

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, MARCH 10, 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 Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the agenda with the Agenda Addition: Request Approval of the 2026-2027 Township Maintenance Contract Rate.

Donation from Sharon Ferris to the Sheriff's Office K9 Program

By consent, the Board approved the donation from Sharon Ferris to the Sheriff's Office K9 program in the amount of \$1,000.

Commissioner Mongeau recognized the donation and thanked Ms. Ferris for her generous donation.

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 \$714,279 from 166 vendors. There were 125 warrants issued under \$2,000 (\$47,575) and the following 41 were over \$2,000.

Otter Tail Public Health	\$ 241,991	SVL Service Corporation	\$ 4,006
Becker County Public Health	\$ 130,101	Wegner Psychological & Therapeutic Svc	\$ 3,750
Clay Co Public Health	\$ 80,124	Sabin C Store	\$ 3,730
Trinity Services Group, Inc.	\$ 19,945	Northland & Companies	\$ 3,415
CliftonLarsonAllen LLP	\$ 16,469	Verizon 386550144-00004	\$ 3,249
PDQ.COM Corporation	\$ 16,450	Clay County Public Health Dept (Jail)	\$ 3,132
Mickelson Body Shop, Inc.	\$ 15,770	Solutions Behavioral Health PC	\$ 3,037
Dakota Plains Mechanical, Inc.	\$ 13,541	Fuchs Sanitation Inc	\$ 2,859
Everything2go.com LLC	\$ 12,460	WEX Bank	\$ 2,815
Braun Intertec Corp	\$ 7,571	Roos/Leslie	\$ 2,761
Forum Communications Printing	\$ 6,965	Nancy Hein-Kolo, P.C.	\$ 2,750
Code 4 Services, Inc	\$ 6,713	River Valley Forensic Services, PA	\$ 2,650
City Of Moorhead	\$ 6,120	Powerplan	\$ 2,625
Axon Enterprises, Inc.	\$ 5,252	Dean's Bulk Service	\$ 2,455
JT Lawn Service	\$ 5,163	Farmers Coop Oil Co	\$ 2,398
Wilkin Co Public Health	\$ 5,021	Clay County Union	\$ 2,328

Fargo Freightliner	\$ 4,922	West Central Regional Juvenile Center	\$ 2,267
Petro Serve Usa-Hwy	\$ 4,906	Mezclada	\$ 2,205
Town & Country Oil Inc.	\$ 4,460	CivicPlus, LLC	\$ 2,043
Kinslow/Carrie	\$ 4,250	Galls, LLC - 1002151418	\$ 2,017
		Ramsey County Finance	\$ 2,004

Approval of Minutes from February 24, 2026

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from February 24, 2026.

Request Approval to Sign the Food Service Agreement with Trinity Food Services

Juvenile Detention Director James O'Donnell requested approval to sign the food service agreement with Trinity Food Services and stated the Board approved to award the food services contract to Trinity Food Services for the West Central Regional Juvenile Center (WCRJC), Correctional Facility (Jal), and the Withdrawal Management/Detox Facility (WMDF). The WCRJC did receive approval/assurance from the Minnesota Department of Education (MDE) indicating that the contract and RFP process did meet the National School Lunch Program (NSLP) standards. The contracts have been reviewed and approved by the County Attorney.

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to sign the Food Services Agreement with Trinity Food Services for the West Central Regional Juvenile Center, Correctional Facility, and the Withdrawal Management/Detox Facility.

Request Approval for Out-of-State Travel

Mr. O'Donnell requested approval for out-of-state travel for the Juvenile Detention Training and Standards Coordinator, Ryan Sandven, to attend the National Institute of Corrections Training Event in Colorado, from June 9, 2026, through June 12, 2026. Hotel and Airfare will be reimbursed by the National Institute of Corrections. This is an incredible opportunity for Mr. Sandven to learn, provide opportunities, and bring resources back to Clay County and the Regional Membership.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the out-of-state travel for the Juvenile Detention Training and Standards Coordinator to attend the National Institute of Corrections Training Network meeting in Aurora, Colorado from June 9, 2026, to June 12, 2026.

Annual Department Update - Solid Waste

Solid Waste Manager Corey Bang provided the Board with an annual department update and discussed Household Hazardous Waste, the Resource Recovery Center, Recycling, Trucking, the Landfill, Leachate, Becker County Load Sharing, Freon Removal, Composting, Staffing, and Construction/Demo Updates.

Discussion ensued regarding leachate, PFOS, the Demolition Landfill, the CDL training program, and mattress recycling.

Commissioner Mongeau thanked Mr. Bang and his staff for their hard work.

Agenda Addition: Request Approval of the 2026-2027 Township Maintenance Contract Rate

County Engineer Justin Sorum requested approval of the 2026-2027 Township Maintenance Contract and stated the 2025 Township Maintenance costs have been calculated, and the contract rate has been discussed with the Highway Tracking Committee and was shared with the Township Officers on March 6, 2026. The new proposed rate is \$1,120.00 per mile using the 5-year rolling average, which is a \$68 increase (6.5%). The contract runs from July 1, 2026, through June 30, 2027.

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the 2026-2027 Township Maintenance Contract at \$1,120.00/mile for full time maintenance.

Request Approval of Bridge MOU with Cass County

Mr. Sorum requested approval of the Bridge Memorandum of Understanding (MOU) with Cass County. Historically MNDOT, and Clay County have taken responsibility for the inspection of the 4 Red River Structures, which are jointly owned by Cass County and Clay County. Last year NDDOT took over the inspection responsibility of 2 of the 4 structures. This MOU is required by the Federal Highway Administration (FHWA) and lays out ownership, maintenance, and inspection responsibilities.

Commissioner Krabbenhoft asked Mr. Sorum to name the 4 bridges. Mr. Sorum stated the 4 bridges include CSAH 2 – Comstock, CSAH 8 – Rustad, CSAH 26 (the Harwood Road), and CSAH 36 – Georgetown.

On motion by Commissioner Baer, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the Bridge MOU with Cass County.

Bid Opening for SP 014-070-016

Mr. Sorum opened bids for SP 014-070-016 which is for the CSAH 12/52 Roundabout project. The Engineer's Estimate for this project is \$3,296,682.99.

Mr. Sorum stated 6 bids were received, all complete with a bid bond. The first bid is from Central Specialties Inc. in the amount of \$3,631,716.15. The second bid is from R.J. Zavoral & Sons in the amount of \$3,349,305.35. The third bid is from Reede Construction Inc. in the amount of \$3,338,400.50. The fourth bid is from J.R. Ferche Inc. in the amount of \$3,334,413.70. The fifth bid is from Sellin Brothers Inc. in the amount of \$3,209,568.00. And the final bid is from Border States Paving Inc. in the amount of \$2,899,657.18

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the low bid from Border States Paving Inc. in the amount of \$2,899,657.18 for SP 014-070-016, contingent upon no errors in the bids, and approval from the Office of Civil Rights.

Annual Department Update - Facilities Department

Facilities Director Joe Olson provided the Board with an annual Department update and discussed the mission of the department, Staffing, Facilities Organizational Chart, the Facilities Team, the 22 Facilities, Building Committee, Safety Committee, and Risk Management.

Commissioner Mongeau thanked Mr. Olson and his Department for their great work.

Request to Approve and Adopt the Clay County Meeting Room Use Policy

Mr. Olson requested approval to adopt the Clay County Meeting Room Use Policy and stated the policy was developed to clearly outline the rules, procedures, and eligibility for use of County meeting rooms. These rooms are intended primarily for County business and activities directly related to County operations. While the County occasionally receives requests from outside agencies or members of the public to use the spaces, meeting rooms are limited to Clay County departments, County tenants, and organizations directly affiliated with County functions.

The policy also clarifies that meeting rooms are for official County business only and may not be used for personal, commercial, or political purposes. Use of meeting rooms is coordinated through the designated managers responsible for each County facility to ensure proper oversight of these shared spaces. Establishing this policy will help ensure consistent and appropriate use of County facilities and clearly define who is eligible to use them. This policy has been reviewed and approved by the Clay County Building Committee, the managers responsible for the individual County facilities, and the Clay County Attorney's Office.

Discussion ensued regarding the use of the Courthouse meeting rooms A/B, and challenges with meetings taking place after hours.

On motion by Commissioner Baer, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved and adopted the Clay County Meeting Room Use Policy as presented.

Annual Department Update - Probation/Department of Corrections

Probation/Department of Corrections District Supervisor Dale Arnold provided the Board with an annual department update and discussed Conty Data, Staff, Specialty Courts, Cognitive Behavioral Therapy, and Updates from 2025.

Discussion ensued regarding mental health assessments, transfers to Cass County, ND, and sex offender early release costs.

Commissioner Mongeau thanked Mr. Arnold and his team for all their great work.

BREAK

The Board took a break from 10:03 a.m. to 10:08 a.m.

Request Approval of the Contract Renewal with UKG

Assistant County Administrator Darren Brooke requested approval of the contract renewal with UKG.

Mr. Brooke stated Clay County is a member of the Minnesota Counties Computer Cooperative (MNCCC). The UKG program is administered through MNCCC, and the County has been using this program for HR & Payroll systems since April 2022, and most recently for recruiting & onboarding. MNCCC is seeking to have all contract renewals on the same renewal schedule, effective January 2027, resulting in only a 9-month contract from April 2026 to December 2026. From there, starting in January 2027, contracts will resume the 1-year contract cycle.

Mr. Brooke stated the 9-month contract to be approved today is for \$61,274.94.

Commissioner Mongeau asked if this was a budgeted item. Mr. Brooke confirmed that it was.

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the 9-month contract renewal with UKG for the HR Payroll Systems for Clay County from April 2026 to December 2026 in the amount of \$61,274.94.

Committee Reports/County Administrator Update/Discussions

- Commissioner Ebinger reported on meetings for AMC Legislative Conference.
- Commissioner Krabbenhoft reported on meetings for AMC Legislative Conference; Clay County Collaborative; NSJ/PRTF; Adult Mental Health LAC; CAPLP; and BRRWD.
- Commissioner Campbell reported on meetings for AMC Legislative Conference; Highway Tracking; and Highway Tracking and Township Officers meeting.
- Commissioner Baer reported on meetings for AMC Legislative Conference; and Clay County Collaborative.
- Commissioner Mongeau reported on meetings for Highway Tracking; AMC Legislative Conference; Highway Tracking and Township Officers meeting; AMC Research Committee; and CAPLP.
- County Administrator Stephen Larson reported on meetings for Highway Tracking; MACA; AMC Legislative Conference; NSJ/PRTF; Township Maintenance Agreement; step 3 grievance; met with Sheriff Empting on a series of issues; and next Monday is the Township Officers meeting at the LEC from 8:30 a.m. to 12:00 p.m.
- Assistant County Administrator Darren Brooke reported on meetings for AMC Legislative Conference; HR Staff Meeting; Data Requests; step 3 grievance; AMC Salary Survey.

Commissioner Mongeau stated she has been working with two landowners who live along SE-5 of the Diversion project, who saw substantial damage that was incurred by two separate sub-contractors of the USACE, this summer. There were upwards of \$70,000 to \$75,000 dollars in damage to each crop. The Landowners have been working with the Diversion Authority's Lands & Compliance Director, Justin Fisher, to document what is needed, but they're not getting anywhere with the USACE holding that sub-contractor accountable. Commissioner Mongeau asked for this to be discussed at the next Diversion Authority meeting.

Adjourn

The meeting was adjourned at 10:29 a.m.

Paul Krabbenhoft, Vice-Chair
County Board of Commissioners

Stephen Larson, County Administrator