning Director Matt Jacobson stated the applicant, Lowry Engineering, is looking to rezone this parcel from Agricultural General (AG) to Highway Commercial (HC). This property is approximately 40 acres, located on the east side of Highway 75, just south of Moorhead, MN. There is a small amount of Floodplain Fringe on the northeast corner of the property. There are no structures or wetlands on the property. Mr. Jacobson further discussed the property information, project proposal, site suitability, Highway Commercial uses, the public comments that were received, additional comments, Township action, and Findings of Fact.

Discussion ensued regarding the cul-de-sac, access to the site, snow removal, the Planning Commission’s action and recommendation, and Township concerns.

John Lowery with Lowery Engineering, discussed wanting to go about this process in a responsible way with the County, the goal for the rezoning, snow removal and the access point.

Commissioner Campbell asked if there would be individual wells or a community well, for a water resource. Mr. Jacobson stated it was his understanding that there would be individual wells, but a lot of the uses might not even have the need for a well.

Commissioner Mongeau stated some of the major concerns that were brought up involved additional truck traffic, which is more of a MnDOT issue. Therefore, residents were instructed to talk with MnDOT if they see overweight trucks on that road. Commissioner Campbell asked if MnDOT required any additional modifications to the Highway 75 roadway, due to the access point. Mr. Jacobson stated he did have a conversation with MnDOT, and they indicated that no additional modifications, or a traffic study, were necessary at this time.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to close the public hearing at 9:33 a.m.

On motion by Commissioner Baer, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the rezoning of subject property from Agricultural General to Highway Commercial contingent on approval of Big Iron Subdivision Final Plat.

PUBLIC HEARING: BIG IRON SUBDIVISION FINAL PLAT

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved to open the public hearing at 9:34 a.m. for the Big Iron Subdivision Final Plat.

Mr. Jacobson discussed the project proposal, site suitability, improvement plans, the public comments that were received, township action, and the development agreement. Discussion ensued regarding the development agreement, and restrictive covenants.

Mr. Lowery discussed understanding the concerns, restrictions, the need and demand for this, and developing in a responsible manner. Discussion ensued regarding conditions including stormwater, lighting, hours of operation, outdoor storage, and a development agreement.

On motion by Commissioner Baer seconded by Commissioner Ebinger, and unanimously carried, the Board approved to close the public hearing at 9:52 a.m.

On motion by Commissioner Baer, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the Big Iron Subdivision final plat.

Request Approval to Accept FEMA Hazard Mitigation Grant and Apply for MN DNR Flood Hazard Mitigation Grant

Mr. Jacobson requested approval to accept the FEMA Hazard Mitigation Grant and to apply for MN DNR Flood Hazard Mitigation Grant and stated the Dubuque property, specifically the septic system and house, are at risk from a rotational landslide. A portion of the septic system is already exposed. The FEMA and State flood hazard mitigation funds would eliminate the risk by removing the structure and septic, decommissioning the well, and restoring the property to a natural state. The estimated total project cost is $498,500. FEMA has awarded $373,875, which represents 75% of the total cost. The remaining 25% local match is the responsibility of the landowners, unless supplemental funding is secured.

Mr. Jacobson stated that he did bring this forward to the County Owned Land Committee because if this acquisition moves forward, the property would become a County owned property with deed restrictions. One of the things that this committee recommended doing was to seek additional funding for this project. The Minnesota Department of Natural Resources has available funding through the Flood Hazard Mitigation Grant Program, which could cover 50% of the required local match. If awarded, the landowners' share would be reduced accordingly.

Commissioner Campbell asked if the state would act on this application in a quick manner. Mr. Jacobson stated they would have a decision on the grant by late fall. Mr. Jacobson also noted you would have essentially 4 years to close out the project for the FEMA grant. Discussion ensued regarding ongoing maintenance of the lot, and the ongoing property maintenance cost potentially being funded by Riparian Aid, and FEMA & state deed restrictions.

Property owner Chad Dubuque stated he and his wife did split their property, which is 2 plated lots, so they could sell the unoccupied lot to the adjacent neighbor to help to alleviate the counties responsibility. And they do understand that they are responsible for the 25% of the house, closing costs, demolition costs, etc. Mr. Jacobson made note that the Dubuque's original lot was 2 lots in the subdivision, and they did split those lots, so the lot that the county would be taking on would be much smaller and the other half would go on to the tax rolls again. Commissioner Campbell asked if the FEMA grant was for both lots. Mr. Jacobson stated it's for just one.

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the acceptance of the FEMA Hazard Mitigation Grant award in the amount of $373,875.

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to authorize Clay County Planning & Zoning to apply for the Minnesota Flood Hazard Mitigation Grant.

Property owner Shawna Dubuque thanked the Board for approving the requests, and thanked the Planning & Zoning department, and other entities, for all their hard work on this.

BREAK

The Board took a break from 10:09 to 10:18 a.m.

Request Approval to Hire a Full-Time Deputy Auditor - Motor Vehicle

County Auditor Lori Johnson requested approval to Hire a Full-Time Deputy Auditor - Motor Vehicle and indicated no backfill was needed for this request.

Commissioner Baer asked for information regarding what this position does. Ms. Johnson stated this would be someone you see when you walk into the Department of Motor Vehicle (DMV), and they would help customers with business such as tabs, drivers licenses, etc.

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

A Place for Hope - 2024 Annual Report Presentation

Social Services Quinn Jaeger stated under Minn. Stat. § 245.466 counties are required to develop and provide a range of services and activities to meet the mental health needs of adults with serious mental illness, which may include community support programs and adult mental health drop-in centers. A Place for Hope (AP4H) is a part of the core services the County provides that ensures access to peer support, social connection and reduced isolation, which are key risk factors for psychiatric hospitalization. AP4H offers a low-cost, high impact preventative service that reduces the need for more expensive interventions like crisis stabilization or inpatient hospitalization and fulfills service areas that Social Services does not have internal capacity to provide directly, such as daily social programming and volunteer engagement. AP4H serves Clay County residents and receives funding from both the county and the BCOW Adult Mental Health Initiative. These collaborative efforts are encouraged by the state to improve service coordination and regional efficiencies.

A Place for Hope Executive Director, Darrell Vasvick, provided the Board with the 2024 annual report and discussed AP4H history, mission, purpose, AP4H Guiding Principles and Goals, membership requirements, programs such as recovery & wellness, and the food shelf, leadership including the Board of Directors and staff, and the financial report including income and expenses. Discussion ensued regarding the Great Plains Food Bank, options to separate the mental health side from the food shelf, and donations.

The Board thanked Mr. Vasvick for the report and for his efforts and all that he does for the facility.

Budget Presentation - Extension

Extension Regional Director, Cecilia Amadou, presented the Extension budget for 2026 discussing the Memorandum of Agreement (MOA), operating costs, salaries regular, salaries per diem, telephone, postage, photocopying, printing/publishing, rent, small office equipment, miscellaneous, and the anonymous donation.

Commissioner Mongeau clarified that these funds are for the Clay County office of Extension.

Discussion ensued regarding printing and publishing funds, per diem, federal changes to SNAP and how that will affect the SNAP Educator position, the MOA, and the anonymous donation.

Request Approval to Purchase Two (2) 30-Yard Dumpsters for Solid Waste and Facilities

Solid Waste Manager Corey Bang requested approval to purchase two (2) 30-yard dumpsters and stated in the past, Solid Waste and Facilities have worked together to reduce the need for renting dumpsters. However, this has created a shortage of dumpsters that are needed, due to the growing need by the Facilities Department, along with the increased volume of demo material being delivered to the Resource Recovery Center (RRC). The increased volume of demo materials is a result of the new delivery rules at the demo site, which has created the same issues at the Landfill. Now, as a result of this shortage, an employee needs to run full dumpsters for disposal rather than focusing on their daily tasks. Purchasing these 2 dumpsters will allow Solid Waste to plan the hauling and disposal when it is cost-effective and convenient.
The Facilities Department has agreed to pay for half of one (1) dumpster that could be dedicated for their use, allowing the spare to be readily available for normal use.

Two bids were received, the first was from Sanitation Products Inc. in the amount of $18,054.40 and the other was from Olympic Sales Inc. in the amount of $17,400.00.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the purchase of 2 dumpsters from Olympic Sales Inc. in the amount of $17,400.00

Request Approval of Amendment to Bridge Bonding Grant Agreement No. 1052499

County Engineer Justin Sorum requested approval of the Amendment to the Bridge Bonding Grant Agreement No. 1052499, which was for the removal of the North Broadway Bridge.
When the County first did the North Broadway Bridge study and determined that it needed to be removed, bridge bonding was received. The County was able to be reimbursed an additional $78,035.00 for engineering expenses, which covers Clay County's portion of the Study that was performed by Houston Engineering.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the Amendment to the MNDOT Contract #1052499.

Budget Presentation - Attorney's Office
County Attorney, Brian Melton, presented the Attorney's Office Budget for 2026.

Mr. Melton discussed the County Attorney revenues including state grants, refunds–miscellaneous. Expenditures include salaries regular, health insurance, social security, Medicare, printing & publishing, Association dues & memberships, other professional services - process service, meals not related to overnight travel, computer software, drug court.

Mr. Melton briefly discussed Victim Services and the Law Library.

Committee Reports/County Administrator Update/Discussions
Commissioner Campbell mentioned how our community recently lost former County Commissioner Alan Melby and extended his condolences to the Melby family.

- Commissioner Baer reported on meetings for West Central Regional Water District.
- Commissioner Ebinger reported on meetings for FM Diversion Finance Committee; Criminal Justice Advisory Board; and FM Diversion Authority.
- Commissioner Krabbenhoft reported on meetings for Health Insurance, and Health Insurance Sub-committee.
- Commissioner Mongeau reported on meetings for Metro COG Policy Board; FM Diversion Land Management; Solid Waste Advisory Committee; Resource Recovery Center Contract Negotiation with the City of Moorhead; MCCJPA; CAPLP; Lakeland Mental Health Center; met with Stephen Larson and City of Barnesville regarding dispatch; FMWF Chamber Public Policy meeting; and Metro COG Policy Board.
- Commissioner Campbell reported on meetings for Health Insurance; Prairie Lakes Municipal Solid Waste; FM Diversion Land Management; Solid Waste Advisory Committee; Resource Recovery Center Contract Negotiation with the City of Moorhead; MCCJPA; FM Diversion Authority; West Central Regional Water District; and Health Insurance Sub-Committee.
- County Administrator Stephen Larson reported on meetings for Health Insurance; Department Head evaluation prep; MACA Summer Technical Day; West Central Regional Water District; Department Head evaluation; Public Health pre-budget meeting; met with Brian Melton series of county issues; met with Commissioner Mongeau and the City of Barnesville regarding dispatch; met with the City of Moorhead and City of Dilworth regarding White Earth Nation; Administrators meeting with Dan Mahli and Robert Wilson; FMWF Chamber Public Policy meeting; met with Justin Sorum, Peyton Mastera and Don Lorsung regarding economic growth plans for Dilworth; Department Head evaluation prep; Dan Mahli regarding City/County issues; Insurance RFP discussion with Anna Moore and Darren Brooke; pre-budget meeting with Probation; Insurance Sub-Committee; Note, on Monday September 8, 2025, the City of Moorhead will be having a Public Hearing on the Border City Enterprise Zone program; Note, Clay County is hosting the annual LEC Burger Cook Off today.
- Assistant County Administrator Darren Brooke reported on meetings for Health Insurance; Judicial Security Workgroup; Social Workers 1st Union negotiations; Detox 1st negotiations; SWAC; Resource Recovery Center Contract Negotiation with the City of Moorhead; union costing sheets; submission of information to the Bureau of Mediation Services for the potential of a new bargaining unit; submitted 21 20 day report to the bargaining units; PERA Audit Report; met with Matt Jacobson regarding the state grant that was covered today; met with Steve Larson and Anna Moore on personnel issues and benefit options;

pre-budget meeting with Public Health; union costing proposals; Lieutenant 1st negotiations; and Health Insurance Sub-Committee.

Adjourn

The meeting was adjourned at 11:38 a.m.

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Kevin Campbell, Chair
County Board of Commissioners

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Stephen Larson, County Administrator