

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, SEPTEMBER 9, 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 Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the agenda with the agenda addition: Closed Session for Board Discussion Re: per Minn Stat. 13d.05, Subd. 3(b) Attorney/Client Privilege.

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 Mongeau, and unanimously carried, the Board approved the bills and vouchers totaling \$671,632 from 126 vendors. There were 94 warrants issued under \$2,000 (\$36,901) and the following 32 were over \$2,000.

Redstone Construction LLC	\$ 165,340	General Equipment & Supplies Inc.	\$ 4,115
Tecta America Dakotas LLC	\$ 155,544	Keller Diesel Service	\$ 3,954
Advanced Correctional Healthcare, Inc.	\$ 66,341	Powerplan	\$ 3,591
Turner Sand & Gravel Inc.	\$ 60,304	River Valley Forensic Services, PA	\$ 3,550
Bolton & Menk, Inc.	\$ 20,679	Fuchs Sanitation Inc	\$ 3,339
Cellebrite, Inc.	\$ 20,587	All Season's Lawncare	\$ 3,000
SHI International Corp	\$ 20,138	Butler Machinery Co	\$ 2,997
Pro West & Associates Inc	\$ 18,300	Wir3d Electric Inc.	\$ 2,896
Treas Of Hitterdal City	\$ 12,429	Department of Human Services	\$ 2,825
JT Lawn Service	\$ 8,876	Northern Improvement Co	\$ 2,816
Town & Country Oil Inc.	\$ 8,443	Cotality	\$ 2,724
Code 4 Services, Inc	\$ 7,101	Amazon Capital Services	\$ 2,508
Swanston Equip Corp	\$ 6,772	Bert's Truck Equip of Moorhead, Inc.	\$ 2,500
MN Life	\$ 6,745	Marco Technologies LLC	\$ 2,340
Controlled Force, Inc.	\$ 4,950	Office of MNIT Services	\$ 2,169
Verizon 386550144-00004	\$ 4,809	Advanced Business Methods	\$ 2,037

Approval of Minutes from August 26, 2025

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from August 26, 2025.

Clay County Extension: New Employee Introduction

Extension Regional Director Cecilia Amadou introduced Amelia Landsverk, the new 4-H

Educator with the Clay County Extension Office.

Ms. Landsverk introduced herself and discussed her background. Ms. Landsverk received a Bachelor of Arts degree in Biology from Concordia College and is pursuing her Masters in Natural Resource Management. Ms. Landsverk previously worked at the NDSU Wellness Center doing Student Employment & Marketing, and most recently worked for Clay County Extension doing crop scouting.

In her three months as the 4-H Educator, Ms. Landsverk focused on the Clay County Fair and executing summer programming. Her upcoming work includes volunteer opportunities, afterschool programming, STEM programming, and the Clay County Green Team/Ambassador Program.

Commissioner Mongeau thanked Ms. Landsverk for coming before the Board and being part of the team.

Request Approval to Hire Engineering Technician/Senior Engineering Technician

County Engineer Justin Sorum requested approval to hire an Engineering Technician/Senior Engineering Technician due to a recent resignation. It's suggested to hire for this position right away.

Commissioner Campbell asked if there was someone internal who would be qualified to move up to the Senior Engineering Technician. Ms. Sorum stated no, and no backfill would be needed. The only difference between the Engineering Technician and Senior Engineering Technician is based on certifications you need from MnDOT and years of experience.

On motion by Commissioner Krabbenhoft, seconded by Baer and unanimously carried, the Board approved the hiring of an Engineering Technician/Senior Engineering Technician.

Request Approval to Release a Request for Proposal (RFP) for Disability Employment Services

Social Services Director Quinn Jaeger and Social Services Supervisor Hollie Wanner requested approval to release a Request for Proposal (RFP) from qualified providers for Disability Employment Services. The purpose of this RFP is to contract with an Employment Specialist to increase Competitive Integrated Employment (CIE) for individuals with disabilities. This position is funded through the MN DHS – Disability Services Division's Lead Agency Capacity Building Grant and will provide dedicated outreach, education, and system navigation support for individuals with disabilities, while building partnerships with businesses, transition programs, and employment service providers across Clay County.

The selected provider would be expected to:

- Provide individualized employment education to BIPOC HCBS Waiver recipients.
- Conduct employer outreach and training on disability-inclusive hiring.
- Collaborate with Social Services and local stakeholders to streamline the employment pathway.
- Facilitate local E1MN meetings and attend team meetings to increase employment service awareness.
- Submit monthly progress reports and participate in technical assistance meetings with

DHS and Social Services.

The proposed contract will run through June 30, 2026, with the potential to extend up to four years. This effort supports the County's broader goals of equity, community inclusion, and long-term workforce development for people with disabilities.

Commissioner Mongeau asked if the individual in this position would be responsible for any of the ongoing grant application pieces. Mr. Jaeger stated the grant application has been completed, approved, and awarded. Social Services is now trying to figure out the best way to utilize those funds.

Commissioner Mongeau discussed working with the business community and forming a model and asked if this would be state specific or if there is potential to work with businesses in North Dakota under this grant model. Ms. Wanner stated they could be working with ND businesses as well. Being a border community, a lot of individuals with disabilities do find employment in Fargo, ND.

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved the release of the Request for Proposal for Disability Employment Services.

Budget Item Review - Penetration Testing - Technology Services

Technology Services Director Rory Schmitz and Cybersecurity Analyst Jocelyn Sloan revisited the 2026 budget request of the penetration "pen" testing for the Technology Services Department. Mr. Schmitz stated the pen testing service involves contracting with an IT security company to find and exploit ways to breach our network. This can also be referred to as a simulated cyberattack. These services involve a team that takes 4–6 weeks to conduct the testing, findings, recommendations, and remediation steps. The benefit of this service is to determine what areas of our environment need improvement.

Mr. Schmitz stated two budgetary quotes were received, prior to the initial budget presentation this summer. One came in at \$40,000 annually over 5 years or \$51,300 for 1-year. The other came in at \$45,000 for 1-year.

Commissioner Krabbenhoft asked Mr. Schmitz what his thoughts are on this request. Mr. Schmitz stated he and Ms. Sloan have discussed it and it would be nice to have both. Currently, the County has a service that is contracted through the State of Minnesota's Threat Vulnerability Management IT Department. They conduct monthly scans to our external network and provide the County with the results. Mr. Schmitz stated he feels confident with the external network, but it would be more the internal network that would be the most beneficial to the environment.

Commissioner Bare asked what it would cost for just internal network testing. Mr. Schmitz stated the breakout was roughly \$30,000.

Commissioner Campbell asked if any other counties in Minnesota have gone with this service. Mr. Schmitz stated yes, there are quite a few.

Discussion ensued regarding quotes and contracts for the internal network, and the advantages

to the length of contracts.

BREAK

The Board took a break from 8:57 a.m. to 9:07 a.m.

Request Approval of Resolution 2025-19 to Repurchase Tax Forfeited Property

Karen Goodhart requested approval of Resolution 2025-19 to repurchase a tax forfeited property.

Deputy Auditor Jacque Dudgeon stated Ms. Goodhart owned a property at 1312 Sunset Blvd Hawley, MN, but lost the property to the State of Minnesota for non-payment of taxes. Ms. Goodhart now wishes to repurchase the property. If approved the following shall be paid in full: Delinquent taxes in the amount of \$22,937.12, 2025 taxes (1/2) in the amount of \$ 2,713.52, 2025 taxes (1/2) in the amount of \$ 2,536.00, the State deed fee of \$ 25.00, the Deed tax in the amount of \$75.69, and the Recording fee of \$ 46.00. Resulting in a total of \$28,333.33. This total number is good through September 30, 2025.

Ms. Dudgeon discussed being in contact with Kay Sahlberg, the Assistant Vice President of Valley Premier Bank, and they have Ms. Goodhart pre-approved for a loan for this purchase.

Ms. Goodhart discussed wanting to repurchase the home in hopes of putting it back on the market, due to changes in her family structure.

Commissioner Campbell asked if Ms. Goodhart is aware of the total amount due, and that the number is good through September 20, 2025. Ms. Goodhart confirmed that she is aware. Ms. Dudgeon stated she had a conversation with Ms. Sahlberg from Valley Premier Bank and Ms. Goodhart is approved but wanted to include the 4 different contingencies within the memo to ensure that Ms. Goodhart follows through with the necessary steps. Commissioner Campbell asked what would happen if there is a delay and things aren't processed and finalized by September 30, 2025. Ms. Dudgeon stated if there is a delay, and it went into October, the amounts would vary by a small amount, but Ms. Sahlberg is confident everything will be finalized by the end of September.

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved Resolution 2025-19 to repurchase the tax forfeited property at 1312 Sunset Blvd Hawley, MN. PIN 56.780.0240 upon approval of all contingencies.

RESOLUTION 2025-19

WHEREAS, a request was submitted to the Clay County Board of Commissioners by Karen Goodhart, hereinafter referred to as the "Repurchaser" to repurchase the following described real property:

Parcel No. 56.780.0240 (1312 Sunset Blvd Hawley, MN, County of Clay, State of Minnesota)

WHEREAS, the Repurchaser is obligated by statute, rule, or other agreement to pay real estate taxes relevant to the above-referenced property; and

WHEREAS, the Repurchaser satisfies the statutory criteria for being an eligible repurchaser;

and

WHEREAS, the Board finds that the repurchase would cure an undue hardship or injustice resulting from the forfeiture and will permit the use of the lands that will best serve the public interests; and

WHEREAS, the value of retaining the property in public ownership is outweighed by the benefits of returning the property to private ownership; and

WHEREAS, if it is appropriate to place certain conditions on the repurchase, those conditions are fully outlined below.

NOW, THEREFORE, BE IT RESOLVED, that the Repurchaser be allowed to repurchase the Property for an amount equal to the statutory formula for repurchase to be calculated by the Clay County Auditor's Office.

Committee Reports/County Administrator Update/Discussions

- Commissioner Ebinger reported on meetings for met with Dale Arnold, Stephen Larson, Lori Johnson and MN DOC Deputy Commissioner Carter Diers regarding Probation; and phone interview survey regarding Board activities for the Greater FM EDC.
- Commissioner Krabbenhoft reported on meetings for Clay County Collaborative; Clay County Intergovernmental Committee; Moorhead Economic Development DEED Day; and Buffalo Red River Watershed District.
- Commissioner Mongeau reported on meetings for Highway Tracking; pre-meeting for RRC mediation; Red River Basin Commission; RRC Mediation; and Metro COG Executive Committee.
- Commissioner Baer reported on meetings for Moorhead Economic Development DEED Day.
- Commissioner Campbell reported on meetings for Highway Tracking; pre-meeting for RRC mediation; and RRC Mediation.
- County Administrator Stephen Larson reported on meetings for Highway Tracking; pre-meeting for RRC mediation; met with Darren Brooke and Josh Heggem regarding Union Negotiations; RRC Mediation; met with Matt Jacobson regarding a series of issues in Planning & Zoning; met with Dan Mahli on issues between the County and the City; met with Kent Severson regarding environmental services programming; met with Dale Arnold, Commissioner Ebinger, Lori Johnson and MN DOC Deputy Commissioner Carter Diers regarding Probation; Union Negotiations; met with Brian Melton; MACA committee asked AMC to provide direction regarding legislation coming down from both the state and federal level, this will be forwarded to the Board later today; lastly of note, we'll be at the AMC Fall Policy Conference from Wednesday September 10th to Friday September 12th.
- Assistant County Administrator Darren Brooke reported on meetings for Clay County HRA Work Group Session; met with Josh Heggem regarding Union Negotiations; Attorneys 1st Negotiations; Correctional Officers 2nd Negotiations; SWAC; Department Head Evaluation; PIC; Social Services 2nd Negotiations; Detox 2nd Negotiations; Correctional Sergeant's 2nd Negotiations; Highway 2nd Negotiations; and Deputies 2nd Negotiations.

**Closed Session for Board Discussion Re: per Minn Stat. 13d.05, Subd. 3(b)
Attorney/Client Privilege.**

On motion by Commissioner Baer, seconded by Commissioner Mongeau, and unanimously carried, the Board approved to go into closed session for Board Discussion Re: per Minn Stat. 13d.05, Subd. 3(b) Attorney/Client Privilege at 9:38 a.m.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the to come out of closed session at 10:50 a.m.

Adjourn

The meeting was adjourned at 10:51 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator