

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, MARCH 17, 2026
Meeting Room A / B – 3rd Floor – Courthouse
MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners present: 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.

Approval to Replace Waiver Case Manager Position in the Home & Community Based Services Division with Backfill if There's Internal Interest.

By consent, the Board approved to replace the Waiver Case Manager position in the Home & Community Based Services Division with backfill if there's internal interest.

Approval to Replace an Eligibility Worker Position on the Healthcare Unit with Backfill if There's Internal Interest

By consent, the Board approved to replace an Eligibility Worker position in the Healthcare Unit with backfill if there's internal interest.

Approval to Revise the Solid Waste Certificate of Need Letter for the MPCA

By consent, the Board approved the revised Solid Waste Certificate of Need letter for the MPCA.

The National Opioid Settlement Information - Six Remnant Defendants Opioid Settlement

By consent, the Board approved the National Opioid Settlement Information - Six Remnant Defendants Opioid Settlement.

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 Ebinger, and unanimously carried, the Board approved the bills and vouchers totaling \$758,531 from 138 vendors. There were 88 warrants issued under \$2,000 (\$39,726) and the following 50 were over \$2,000.

Clay Co Public Health	\$106,389	Trane U.S. Inc.	\$ 6,224
Advanced Correctional Healthcare, Inc.	\$ 66,341	Solutions Behavioral Health PC	\$ 6,107
Red River Regional Dispatch Center	\$ 45,410	Rob Bentz Lock & Key, LLC	\$ 5,682
Enterprise FM Trust	\$ 45,248	City Of Fargo	\$ 5,670
Moorhead Public Service	\$ 36,923	City of Pelican Rapids	\$ 5,103

SHI International Corp	\$ 35,002	NDSU	\$ 5,000
Prairie Lakes Municipal Solid Waste Auth	\$ 28,055	Norman County Auditor-Treasurer	\$ 4,485
Becker County Public Health	\$ 28,046	Elan Financial Services	\$ 4,306
Trinity Services Group, Inc.	\$ 24,379	Barbo/Elizabeth	\$ 4,100
Lakeland Mental Health Center, Inc.	\$ 21,792	Psychogics	\$ 4,065
West Central Initiative	\$ 20,000	Winthrop & Weinstine, P.A.	\$ 4,000
Metro Cog	\$ 18,905	Stantec Consulting Services, Inc.	\$ 3,750
Sanford Health	\$ 16,543	CivicPlus, LLC	\$ 3,667
RBS Activewear	\$ 14,849	Coborn's Inc	\$ 3,648
Wilkin Co Public Health	\$ 14,789	Wild Rice Electric Cooperative, Inc.	\$ 3,422
Crown Appraisals, Inc.	\$ 13,000	Pomp's Tire Service, Inc.	\$ 3,031
Mn Dept Of Finance, Treasury Division	\$ 11,853	Sanford Health	\$ 3,000
Pemberton Law, P.L.L.P.	\$ 11,816	Interstate Power Systems, Inc.	\$ 2,898
Positive Promotions, Inc.	\$ 11,803	Central Door & Hardware Inc.	\$ 2,777
Turnkey Corrections	\$ 11,528	ANJAAM HOLDINGS, LLC	\$ 2,674
Otter Tail Public Health	\$ 9,575	Petro Serve Usa-WCRJC	\$ 2,547
Tyler Technologies, Inc.	\$ 9,300	MidStates Wireless, Inc.	\$ 2,355
Nitzkowski, Inc.	\$ 8,444	Minnkota EnviroServices, Inc.	\$ 2,312
Houston Engineering Inc	\$ 6,986	Office of MNIT Services	\$ 2,188
REACH	\$ 6,773	Mitchell/Dr. Meghan	\$ 2,028

Approval of Minutes from March 3, 2026

On motion by Commissioner Ebinger, seconded by Commissioner Campbell, and unanimously carried, the Board approved the minutes from March 3, 2026.

Annual Department Update - Assessor's Office

County Assessor Jill Murray provided the Board with an annual department update and discussed the mission of the office, staffing, 2026 assessment, sales ratio study, Board of Appeal & Equalization, crop property index (CPI) conversion, 2024 assessment & tax petitions, and the 2027 assessment.

Ms. Murray further discussed a project she's currently working on and stated she and her staff work in Computer Aided Mass Appraisal (CAMA) software, and the valuations and classifications then integrate with the Aumentum Tax software, which includes homestead exclusions. Clay County moved to Aumentum managed services in January, and the next step is upgrading to a platform version of the tax software. Because Minnesota has one of the most complex property tax systems, the software conversion will be a complex process.

Discussion ensued regarding adjusted sales price, time trends, CPI, tax petition court filings, the rotation of mass appraisals & quintile work, and split value between land and structures for lakefront properties.

Commissioner Mongeau thanked Ms. Murry and her staff for all they do for the County.

Request Approval of the Final Contract Voucher for SAP 014-634-031

County Engineer Justin Sorum requested approval of the Final Contract Voucher for SAP 014-634-031, which was for the Mill and Overlay project from the East City Limits of Ulen to the Clay/Becker County Line. This project was completed a year early due to favorable bid prices last year. Central Specialties, Inc. was the contractor, with the initial Bid of \$728,374.61. And the final amount to be approved is \$743,983.51.

Discussion ensued regarding the reason for the overage amount.

On motion by Commissioner Baer, seconded by Commissioner Campbell, and unanimously carried, the Board approved the Final Contract Voucher for SAP 014-634-031 in the amount of \$743,983.51.

Request Approval of Permit and License Agreement with the Diversion Authority

Mr. Sorum requested approval of the Permit and License Agreement with the Diversion Authority for the Southern Embankment, encompassing areas in which SE-4 and SE-5 either cross county roadways, or are the roadway itself. This agreement allows the Diversion Authority to maintain the Southern Embankment in the event of any damage from a flood, or general maintenance. This agreement also allows the County to seek outside repair options, if maintenance isn't completed in a timely manner, which would then be reimbursed by the Diversion Authority.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the Permit and License Agreement with the Diversion Authority.

Annual Department Update - Highway

Mr. Sorum provided the Board with an annual department update and discussed the mission statement of the department, staffing & organization chart, maintenance, shop, engineering, administration, sign department, sign order map & sign inventory system, Minnesota Manual on Uniform Traffic Control Devices update, roadway network, 2025 maintenance highlights, 2025 construction highlights, 2025 project highlights for CSAH 34, and CSAH 14, Historical State Aid construction allotment, Highway User Tax Distribution Fund, and 2026 look ahead.

Discussion ensued regarding the definition of a bridge, sign department, the new sign inventory and map system, compliance for signs, the roundabout project on CSAH 12/52, Historical State Aid Construction Allotment, the impacts to the upcoming season if the vacant Engineering Technician positions are not filled before June 2026, and road restrictions.

Commissioner Mongeau thanked Mr. Sorum and his department for everything they do for the County.

Committee Reports/County Administrator Update/Discussions

- Commissioner Ebinger reported on meetings for NW Emergency Communication Board; Beyond the Yellow Ribbon; and Dancing Sky Area Agency on Aging.
- Commissioner Campbell reported on meetings for Personnel Issues Committee; Building Committee; FM Diversion Planning Committee; and Association of Township Officers.
- Commissioner Baer reported on meetings for Wild Rice Water District; Building Committee; Clay County Collaborative; SWCD; SCHSAC; and Association of Township Officers.
- Commissioner Mongeau reported on meetings for Personnel Issues Committee; Innovate 28 Investor Briefing; Moorhead Day at the Capitol; NSD/PRTF; and Association of Township Officers.
- County Administrator Stephen Larson reported on meetings for Personnel Issues

Committee; County Management; Building Committee; discussed the National Opioid Settlement Information - Six Remnant Defendants Opioid Settlement; NSD/PRTF; and Association of Township Officers.

- Assistant County Administrator Darren Brooke reported on meetings for Personnel Issues Committee; County Management; Union Negotiation prep; Building Committee; Data Requests; Lieutenants/Sergeants Negotiations; met with Joe Olson and Biran Friedrich regarding personnel issues; NSD/PRTF; Data Request Form, Association of Township Officers meeting; and HR Staff Meeting.
- County Attorney Brian Melton reported on meetings for Personnel Issues Committee; Building Committee; County Management; met with Moorhead Assistant Police Chief Bill Ahlfeldt regarding changes occurring within their office and how it impacts the Attorney's Office.

Adjourn

The meeting was adjourned at 9:52 a.m.

Paul Krabbenhoft, Vice-Chair
County Board of Commissioners

Stephen Larson, County Administrator