

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, DECEMBER 2, 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, 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 Mongeau called the meeting to order at 8:30 a.m.

Approval of Agenda

On motion by Commissioner Baer, seconded by Commissioner Ebinger, 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 Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the bills and vouchers totaling \$27,418,887 from 294 vendors. There were 56 warrants issued under \$2,000 (\$44,917) and the following 238 were over \$2,000.

Treas Of Moorhead City	\$ 14,080,979	Stensland/Jeremy & Monica	\$ 4,832
Independent School Dist 152	\$ 3,657,524	Zeh/Keith & Cheryl	\$ 4,822
Treas Of Dilworth City	\$ 1,744,715	Scott/Racheal	\$ 4,779
Independent School Dist 150	\$ 1,036,591	Tinnie/Robin & Kebbah	\$ 4,743
Treas Of Hawley City	\$ 794,930	Johnson/Nathan & Kari	\$ 4,739
Treas Of Barnesville City	\$ 730,336	Dahlgren/Logan	\$ 4,721
Treas Of Glyndon City	\$ 634,350	Fiala/Kyle & Sarah	\$ 4,713
Buffalo-Red River Watershed	\$ 578,483	Martinez/Eled Cardenas	\$ 4,631
Independent School Dist 2164	\$ 575,507	Murphy/James & Kelsey	\$ 4,619
Independent School District 146	\$ 462,122	Kemper/Nicholas & Marissa	\$ 4,603
Independent School Dist 914	\$ 256,145	Kenkel/Troy & Heather	\$ 4,602
Treas Of Ulen City	\$ 178,362	Sambo/Danko & Margaret	\$ 4,593
Treas Wild Rice Watershed	\$ 164,532	Jung/David & Teresita	\$ 4,569
Treas Of Sabin City	\$ 132,027	Ayana/Ruth K	\$ 4,564
Clay County HRA	\$ 119,168	Hermanson/Cynthia A	\$ 4,542
Diamond Surface Inc.	\$ 106,778	Tellez/Rudolfo	\$ 4,515
Treas Of Morken Twsp	\$ 83,081	Krueger/Blake & Stephanie	\$ 4,472
DIFFCHRIS LLC	\$ 67,352	Day/Justin	\$ 4,433
Treas Of Eglon Twsp	\$ 58,843	Burnside/Alaya	\$ 4,387
Treas Of Oakport Twsp	\$ 55,690	Flaten/Dustin & Jodi	\$ 4,365
Rail 10 Apartments, LLP	\$ 51,842	Schenck/Donald P	\$ 4,324
Nelson Auto Center	\$ 49,510	Fisher/Philip	\$ 4,305
Treas Of Hawley Twsp	\$ 48,151	Chaboudy/Donald	\$ 4,283
Treas Of Cromwell Twsp	\$ 44,134	Ahmed/Nizar K & Shukria A	\$ 4,275
Treas Of Ulen Twsp	\$ 43,149	Deilke/Karl & Violet	\$ 4,228

Treas Of Elmwood Twsp	\$	39,826	Busse/Walker & Alison	\$ 4,193
Treas Of Elkton Twsp	\$	36,558	Khalid/Kawar	\$ 4,169
Treas Of Kragnes Twsp	\$	36,382	Kiyee/Donash Z	\$ 4,146
Treas Of Highland Grove Twsp.	\$	36,337	Valdas Overas/Martin	\$ 4,129
J & O Johnson Farms Rentals LLC	\$	35,106	Madlom/Alexis	\$ 4,120
Treas Of Kurtz Twsp	\$	31,890	Hasimovic/Serif & Denisa	\$ 4,034
Treas Of Moland Twp	\$	31,635	Stark/Gregory & Calyn	\$ 3,940
Venture Investments Inc	\$	31,184	Schoenack/Jason	\$ 3,924
Ada-Borup-West ISD 2910	\$	30,881	Trinh/Brenda Le	\$ 3,918
Prairie Lakes Municipal Solid Waste Auth	\$	28,005	Boyd/Cody	\$ 3,884
Treas Of Hitterdal City	\$	27,630	Steen Rentals LLC	\$ 3,875
Treas Of Parke Twsp	\$	27,262	Joseph/Jeffrey	\$ 3,872
Treas Of Goose Prairie Twsp.	\$	26,764	Kowitz/David & Kathleen	\$ 3,858
Treas Of Viding Twsp	\$	25,648	Ronningen/Emily M	\$ 3,841
Treas Of Georgetown Twsp	\$	25,161	Vo My	\$ 3,836
Treas Of Tansem Twsp	\$	22,512	Goran/Hashim & Aveen	\$ 3,730
Treas Of Skree Twsp	\$	22,047	Kramer/Brian	\$ 3,724
Treas Of Barnesville Twsp	\$	20,507	Vanguard Appraisals, Inc.	\$ 3,720
Treas Of Keene Twsp	\$	20,271	Utle/Quentin	\$ 3,685
Treas Of Glyndon Twsp	\$	19,124	Goplen/Nolan & Jennifer	\$ 3,627
Treas Of Holy Cross Twsp	\$	17,673	Gilbraith/Kiana	\$ 3,627
Historical & Cultural Society Of Clay Co	\$	17,284	Maki/Terri	\$ 3,612
Treas Of Felton Twsp	\$	16,730	Norris/Nicole	\$ 3,603
Treas Of Felton City	\$	16,525	Miller/Shelley L	\$ 3,592
CC Investments LLC	\$	16,211	Mohr/Isaac C	\$ 3,586
Bolton & Menk, Inc.	\$	16,194	Kennah Sambee BK	\$ 3,582
Connections	\$	15,748	Moser/Ryan R	\$ 3,561
Treas Of Humboldt Twsp	\$	15,602	Mensah/Henry & Regina	\$ 3,560
Sawgrass Investments LLC	\$	14,228	Henrickson/Taylor & Sarah	\$ 3,555
Independent School Dist Bc 2889	\$	13,409	Lao/Sandra	\$ 3,547
Treas Of Alliance Twsp	\$	12,874	Sonmor/Marc Bradley	\$ 3,544
Brent Drovdal & Nicole Yantzer RLT	\$	12,117	Reynolds/Keri Anne	\$ 3,538
Anderson/Christen	\$	12,078	Anderson/Tessa	\$ 3,525
Independent School Dist Otc 548	\$	10,893	Lundeen/Cole	\$ 3,508
Treas Of Spring Prairie Twsp	\$	10,876	Schmit/Ryan Daniel	\$ 3,508
Treas Of Riverton Twsp	\$	10,852	Williams/Trokon	\$ 3,488
Treas Of Hagen Twsp	\$	10,471	Glynn/Kale K	\$ 3,486
Sinner/Scott & Stephanie	\$	9,507	Scherf Family LLLP	\$ 3,471
Treas of Flowing Twsp	\$	9,365	Gashi/Naser & Arbnora	\$ 3,450
Treas Of Comstock City	\$	9,333	Deputy Registrar #15	\$ 3,445
Hofer/William & Kristi	\$	9,264	Dakota Development Construction	\$ 3,418
Houston Engineering Inc	\$	9,192	Peyerl/Jeanine	\$ 3,418
Ludwig/Simone	\$	9,169	Alfaro/Amador G & Maria E	\$ 3,415
Martodam/Adam & Ashley	\$	9,043	Philpott/Robert D	\$ 3,413
Treas Of Moorhead Twsp	\$	8,930	Lorea/Erica J	\$ 3,405
Schmidt/Broderick & Gina	\$	8,557	Kraemer/Jocelyn	\$ 3,401
Suglo/Stephen & Peace	\$	8,436	Haugrud/Matthew D	\$ 3,377
Oberg/Ernest	\$	8,266	Gobernatz/Chad & Jayne	\$ 3,374
Kpegeol/Letom & Charity	\$	8,135	Swanson/Maureen	\$ 3,372
Lange/David & Jayne	\$	7,894	Herd/Aaron & Rachel	\$ 3,371
JMW Construction LLC	\$	7,777	Borud/Elaine M	\$ 3,367
Haberman/Peter	\$	7,764	Blair/Craig	\$ 3,340

Haneca/Tony & Kelly	\$	7,649	Borgen/Alden C & Elizabeth J	\$ 3,335
Dickson/Brock & Sarianne	\$	7,631	Sloan/Mark & Jocelyn	\$ 3,331
Miller/Gregory & Jamie	\$	7,463	Erickson/Taylor & Riley	\$ 3,326
Menke/Jeremy & Amanda	\$	7,400	Fossen/Gale & Janet	\$ 3,321
Leeser/Michael & Tarah	\$	7,216	Imsande/Spencer & Alexis	\$ 3,299
Kava/Jeffrey & Kay	\$	7,185	Schaeffer/Nolan & Sadie	\$ 3,299
Downs/Timothy & Mary	\$	7,177	Milander/Alisha Lee	\$ 3,286
Bauer/Scott & Megan	\$	7,154	Durensky/Steven & Shirley	\$ 3,264
Build Right, Inc	\$	7,100	Ramey/Darin & Caroline	\$ 3,205
Treas Of Georgetown City	\$	7,065	Dietrich/Samuel	\$ 3,181
Thielges/Jacob & Katie	\$	6,725	Harveland/James & Nancy	\$ 3,175
Schlafmann/John A	\$	6,486	Huot/Samuel L	\$ 3,159
Strautz/Christopher & Andrea	\$	6,391	Waskosky/Gary & Linda	\$ 3,150
Driscoll/Jordan & Jessica	\$	6,290	Kaeslin/Tracy	\$ 3,147
Rose/David & Danita	\$	6,212	WEX Bank	\$ 3,137
Schmidt/Shawn	\$	6,180	Erickson/Peter & Megan	\$ 3,133
Wold Johnson, P.C.	\$	6,180	Schultz/Tracy	\$ 3,124
Kappes/Joseph & Kayla	\$	6,176	Ngolloe/John & Tamba	\$ 3,106
Bauer/Daniel J	\$	6,109	Stoney Properties LLC	\$ 2,981
Peterson/Thomas & Megan	\$	6,037	Amuri/Christian	\$ 2,968
Wendt/Daniel & Merlinda	\$	6,018	Mattson Excavating, Inc.	\$ 2,860
Midthun/David & Wanda	\$	5,890	AJ Truck and Trailer	\$ 2,849
Sunde/Larry & Jacqueline	\$	5,758	Baipu/Francis	\$ 2,644
Jury/Joshua & Shanna	\$	5,741	Johnson's Auto Repair LLC	\$ 2,567
Curtiss/Jacob D	\$	5,727	Martinez/Michelle	\$ 2,398
Lundborg/Collin M	\$	5,717	Abbey/Deborah	\$ 2,368
Roll/Dalton & Arianna	\$	5,705	Burley/Keith	\$ 2,326
Brouillard/David V	\$	5,697	Fischer/Mathew & Susan	\$ 2,326
Wohlwend/Beau & Amy	\$	5,594	Gronewold/Brian & Tanya	\$ 2,326
Amble/Jane E	\$	5,556	Hansen/Judy	\$ 2,326
Reisdorf/Thomas & Hannah	\$	5,470	Hauble/Kathryn	\$ 2,326
Martinson/Ricky & Valerie	\$	5,402	Lammers/Bryan & Kaitlin	\$ 2,326
Wilcox/Joshua & Lauren	\$	5,340	Lammers/Dakota	\$ 2,326
Hewson/Tyler & Alyssa	\$	5,296	Petersen/Robert & Shelly	\$ 2,326
Suedbeck/Matthew & Megan	\$	5,233	Siegel/Matthew & Alyssa	\$ 2,326
Dahl/Kim M	\$	5,093	Tollefson/Brian & Laurie	\$ 2,326
Satrom/Corey & Deana	\$	5,044	Willoughby/Patrick & Ashleigh	\$ 2,326
Hovland/Tate & Ana	\$	5,023	Wyland/Roger & Shirleen	\$ 2,326
Nelson/Tyler & Lisa	\$	4,990	Office of MNIT Services	\$ 2,324
Mosey/Gregory & Karen	\$	4,946	Advanced Business Methods	\$ 2,261
Rosenfeldt/Justin & Megan	\$	4,936	Stop Stick, Ltd	\$ 2,067
Doll/Adam & Jaclyn	\$	4,851	Mn Valley Testing Laboratories, Inc.	\$ 2,064

Approval of Minutes from November 18, 2025

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the minutes from November 18, 2025.

Annual Treatment Court Update

Treatment Court Coordinator Lindsey Cossette, Honorable Judge Jade Rosenfeldt, and Honorable Judge Michael Lesser, presented the annual update for Treatment Court.

Judge Rosenfeldt thanked the Board for having and supporting Treatment Courts and introduced the new Treatment Court Coordinator Lindsay Cossette who oversees Drug Court, DWI Court, and Veterans Court in Clay County.

Ms. Cossette discussed the three treatment courts in Clay County and stated these courts serve high risk, high need, and justice involved individuals. The high risk and high need come from the fact that there is a substance use disorder/disorders and potentially mental health disorders. Ms. Cossette stated her team, as well as the judges, wrap around these individuals through evidence-based protocols with substance use disorder treatment, mental health treatment, and high intense supervision through the Department of Corrections (DOC) partnerships. After the acute stabilization phase, they're helped with economic, educational, and social emotional & family building, to figure out their needs in order to transition into a more stable and connected life within the community.

Judge Rosenfeldt stated for 2025, Drug Court has 19 participants, DWI Court has 10 participants, and Veterans Court has 1 participant. Drug Court has had 7 graduations this year, DWI Court hasn't had any graduates yet, but there are some individuals who are on that path, and the 1 participant in Veterans Court is on the path to graduate in 2026.

Judge Rosenfeldt discussed 'All Rise', which is the national entity/organization that presides over all treatment courts across the nation. They are the ones who provide all the training and the evidence based best practices for operational treatment courts. With the help of Treatment Court Supervisor Kristal Kadrie, at the end of 2024, Clay County Treatment Court applied for Drug Court to receive a Foundational Training grant. This would allow All Rise faculty to come to Clay County and provide this training to the Treatment Court team, at no cost. Judge Rosenfeldt further discussed local partners, implementing an alumni network, implementing career fairs, and updating the manual and handbook, along with the referral and acceptance process.

Judge Leaser discussed DWI Court and stated there was a first wave of participants that came in right at the beginning and one of the prerequisites for those individuals is going to be demonstrating that they're serious about probation and sobriety. Since then, there is now a more even distribution of participants. There haven't been any graduations yet, but hopeful that they'll be coming soon. Judge Leaser stated they've had a great year of growth and thanked County Attorney Brian Melton and Sheriff Epting for allowing Assistant County Attorney Megan Kelly, and Chief Deputy Martin, to be part of the DWI team.

Judge Rosenfeldt discussed the financial contribution to the Treatment Courts and stated they're not asking for an increase, it would be the same as last year. The only slight modification that's being requested for 2026, is to keep 1/3 of the funds here locally, for recovery capital expenses. Treatment courts are now really focusing on the recovery capital. Research shows that we need to invest in these individuals and get them connected in the community in a positive way. Building the recovery capital includes things such as employment, education, driver's license, community involvement, new community organization & groups, etc.

Commissioner Krabbenhoft asked where in the timeline does the recovery capital implementation begin for these individuals. Judge Rosenfeldt stated it would usually fall in phases 3 and 4 of the program. Phases 1 and 2 really focus on stabilization, addressing those substance use disorders, mental health disorders and the criminal behavior thinking. Commissioner Krabbenhoft asked what the typical timeframe is for these programs. Judge

Rosenfeldt stated for Drug Court it's right around 18 to 24 months. Discussion ensued regarding the amount of funds being adequate to serve the individuals who are currently participating, and the capacity of these programs.

Commissioner Krabbenhoft asked what 1/3 of the funds would be. Judge Rosenfeldt stated it would be \$10,000.

Commissioner Krabbenhoft asked if a motion was necessary for the funding request. County Administrator Stephen Larson stated a motion isn't needed, and that he'll work with the County Auditor-Treasurer to adjust how things are allocated.

Commissioner Mongeau discussed her appreciation for these programs, the Judges, and the Treatment Court team.

Request Approval to Fill the Vacant General Maintenance Technician Position

Facilities Director Joe Olson requested approval to fill the vacant General Maintenance Technician position due to a resignation. Mr. Olson provided some background on this position and the cost savings being \$6,506. This request was approved by the Personnel Issues Committee (PIC).

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to fill the vacant General Maintenance Technician position with backfill if necessary.

Request Approval to Reappoint Ashley Heng to a Second Term on the Planning Commission

Planning & Zoning Director Matt Jacobson requested approval to re-appoint Ashley Heng to a second three-year term as a rural representative on the Planning Commission.

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to re-appoint Ashley Heng to a second term on the Planning Commission.

Request Approval to Post Request for Proposals for Food Services

Juvenile Detention Director James O'Donnell requested approval to post a Request for Proposals (RFP) for food services and stated the current food service contract for the West Central Regional Juvenile Center (WCRJC), Correctional Facility, and the Withdrawal Management/Detox Facility (WMDF) ends February 6, 2026. The Juvenile Center qualifies for the National School Lunch Program (NSLP).

Commissioner Ebinger asked if the RFP would ask for one bid for all three facilities, or 3 individual bids, especially since the NSLP can be complex. Mr. O'Donnell stated the RFP is set up to receive 3 separate bids, one for each facility.

Commissioner Baer asked if the company that is awarded the proposal would be using our kitchen. Mr. O'Donnell stated yes, that's included in the RFP.

Discussion ensued regarding the length of the contract.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved to post an RFP for Food Services following Minnesota Rules and Regulations, for the West Central Regional Juvenile Center, Correctional Facility, and Withdrawal Management/Detox Facility.

Request Approval of Supporting Resolution 2025-36 for Dilworth's LRIP Application

County Engineer Justin Sorum requested approval of the supporting resolution 2025-36 for the City of Dilworth's Local Road Improvement Project (LRIP) application and stated Dilworth is applying for LRIP funds to construct 4th avenue NE to 60th street NE, and paving 60th street NE to Trunk Highway 10. Dilworth is a non State-Aid City, therefore, they are required to have a supporting resolution from the County, who would then be required to be the project sponsor.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Baer, and unanimously carried, the Board approved Resolution 2025-36 for the City of Dilworth's LRIP application.

Clay County Board of Commissioners

RESOLUTION 2025-36

RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

WHEREAS: Local Road Improvement Program (LRIP) funds are available for local agency projects meeting Routes of Regional Significance or Rural Road Safety criteria; and

WHEREAS: Non-state aid cities and townships must have a county sponsor to apply for LRIP funding; and

WHEREAS: City of Dilworth has requested that Clay County sponsor its application for the Construction of a new segment of 4th Avenue NE (approximately 1,150 lineal feet) to 60th Street NE, and approximately 1,500 lineal feet of 60th Street NE to US Highway 10.

WHEREAS: The City of Dilworth will maintain the road for the lifetime of improvements.

NOW, THEREFORE, BE IT RESOLVED: that the County of Clay hereby sponsors the application for LRIP funding for the Construction of approximately 1,150 lineal feet of 4th Avenue NE and 1,500 lineal feet of 60th Street NE. Sponsorship includes the responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

Request Approval of Supporting Resolution 2025-37 for Hawley's LRIP Application

Mr. Sorum requested approval of the supporting resolution 2025-37 for the City of Hawley's LRIP application and stated Hawley is applying for LRIP funds to improve 8th street south. Hawley is a non State-Aid City, therefore, they are required to have a supporting resolution from

the County, who would then be required to be the project sponsor.

Discussion ensued regarding qualifications to be a State-Aid city.

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved Resolution 2025-37 for the City of Hawley's LRIP application.

Clay County Board of Commissioners

RESOLUTION 2025-37

RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

WHEREAS, Local Road Improvement Project (LRIP) funds are available for local agency projects meeting Routes of Regional Significance criteria; and

WHEREAS, Non-State aid cities and townships must have a county sponsor to apply for LRIP funding; and

WHEREAS, the City of Hawley has requested that Clay County sponsor its application for the improvements of 8th Street South; and

WHEREAS, the City of Hawley understands that it will be responsible for all costs not covered by LRIP funding including all engineering and right of way costs and any construction costs over the funding cap; and

WHEREAS, the City of Hawley will maintain the road for the lifetime of improvements; and

WHEREAS, Clay County will have the following responsibilities if the City of Hawley is successful and awarded LRIP funds.

- Be the fiscal agent on behalf of the community and have funds flow from MnDOT to the county to the contractor
- Request SAP/SP number for the project
- Ensure the project meets milestones and dates
- Assist local agency in execution of a grant agreement
- Develop, review and/or approve the plan
- Submit plan, engineers estimate, and proposal to the DSAE
- Advertise, let, and award the project
- Submit pay requests to State Aid
- Communicate progress and updates with the DSAEs and State Aid Programs Engineer
- Ensure that the project receives adequate supervision and inspection
- Assist with project close out

NOW, THEREFORE, BE IS RESOLVED, the County of Clay hereby sponsors the City of

Hawley's application for LRIP funding for the improvements to 8th Street South.

2026 Budget Discussion

County Administrator Larson discussed the ½ cent sales tax, Summary of Revenues and Expenditures By Department, the summary of 2026 Tax Levy by funds, and Fund Balance Comparison.

Commissioner Mongeau asked about the Bond and when that would sunset. Mr. Larson stated at this time the last payment would be made in 2038.

Discussion ensued regarding the EDC allocation, the abatement program, and recycling funds.

Mr. Larson stated the net levy is currently sitting at 4.66%. At the December 16th meeting, the Board will need to make some decisions regarding the Cost-of-Living Adjustment (COLA) for 2026, to make sure that it's taken into consideration when the final levy is passed at the December 23rd meeting.

Further discussion ensued regarding the abatement program and the COLA.

Committee Reports/County Administrator Update/Discussions

- Commissioner Krabbenhoft reported on meetings for Historical & Cultural Society; and Moorhead City Planning Commission.
- Commissioner Baer had no meetings to report on.
- Commissioner Ebinger reported on meetings for Personnel Issues Committee.
- Commissioner Mongeau reported on meetings for Metro COG Executive meeting; and had discussion with Senator Smith's Office and Senator Klobuchar's Office regarding CRP payments.
- County Administrator Stephen Larson reported on meetings for Personnel Issues Committee; worked on 2026 budget documents; and there is no meeting next week on December 9, 2025, due to the AMC Annual Conference, making the next Board meeting December 16, 2025, at 5:00 p.m. with Truth in Taxation to follow at 6:00 p.m.
- Assistant County Administrator Darren Brooke reported on meetings for Personnel Issues Committee; Highway 4th Union Negotiations; the Clay County Holiday Party is this Friday, December 5, 2025, at 4:45 p.m.; and HR sent out the PFML Policy through KnowBe4, all employees need to acknowledge policy.

Adjourn

The meeting was adjourned at 9:32 a.m.

Kevin Campbell, Chair
County Board of Commissioners

Stephen Larson, County Administrator