

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, FEBRUARY 3, 2026

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 Mongeau called the meeting to order at 8:30 a.m.

Approval of Agenda

On motion by Commissioner Baer, seconded by Commissioner Campbell, and unanimously carried, the Board approved the agenda.

Employee Recognitions

The following employees were recognized: Stephen Larson for 30 years with Administration, and Anna Baquera for 25 years with Social Services.

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 Baer, and unanimously carried, the Board approved the bills and vouchers totaling \$1,253,164 from 117 vendors. There were 81 warrants issued under \$2,000 (\$36,190) and the following 36 were over \$2,000.

Internal Revenue Serv	\$ 288,694	Sanford Health	\$ 8,800
Clay Co Public Health	\$ 199,387	Eckberg Lammers, P.C.	\$ 8,000
Otter Tail Public Health	\$ 199,286	Code 4 Services, Inc	\$ 6,643
Lake Agassiz Regional Library	\$ 90,672	Schmidt/Shawn	\$ 6,180
Becker County Public Health	\$ 57,932	Wold Johnson, P.C.	\$ 6,180
Buffalo-Red River Watershed	\$ 47,316	Professional Development Academy, LLC	\$ 5,000
Xcel Energy	\$ 43,137	Madlom/Alexis	\$ 4,120
Mn Dept Of Revenue	\$ 38,693	Winthrop & Weinstine, P.A.	\$ 4,000
VEBA Select Account	\$ 36,689	Allied Mold & Die	\$ 3,792
United Healthcare	\$ 22,489	Kevin & Rebecca Vazquez	\$ 3,671
Moorhead Public Service	\$ 19,516	Charm-Tex, Inc.	\$ 3,492
Historical & Cultural Society Of Clay Co	\$ 17,284	Harris Mountain West, LLC	\$ 3,443
DLT Solutions LLC	\$ 15,333	Madison National Life	\$ 3,232
NACO	\$ 14,801	Norman County Auditor-Treasurer	\$ 3,228
Enterprise FM Trust	\$ 14,380	WEX Bank	\$ 2,606
Wilkin Co Public Health	\$ 12,547	Amazon Capital Services	\$ 2,374
Treas Wild Rice Watershed	\$ 9,673	HID Global Corporation	\$ 2,373
WEX Bank - Sheriff	\$ 9,645	State of MN Health Care Savings Plan	\$ 2,353

Approval of Minutes from January 20, 2026

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the minutes from January 20, 2026.

Legislative Update from Senator Mark Johnson

Senator Mark Johnson provided the board with a legislative update and discussed the upcoming legislative session and it being a bonding/capital investment year. This means, typically policy and bonding bills are looked at, but not state budgets. Right now, the legislature is waiting for the February forecast numbers to really solidify what the budget's going to look like.

Senator Johnson briefly discussed flood water mitigation, drinking water needs in the rural areas of Clay County and the region, sanitation, drinking water and wastewater, and level 4 center for schools.

Commissioner Campbell thanked Senator Johnson for his work with the West Central Regional Water District, which is so important for the three counties who are involved. Commissioner Campbell asked for more information regarding the level 4 schools for Northwest Minnesota. Senator Johnson stated it would be a facility for our school districts to utilize. The one that is currently being discussed is planned for Crookston, MN. However, it does sound like it will be open for the region.

Commissioner Mongeau thanked Senator Johnson for this time today and for his representation for this region.

Annual Department Update - Soil & Water Conservation District

Soil & Water Conservation District (SWCD) District Manager, Kevin Kassenborg, and Natural Resources Management Technician, Anthony (Tony) Nelson provided the Board with an annual update and discussed the Tree Program, No-Till Drill Rental program, Ag Best Management Practices Low Interest Loan Program, One Watershed, One Plan Program, Clean Water Fund – Snakey Creek, Urban Conservation including; Clay County Walk-In Public Access Project, Wetland Conservation Act, Local Water Management, County Feedlot Office, County Ag Inspector Program, and Aquatic Invasive Species.

Discussion ensued regarding the Public Water Inventory project.

Request Approval of the Revision to the Capital Asset Policy Thresholds

County Auditor-Treasurer Lori Johnson and Financial Manager Stacey Deelstra requested approval of the revision to the capital asset policy thresholds and stated the County's levels no longer reflect current accounting materiality or peer-county practice. The justification for this includes efficiency, materiality, peer alignment, and audit consistency. The proposed changes reduce staff time devoted to low-value asset inventory without materially impacting financial reporting or audit outcomes. The proposed Changes are listed below.

Category	Current Threshold	Proposed Threshold
Inventory & Tagging	> \$1,000	≥ \$5,000
Building Improvements	≥ \$1,000	≥ \$10,000
Machinery, Equipment & Vehicles	≥ \$5,000	No Change
Infrastructure	≥ \$100,000	No Change

Commissioner Krabbenhoft asked about the retroactive date of January 1, 2025. Ms. Johnson stated the reason for the retroactive date is so that this policy can be recognized for when the

current financial statements are being completed.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the proposed revisions to the County's Capital Asset Policy effective January 1, 2025.

Request Approval to Repair the Landfill Dozer

Solid Waste Manager Corey Bang requested approval to repair the landfill dozer due to wear on the track system and undercarriage, and to utilize Internal Service Funds for the repair. Replacement of the machine was looked into, however, since the machine averages less than 300 hours per year and the engine is still good, repairing the current machine would be a better use of funds.

Commissioner Mongeau stated this was discussed at the Solid Waste Advisory Committee (SWAC).

Commissioner Baer asked how old the machine was. Mr. Bang stated it's a 2012 and it was purchased in 2016.

On motion by Commissioner Campbell, seconded by Commissioner Baer, and unanimously carried, the Board approved the use of Internal Service Funds to make repairs on the landfill dozer at a cost of \$44,094.47

Request Approval to Replace the Landfill Pump Controls.

Mr. Bang requested approval to replace the landfill leachate pump controls due to failure and stated the screens for each unit are hard to read, causing programming issues which are affecting the functioning of the units. These units indicate leachate levels and control the flow of leachate to landfill tanks.

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the use of Internal Service Funds to pay for the replacement of leachate control pumps at a cost of \$23,125.00

Request Approval of the 2026 Statewide Affordable Housing Aid Contract

Social Services Director Quinn Jaeger requested approval of the 2026 Statewide Affordable Housing Aid (SAHA) contract and stated Clay County Housing and Redevelopment Authority (HRA) submitted a proposal in response to Clay County's 2026 SAHA RFP. The proposal was reviewed and scored by a designated review team using the programmatic and fiscal criteria outlined in the RFP. Based on the results of that review, it's recommended to move forward with contract approval.

The HRA proposal focuses on preserving and stabilizing existing affordable housing assets in Clay County and supporting housing stability for low-income households. The proposed use of funds includes targeted capital improvements and operational support tied to publicly owned affordable housing developments serving seniors, individuals with disabilities, and households with incomes below 50 percent of area median income.

The primary project identified for 2026 includes elevator modernization at Houge Estates in Dilworth to address reliability, accessibility, and safety concerns in a 60 unit senior and disability

housing development. The proposal also includes limited support for ongoing supportive services and front desk operations at Gateway Gardens in Moorhead, a permanent supportive housing development that requires 24-hour staffing to maintain safety and housing stability.

Clay County's 2026 SAHA allocation totals \$81,550, compared to the previous year's allocation of \$68,698, which reflects an increase of \$12,852. And there is no impact on the County levy.

Discussion ensued regarding the difference in allocated funds from year to year, and the potential to receive more than one proposal in the future.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to enter into a 2026 Statewide Affordable Housing Aid contract with the Clay County Housing and Redevelopment Authority in the amount of \$81,550.

Request Approval of the 2026 Local Homeless Prevention Aid Contract

Mr. Jaeger requested approval of the 2026 Local Homeless Prevention Aid (LHPA) contract and stated Lakes and Prairies Community Action Partnership (CAPLP) submitted a proposal in response to Clay County's 2026 LHPA RFP. The application was reviewed and scored by a multi stakeholder review panel using the established programmatic and fiscal scoring criteria outlined in the RFP. Based on the results of that review, it's recommended to move forward with contract approval.

The CAPLP proposal continues a collaborative model that has been in place since the inception of LHPA in Clay County. CAPLP would serve as the fiscal agent and lead provider, subcontracting with Moorhead Area Public Schools and Churches United for the Homeless to deliver coordinated homeless prevention, outreach, and stabilization services.

The proposal focuses on three core service areas:

- Outreach and housing navigation services for families and unaccompanied youth, with a strong connection to Moorhead Area Public Schools,
- Shelter safety, stabilization, and light touch case management support at Micah's Mission through Churches United for the Homeless
- Targeted homeless student services within Moorhead Area Public Schools, including support for Native American students and families experiencing housing instability

Allowable uses of funds include housing navigation, outreach, case management support, and limited financial assistance such as application fees, deposits, and short-term rental assistance to help families and youth obtain and maintain stable housing.

Commissioner Campbell asked if there were specific allocated dollars amounts for each subcontract. Mr. Jaeger stated he does the breakdown of the allocated funds for each entity, but he doesn't have those numbers with him at the moment. Commissioner Campbell asked that those numbers be provided at a later date.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved to enter into a 2026 Local Homeless Prevention Aid contract with Lakes and Prairies Community Action Partnership, including subcontracted services with Moorhead Area Public Schools and Churches United for the Homeless, in the amount of \$303,877.

BREAK

The Board took a break from 9:26 a.m. to 9:33 a.m.

Annual Department Update - Technology Services

Technology Services Director Rory Schmitz provided the Board with an annual update and discussed staffing, service requests, average IT costs, and recent and upcoming projects.

Discussion ensued regarding Artificial Intelligence (AI), the Security Pen Test, eCitation Solution, and the increase in Help Desk calls from 2024 to 2025.

Commissioner Mongeau thanked Mr. Schmitz for his time and presentation.

Request Approval to Advertise for SP 014-070-016

Count Engineer Justin Sorum requested approval to advertise for SP 014-070-016 which is the roundabout project at CSAH 12/52, with a proposed letting date of March 10th, 2026.

Commissioner Krabbenhoft asked what the potential start date for the project would be. Mr. Sorum stated as soon as road restrictions are lifted, which is usually sometime in May.

On motion by Commissioner Campbell, seconded by Commissioner Baer, and unanimously carried, the Board approved the advertisement of SP 014-070-016 with a letting date of March 10, 2026.

Request Approval of Letter of Support for CSAH 36 Bridge Replacement

Mr. Sorum requested approval of the letter of support for the CSAH 36 Bridge Replacement and stated Polk County is taking the lead on a Raise Grant Application that would bundle 3 bridges across the Red River, including Clay County, Norman County, and Polk County in MN and Cass County and Traill County in ND. These bridge replacements would be funded with 80% federal funds, Bridge Bonding, and a local match.

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the letter of support for the CSAH 36 Bridge Replacement.

Request Permission for Commissioner Krabbenhoft to Travel Out-Of-State

County Administrator Stephen Larson stated Commissioner Krabbenhoft serves as the Chair of CAPLP and they are going to Washing D.C. in the coming months. CAPLP will be covering the travel expenses, so there is no cost to the County.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved Commissioner Krabbenhoft to travel out-of-state to Washington, D.C. with Lakes & Prairies Community Action Partnership.

Committee Reports/County Administrator Update/Discussions

- Commissioner Ebinger reported on meetings for Red River Regional Dispatch - Board of Authority; Swearing-In and Recognition Ceremony; and Clay County Intergovernmental Retreat.
- Commissioner Krabbenhoft reported on meetings for Moorhead City Planning Commission.

- Commissioner Campbell reported on meetings for Red River Regional Dispatch – Board of Authority; Prairie Lakes Municipal Solid Waste Advisory Board; Solid Waste Advisory Committee; MCCJPA; Clay County Intergovernmental Retreat; Diversion Finance request meeting with Senate Finance researchers; and Swearing-In and Recognition Ceremony.
- Commissioner Baer reported on meetings for Swearing-In and Recognition Ceremony; Clay County Intergovernmental Retreat; and went with Hawley Elementary school 5th grade class to donate blankets to Churches United – Micha's Mission.
- Commissioner Mongeau reported on meetings for Planning Commission; Chamber Public Policy event; Prairie Lakes Municipal Solid Waste Advisory Board; Flood Mitigation work group meeting with BRRWD, City of Moorhead, and the Chamber; Swearing-In and Recognition Ceremony; Solid Waste Advisory Committee; MCCJPA; Clay County Intergovernmental Retreat; MN Rural Counties Caucus; Metro COG Executive Committee; Chamber Business and Government Roundtable; and Diversion Finance request meeting with Senate Finance researchers.
- County Administrator Stephen Larson reported on meetings for Assistant County Administrator Evaluation; Flood Mitigation work group meeting with BRRWD, City of Moorhead, and the Chamber; Swearing-In and Recognition Ceremony; met with DMV Supervisor on a series of issues; worked with MCIT on an issues; MCCJPA; Clay County Intergovernmental Retreat; met with Commissioner Krabbenhoft on a series of issues; Diversion Finance request meeting with Senate Finance researchers; met with Darren Brooke, Sheriff Empting and our Labor Attorney regarding union negotiations; and a Press Release has gone out from the Sheriff's Office regarding updating Hazard Mitigation plans.
- Assistant County Administrator Darren Brooke reported on meetings for Planning Commission; Land Management – Judicial Security Law; Swearing-In and Recognition Ceremony; SWAC; met with Anna Moore on Paid Family Leave; met with Josh Heggem regarding Jail Administration negotiations; Clay County Intergovernmental Retreat; Jail Administration negotiations; and met with Sheriff Empting, Steve Lrson and Josh Heggem regarding union negotiations.

Adjourn

The meeting was adjourned at 10:17 a.m.

Jenny Mongeau, Chair
County Board of Commissioners

Darren Brooke, Assistant County Administrator