

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, OCTOBER 21, 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 (arrived at 8:34 a.m.), 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 Ebinger, and unanimously carried, the Board approved the agenda.

Approval of Mediation Agreement - Resource Recovery Facility

By consent, the Board approved the Mediation Agreement for the Resource Recovery Center.

Commissioner Campbell stated there was a slight error in the timeline for payment, and asked for that to be updated.

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 \$4,296,768 from 85 vendors. There were 52 warrants issued under \$2,000 (\$23,001) and the following 33 were over \$2,000.

Independent School Dist 152	\$ 2,830,851	Fevig Oil Co	\$ 5,728
Independent School Dist 2164	\$ 484,293	Encartele, Inc.	\$ 5,700
Independent School Dist 150	\$ 394,087	Independent School Dist Bc 2889	\$ 4,511
Independent School District 146	\$ 220,501	Elan Financial Services	\$ 3,746
Independent School Dist 914	\$ 64,367	Anne M. Carlson Law Office, PLLC	\$ 3,300
Clay Co Public Health	\$ 52,810	Independent School Dist Otc 548	\$ 3,135
Gille/Loretta	\$ 40,000	Nancy Hein-Kolo, P.C.	\$ 2,750
Otter Tail Public Health	\$ 22,765	City of Frazee	\$ 2,671
Lakeland Mental Health Center, Inc.	\$ 21,365	Lake Superior College	\$ 2,625
Moorhead Public Service	\$ 19,185	Detroit Lakes Community & Cultural Cente	\$ 2,503
Diamond Drugs Inc.	\$ 18,376	L & M Road Services LLC	\$ 2,476
Turnkey Corrections	\$ 14,971	Psychlogics	\$ 2,355
Xcel Energy	\$ 11,587	Lake Region Healthcare Corp	\$ 2,141
Allied Fire Protection	\$ 7,908	SRD Auto Repair LLC	\$ 2,097
Ramsey County Finance	\$ 7,385	Coborn's Inc	\$ 2,074

Ada-Borup-West ISD 2910	\$	6,833	Johnson's Auto Repair LLC	\$ 2,011
Solutions Behavioral Health PC	\$	6,652		

Approval of Minutes from October 7, 2025 and Work Group Session Minutes from September 9, 2025

On motion by Commissioner Mongeau, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the minutes from October 7, 2025, and the Work Group Session minutes from September 9, 2025.

Request Approval to Re-hire Two (2) Open Positions in the Non-Secure CLIPS Unit.

Juvenile Detention Director James O'Donnell requested approval to re-hire two open positions in the Non-Secure CLIPS Unit and stated these positions are essential to maintaining the safe and effective operation of program services. This was brought to the Personnel Issues Committee (PIC) and was recommended to the full Board for consideration.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to Re-Hire Two (2) Open Positions in the Non-Secure CLIPS Unit with backfill if necessary.

Request Approval of Resolution 2025-27 for Operation Green Light

Veteran Service Officer Curt Cannon requested approval of Resolution 2025-27 for Operation Green Light and stated this coming Veterans Day, the National Association of Counties (NACo) and the National Association of County Veteran Service Officers (NACVSO) invite the nation's 3,069 counties, parishes, and boroughs to join Operation Green Light and show support for veterans by lighting our buildings green from November 4 – 11, 2025. Shining a green light lets veterans know that they are seen, appreciated, and supported.

The Board read the resolution.

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved Resolution 2025-27 to support Operation Green Light for Veterans.

Resolution 2025-27
Operation Green Light for Veterans

WHEREAS, the residents of Clay County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Clay County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, Clay County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted;

NOW, THEREFORE, BE IT RESOLVED, with designation as a Green Light for Veterans County, Clay County hereby declares November 4-11, 2025, as a time to salute and honor the service and sacrifices of those transitioning from active service; and

BE IT FURTHER RESOLVED, that in observance of Operation Green Light, Clay County will illuminate the Clay County Court House with green lights; and

BE IT FURTHER RESOLVED, that Clay County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights at their place of business or residence from November 4-11, 2025.

Minnesota Department of Natural Resources (DNR) Public Waters Inventory Presentation

Department of Natural Resources (DNR) Lead Hydrologist Wes Saunders-Pearce provided the Board with an update on the Public Waters Inventory (PWI) Project and stated this project was initiated by a legislative change to statute in 2024. The specific change required the DNR to update its map of public waters and to accomplish that by 2032. The PWI update will only address needed corrections to the PWI. The update will provide better water resource protection, regulatory clarity and shared understanding. PWI corrections will result in some waters being removed from the inventory and some waters being added to the inventory. And landowners adjacent to added public waters will be subject to the State Buffer Law.

Mr. Saunders-Pearce discussed what the project does and doesn't include, the project parameters, the Statewide approach, the County process, the timeline of the project, and the current status and next steps.

Discussion ensued regarding how public waters are identified, size criteria, what happens if public water is found on private land, and what happens if it's a manmade lake/wetland.

Commissioner Campbell asked if the DNR would be physically going to different properties to review public waters. Mr. Saunders-Pearce stated at this time, the approach is to use the hosted desktop tools such as aerial imagery, contour information, and past County historic

surveys to review the public waters. It doesn't appear that a field scale effort is needed at this point in the project.

Discussion ensued regarding where Clay County is in this process, how many corrections are typically found, and the notification for any additions or removals of public waters.

Commissioner Mongeau asked what the process was for hosting the public meetings regarding this project. Mr. Saunders-Pearce stated the DRN will be taking on the responsibility of funding, coordinating, facilitating, and managing the public meeting process, and that those meetings will be held near the County seat.

Commissioner Campbell asked if any zoning would be affected if new public waters are determined. Planning & Zoning Director Matt Jacobson stated for example, if there are any public waters that are removed that have a shoreland zoning designation, there would need to be a zoning map amendment. This would apply to any public waters that are potentially added as well. The process of a zoning map amendment would be done at the local level and would be the responsibility of the County.

Mr. Jacobson stated Clay County has a number of old inactive gravel pits/quarries, and asked if those would be candidates for being added to the PWI. Mr. Saunders-Pearce stated at this point the DNR hasn't identified that as a potential correction for Clay County.

Commissioner Campbell thanked Mr. Saunders-Pearce for his presentation.

Moorhead Area Public Schools Operating Levy Presentation

Moorhead Area Public Schools Superintendent Dr. Brandon Lunak provided the Board with an update regarding the Moorhead Area Public Schools (MAPS) Operating Levy, which will be on the ballot in November 2025.

Dr. Lunak discussed MAPS mission, the progress of MAPS, MAPS facing a growing financial gap, legislative mandates, how MAPS compares to other school districts, the referendum plan, operating levy versus capital projects levy, the cost, what happens if the referendum passes or fails, voting details, and how to learn more about the referendum.

Commissioner Campbell asked if the annual amount collected was based on the active enrollment and if the amount levied to the homeowner could fluctuate. Dr. Lunak confirmed that was correct.

Discussion ensued regarding polling locations, the collaboration between the school districts and Clay County, and legislative challenges.

Dilworth-Glyndon-Felton (DGF) Public School Referendum Presentation

Dilworth-Glyndon-Felton (DGF) Superintendent Shannon Hunstad provided the Board with an update regarding the DGF Operating Referendum, which will be on the ballot in November 2025.

Mr. Hunstad discussed the DGF mission statement, the challenges they're facing, the funding gap over the years, school versus non-school property tax levies, changes made to maintain the budget, open enrollment data and impact, what a sample ballot question could look like,

how DGF compares to other school districts, the analysis of tax impact for potential referendum levy, State property tax refunds and deferral, what happens if the referendum fails, progress that has been made, what happens if the referendum passes, FY26 forecaster savings per family if DGF is at 40% Free or Reduced priced meals.

Discussion ensued regarding polling locations.

Request Approval for Out-of-State Travel

County Recorder Kimberly Savageau requested approval for out-of-state travel to attend the National Association of Public Health Statistics and Information Systems (NAPHSIS) conference. This conference is an identity and security conference in Washington D.C. on December 1st through 2nd, 2025. The conference will focus on digital identity and digital issuance of vital records and Ms. Savageau will be attending as part of her involvement with the Vitals Advisory Committee under Minnesota Association of County Officers (MACO). Individuals from the state registrar's office will be attending, as well as another county in Minnesota. The Minnesota Department of Health will reimburse the County for the conference registration, lodging, and transportation.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the out-of-state travel for the County Recorder, Kimberly Savageau, to attend the NAPHSIS conference in Washington D.C. from December 1st through 2nd, 2025.

Request Approval to Add Postage and Handling Fee to Electronic Vital Record Orders

Ms. Savageau requested approval to add a postage and handling fee to electronic vital record orders and stated the Recorder's Office has successfully implemented an online ordering system for vital record requests. This system allows individuals to upload their application to our office and pay the fee online. When a customer places an online order, additional expenses are incurred by mailing the record to the requestor. Therefore, it's requested that a \$1.00 postage and handling fee be added to all electronic vital record requests received through our forms application and the state vitals program. This would include electronic requests from funeral homes as well as requests from individuals. This fee would cover the cost of postage and mailing supplies.

Commissioner Mongeau asked if this fee would be enough to cover what's being requested. Ms. Savageau stated it wouldn't cover everything, but this would be the starting point. Commissioner Mongeau asked if this fee would increase from year to year. Ms. Savageau stated she would anticipate it would increase based on postage and supply increases.

Discussion ensued regarding an automatic increase component.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to add a postage and handling fee of \$1.00 to Electronic Vital Record Orders, effective January 1, 2026.

BREAK

The Board took a break from 10:08 a.m. to 10:13 a.m.

Request Approval to Transition SNBC (Special Needs Basic Care) Program from Social Service to Public Health

Social Services Director Quinn Jaeger requested approval to transition the Special Needs Basic Care (SNBC) program from Social Services to Public Health and stated the SNBC program is a Medicaid managed care program for adults with disabilities that integrates Medical Assistance and Medicare coverage while providing care coordination services. Effective January 1, 2026, UCare will discontinue its integrated SNBC coverage in Clay County, impacting approximately 277 residents and resulting in an estimated 15–30% reduction in enrollment and associated revenue. Currently, SNBC care coordination is shared between Social Services (2.0 FTE) and Public Health (3.0 FTE). With declining enrollment and reduced revenue, maintaining a split-department model is no longer operationally efficient. Public Health's structure, expertise, and experience in clinical and medical case coordination make it the logical department to assume full responsibility for the SNBC program. Under this proposal, all SNBC program operations will transition to Public Health, supported by four full-time staff. The two Social Services SNBC positions will be reassigned into existing vacancies within Social Services to avoid layoffs and maintain compliance with the union contract. This proposal was brought before PIC and supported to bring to the full board for approval.

In the 2026 budget, Social Services was projected to generate \$370,000 in SNBC revenue. Under this proposal, that revenue will be replaced with \$234,000 from the reassigned positions, a \$136,000 reduction. However, eliminating two SNBC FTEs results in \$181,310 in salary and benefit savings, producing a positive net impact of \$45,312 within Social Services budget. Simultaneously, Public Health gains approximately \$192,604 in projected new net revenue from the SNBC realignment, resulting in an estimated county levy savings of \$237,916.

Commissioner Campbell discussed the transportation issues and asked if there was a way the County could assist with transportation with the ability to get reimbursed, rather than the client. Mr. Jaeger stated there are two Department of Human Services (DHS) registered transportation providers in Clay County. We would have to explore contracting with those entities to provide that service. The issue with this is the timing component. Effective 7/1/2026 the state is taking over all reimbursements for travel expenditures. Discussion ensued.

Commissioner Krabbenhoft asked what percentage of people need transportation and if those individuals are throughout the whole County. Social Services Supervisor Jessica Mickelson stated the population of the integrated SNBS members in Clay County is spread throughout the County with the majority being in the City of Moorhead. Ms. Mickelson discussed the communication that was sent by UCare and encouraged the 277 members to contact their Clay County care coordinator for specific instructions on what they can do. The UCare sales office phone number is 612-676-3558, and this is for questions regarding Medical Assistance. If there are questions regarding Medicare, those clients should contact Aging Pathways at 1-800-333-2433.

Commissioner Ebinger discussed Senior Rides which provides transportation for seniors at a modest rate; however, it's unknown if it's reimbursed or not.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the transition of the Special Needs Basic Care program from Social Services to be fully under Public Health oversight, effective January 1, 2026.

Federal Government Shutdown – Impacts to SNAP and MFIP Programs. Letter of Support to Minnesota's Congressional Delegation.

Mr. Jaeger provided the Board with an update on the Federal Government shutdown and the impact it will have on the Supplemental Nutrition Assistance Program (SNAP) and Minnesota Family Investment Program (MFIP), and requested approval of a letter of support to Minnesota's Congressional Delegation.

Mr. Jaeger stated due to the ongoing federal government shutdown, the U.S. Department of Agriculture (USDA) has notified states that there will be insufficient funds to issue November SNAP benefits if Congress does not take action. The Minnesota Department of Children, Youth & Families (DCYF) subsequently directed all counties to hold SNAP issuance files and block approvals for both SNAP and the MFIP until further notice. Because MFIP combines federal and state food and cash benefits, the entire program must be paused when federal funds are unavailable. Approximately 3,400 Clay County households (representing over 7,704 residents) currently receive SNAP benefits, amount to more than \$1 million in monthly federal food assistance that flows directly into the local economy. In addition, about 326 households in Clay County receive assistance through MFIP. Together, these programs are essential to maintaining family stability, supporting children's nutrition, and sustaining local businesses that provide food, and household goods.

Clay County Social Services is responding proactively to this situation. Staff continue to accept and process all new applications for assistance, ensuring that once federal funding is restored, eligible households can be approved immediately without further delay. Communication to the public has been implemented through the Clay County website, social media platforms, lobby postings, and front-desk scripts to provide clear, consistent, and up-to-date information to residents.

Commissioner Mongeau applauded Social Services for being upfront with citizens during this time, and how the federal government shutdown affects the community.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the letter of support to Minnesota's Congressional Delegation.

FY2026 Budget Item Review and Request Approval of Pen Testing

Technology Services Director Rory Schmitz requested approval of the contract for pen testing and to proceed with CliftonLarsonAllen in the amount of \$25,000/year on a 5-year contract.

The proposal comes in at a set amount of \$16,500 for the testing and vulnerability assessment, with an estimate of \$1,200 for the on-site expense of one of their staff professionals to work in the department, travel time, and lodging. There is also a rough estimate for time and materials for the re-test in the amount of \$4,500. This would result in a total of \$22,220.

Because on-site expenses and the re-test amount are varying costs, a total of \$25,000 is requested in the event that these costs were to shift.

Discussion ensued regarding the length of the contract and a termination clause.

On motion by Commissioner Baer, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the 5-year term contract with CliftonLarsonAllen in the amount of \$25,000 per year, subject to the County Attorney working on language to clarify early

withdrawal of the contract.

Assistant County Administrator Darren Brooke located the termination clause within the contract and provided that to the Board.

Request Additional Funding for Camera Licensing and Maintenance

Mr. Schmitz requested approval for additional funding for camera licensing and maintenance and stated that in 2023 and 2024, the NetCenter Technologies invoice for security camera licensing and software maintenance was around \$10,750.00 which was paid for by the GIS & Communications Department. In 2024, the County completed the new Withdrawal Management/Detox Facility and DMV buildings, where approximately 90 more cameras were added. The licensing, and maintenance for those additional 90 cameras was paid for by the building project. These additional 90 cameras were missed during the budget planning process, resulting in an additional \$6,500.00 needed to cover the difference as well as costs of an additional server license, and new camera software/licenses throughout the year.

Discussion ensued regarding the funding source.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the use of \$6,500.00 from unallocated FY2026 Technology Services Professional Services funds for Equipment Repair and Maintenance of Camera Licensing and Maintenance.

Request Approval for New Electronic Storage Appliance for Criminal Justice Use

Mr. Schmitz requested approval for a new electronic storage appliance for criminal justice use and stated the storage appliance for our Criminal Justice staff is nearing its end of life, and a renewal is due in early 2026. The renewal price for the current model is close to \$8,000 for 1 year. This includes a 60% increase by the vendor to try and force customers to move to their new hardware platform.

While the quotes have state contract pricing, 3 competing quotes were received for comparison. The first quote was for the replacement HPE system at \$138,597.40. The second quote was from CDW-G for a Pure Storage system at \$124,610.39. And the last quote was for the same Pure Storage System through SHI for \$95,055.00. If approved, it's recommended to move forward with lowest cost option through SHI in the amount of \$95,055.00.

\$83,906.07 would come from the Technology Services Internal Services funding, and the remaining \$11,148.93 would come from the Technology Services Budget.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the purchase of a new electronic storage appliance from SHI in the amount of \$95,055.00.

BREAK

The Board took a break from 11:10 a.m. to 11:16 a.m.

Request Approval to Adjust Fargo Moorhead West Fargo Chamber of Commerce (FMWF Chamber) 2026 Funding Request

County Administrator Stephen Larson requested approval to adjust the Fargo Moorhead West

Fargo Chamber of Commerce (FMWF Chamber) 2026 funding request and stated the proposed change includes a \$15,000 increase, bringing the total funding amount to \$100,000. This adjustment comes from a misunderstanding of a previous year's appropriation.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to adjust the Fargo Moorhead West Fargo Chamber of Commerce (FMWF Chamber) 2026 funding request.

2026 Budget Discussion

Mr. Larson stated that, with the adjustments made earlier today, the new net levy would be 4.29%.

Commissioner Mongeau asked where we're at with union negotiations. Mr. Brooke stated that the third round of negotiations have been completed for a majority of the Bargaining units, and plans to bring a summary to the Board at the October 28, 2025, meeting, to get additional guidance on how to proceed.

Commissioner Ebinger discussed the Lake Agassiz Regional Library (LARL) Executive Board meeting that was held last week, and at the request of Becker County, the funding formula was looked into. In talking with the Executive Director, the entities that don't pay the requested ask, results in a reduced number of operating hours for the library. Commissioner Ebinger further discussed the LARL reserves, and potentially providing them their full ask of \$362,690. Discussion ensued. Commissioner Krabbenhoft stated he is in favor of providing the full ask. Commissioner Mongeau stated she does not want to preemptively make a decision before the other partners have officially done so either. And, without knowing the information regarding the unions, it's important to be cautious. Discussion ensued.

Commissioner Campbell stated we have time to figure this out and suggested that Commissioner Ebinger bring this discussion and questions back to LARL and gather more information.

Committee Reports/County Administrator Update/Discussions

- Commissioner Krabbenhoft reported on meetings for Historical & Cultural Society; Clay County HRA Liaison; Public Health Director Interview; Historical & Cultural Society retreat; PRTF/NSJD small group; Clay County Legislative meeting with Lobbyist Tom Hanson; and CAPLP.
- Commissioner Mongeau reported on meetings for Metro COG prep-meeting; St. Louis County Tour; AMC District 1 meeting; CAPLP; met with Cale Dunwoody; and MnDOT Open House.
- Commissioner Baer reported on meetings for Partnership4Health (Clay/Becker Counties); and Public Health Interview.
- Commissioner Ebinger reported on meetings for Personnel Issues Committee; Cass-Clay Homeless Coalition; Clay County Substance Abuse Committee; Regional Juvenile Detention Advisory Board; Public Health Director Interview; LARL; Dancing Sky Area Agency on Aging; and Clay County Restorative Practices Advisory Committee.
- Commissioner Campbell reported on meetings for Personnel Issues Committee; Public Health Director Interview; Regional Juvenile Detention Advisory Board; and Prairie Lakes Municipal Solid Waste Audit Committee.
- County Administrator Stephen Larson reported on meetings for Personnel Issues

Committee; met with Lori Johnson and Todd Hagen from Ehlers in prep for the bond call; met with MCIT on liability issues; met with City of Dilworth and City of Moorhead regarding the White Earth Casino; met with White Earth Reservation regarding casino; Public Health Director interview; bond rating call; NSJD/PRTF small group; met with Lobbyist Tom Hanson; met with representative from the cities of Dilworth, Glyndon, Hawley, and Barnesville regarding dispatch services; reminder for employees on Thursday October 23, 2025, there will be a fire drill at 10 a.m. and please follow policy at that time; and discussed handout from Sherburn County regarding participating in the nuclear energy alliance.

- Assistant County Administrator Darren Brooke reported on meetings for Personnel Issues Committee; Union Negotiation prep; worked on the Early Retirement Incentive Program; met with Quinn Jaeger regarding union questions; Social Workers 3rd negotiations; Public Health Interview; met with Anna Moore on various issues; and union costing sheets.

Adjourn

The meeting was adjourned at 12:07 p.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator