

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, APRIL 21, 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, 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 amended agenda.

Approval to Refill an Open Juvenile Detention Worker Position in the Secure Unit

By consent, the Board approved to refill an open Juvenile Detention Worker position in the Secure Unit.

Approval to fill an Open Overnight Position in Non-Secure CLIPS

By consent, the Board approved to fill an open overnight position in Non-Secure CLIPS.

Approval to Hire Lead RN Position due to an Upcoming Retirement

By consent, the Board approved to hire Lead RN position due to an upcoming retirement.

Approval to Hire Full-Time LPN Position due to Status Change

By consent, the Board approved to hire a Full-Time LPN position due to status change.

Tax Abatement for D.Barry Due to a Clerical Error

By consent, the Board approved the tax abatement for D.Barry due to a clerical error.

Renew Vegetation Management Lease for Elkton Township Property.

By consent, the Board approved the renewal of the Vegetation Management Lease for Elkton Township Property.

Donation from Sabin Elmwood Fire Fighters Association to the Sheriff's Office Work Detail

By consent, the Board approved the donation from Sabin Elmwood Fire Fighters Association to the Sheriff's Office Work Detail program in the amount of \$750.00.

Commissioner Mongeau recognized and thanked Sabin Elmwood Fire Fighters Association for their generous donation.

Approval to Fill the Vacant Landfill Operator II Position.

By consent, the Board approved to fill the vacant Landfill Operator II position.

Citizens to be Heard

County Administrator Stephen Larson stated there were three additional requests to provide comments regarding the shotgun-only/rifle zone public hearing. However, after discussing with County Attorney Brian Melton, those comments are not able to be brought forward because the time for public comment has since closed.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Baer, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the bills and vouchers totaling \$439,556 from 108 vendors. There were 75 warrants issued under \$2,000 (\$30,438) and the following 33 were over \$2,000.

Advanced Correctional Healthcare, Inc.	\$ 66,028	Otter Tail Public Health	\$ 6,314
Clay Co Public Health	\$ 53,543	City of Pelican Rapids	\$ 5,103
Xcel Energy	\$ 38,481	Valley Mortuary Transportation Services	\$ 4,900
Trinity Services Group, Inc.	\$ 26,780	CB & Sons Electric, Inc.	\$ 4,795
The Hawley Herald, Inc.	\$ 20,768	Clay County Auditor-Treasurer	\$ 4,520
Moorhead Public Service	\$ 19,851	Elan Financial Services	\$ 4,148
AJ Truck and Trailer	\$ 15,346	Psychlogics	\$ 4,065
Department Of Corrections	\$ 14,175	Interstate Power Systems, Inc.	\$ 3,917
First American Title Insurance Co	\$ 13,497	Coborn's Inc	\$ 3,079
Department of Transportation	\$ 12,622	Minnkota EnviroServices, Inc.	\$ 2,810
Becker County Public Health	\$ 12,180	ANJAAM HOLDINGS, LLC	\$ 2,756
Lutheran Social Service Of Mn	\$ 12,028	Nancy Hein-Kolo, P.C.	\$ 2,750
Felhaber Larson	\$ 11,089	Wild Rice Electric Cooperative, Inc.	\$ 2,347
City Of Hawley	\$ 10,807	Amazon Capital Services	\$ 2,261
MN Counties Computer Coop	\$ 8,475	Braun Intertec Corp	\$ 2,137
Code 4 Services, Inc	\$ 8,408	Sargent Consultant & Training LLC	\$ 2,000
Tom's Gun Sales	\$ 7,123		

Approval of Minutes from April 7, 2026

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the minutes from April 7, 2026.

Request Approval for Out of State Travel

County Recorder Kimberly Savageau requested approval for out-of-state travel to attend an educational symposium in Rock Island, Illinois which is hosted by the Land Records Management Software vendor. The software vendor will provide funding towards transportation and the Recorder's Office budget will cover the remaining expenses.

On motion by Commissioner Baer, seconded by Commissioner Campbell, and unanimously carried, the Board approved the out-of-state travel for Kimberly Savageau to attend the education symposium in Rock Island, Illinois from May 17, 2026 to May 20, 2026.

Request Approval of Expenses for the Land Records Departments

Ms. Savageau stated the Recorder's Office was 100% compliant in 2025, and requested approval of expenses for the Land Records Departments in 2027, which includes \$15,000 for Tax System Maintenance, \$40,000 for the Remonumentation Program, \$37,350 for Information Services, and \$12,650 for Assessor Software Maintenance, resulting in a total of \$105,000.

Commissioner Campbell asked how this has changed since last year. Ms. Savageau stated it's

the same amount as in previous years.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved \$105,000 in expenses from the Recorder's Compliance Fund for Land Record Departments in 2027.

Recognition - Proclamation for Administrative Professionals Day

Social Services Director Quinn Jaeger requested approval of the proclamation for Administrative Professionals day in Clay County and stated recognizing Administrative Professionals Day provides an opportunity for the Clay County Board of Commissioners to acknowledge the professionalism, dedication, and essential contributions of these employees whose work supports staff, strengthens operations, and helps ensure residents receive the services they need.

On motion by Commissioner Campbell, seconded by Commissioner Baer, and unanimously carried, the Board read the proclamation and approved to proclaim April 22, 2026, as Administrative Professionals Day in Clay County.

Annual Department Update - Social Services: Financial Services Division

Social Services Director Quinn Jaeger, and Financial Assistance Supervisors Karen Amundson and Mikala Wodarek provided the Board with a department update for the Financial Services Division of Social Services.

Ms. Amundson first walked the Board through what a day in the life of an Eligibility Worker looks like, including logging into several systems all of which don't speak to one another, processing new applications, walk-ins waiting to be seen, unplanned activities begin, manual calculations due to system issues, playing catch-up during the lunch break, interviews, case processing, and by the end of the day feeling the pressure of it all. Ms. Amundson further discussed Fraud Prevention & Partnership, Statistics from 2025, and the 2025 SNAP Error Rate Comparison.

Commissioner Mongeau and Commissioner Campbell discussed the reality of the systems not being designed for accuracy or integration with one another and how they're advocating for this at the Capital.

Discussion ensued regarding system-driven deadlines, waitlists, submitted referrals, the One Big Beautiful Bill Act (OBBBA), and error rates.

Commissioner Mongeau stated the bills that we're tracking in regard to the modernization of systems include:

1. The Frederick Bill – HF4840 and the Senate companion bill is SF4982. This is to allow a lease purchase agreement for the sale and issuance to replace the MAXIS system.
2. The Wickland Bill – SF4612 which has the MAXIS component in it, but it also has the Medicaid pieces.

Ms. Wodarek discussed staffing, Medical Assistance (MA), current caseloads, METS and Long-Term Care comparisons to comparable counties, County Burial Assistance, what the aging population means for Clay County, Minnesota Association of Financial Assistance Supervisors (MAFAS), and the changes affecting healthcare programs.

Discussion ensued regarding county burial assistance, upcoming changes including HR1 and the QEST project, and the aging population.

Commissioner Mongeau thanked Ms. Amundson and Ms. Wodarek for their presentation and for all the great work their division does.

Request Approval of Rate Increases to School Nurse Contracts

Public Health Director Jessica Mickelson requested approval of the rate increases to school nurse contracts and stated Clay County Public Health provides school nursing services to two local school districts. Two full-time nurses serve Dilworth-Glyndon-Felton Public Schools, and one nurse provides services two days per month to Ulen-Hitterdal Public Schools. These services support student health needs, ensure compliance with state requirements, and provide critical care coordination within the school setting. The current contract rate is \$50.00 per hour, while Clay County's actual cost to provide the service is \$66.75 per hour, resulting in a county subsidy of \$16.75 per hour.

Ms. Mickelson further discussed the historical contract rates and stated to address rising labor and operational costs while maintaining strong school partnerships, Public Health recommends a phased 3% annual increase to \$51.50 per hour for the 2026–2027 school year and \$53.05 per hour for the 2027–2028 school year. This incremental approach supports fiscal responsibility while reducing the risk of placing undue financial strain on school district partners.

The proposed 3% annual rate increases will result in modest additional costs for the school districts while still requiring Clay County to subsidize a significant share of service delivery costs. Although the increases will generate additional revenue, they will not fully recover the County's actual cost to provide services. The proposal is consistent with the Public Health 2026 approved budget, and the Personnel Issues Committee (PIC) approved the 3% rate increases at the April 14, 2026, meeting.

Commissioner Baer stated that he felt that 3% wasn't enough, and that the County shouldn't be subsidizing the difference.

Discussion ensued regarding the County subsidizing a portion of the cost, and the history regarding the reason why the other school districts don't have a contract with Public Health.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and carried, with one descending vote (Commissioner Baer), the Board approved the 3% rate increase to the school nursing contracts with Dilworth-Glyndon-Felton Public Schools and Ulen-Hitterdal Public Schools for school years 2026–2027 and 2027–2028.

Request Approval to Increase Non-Delegated Environmental Health Fees

Ms. Mickelson requested approval to increase Non-Delegated Environmental Health fees and stated Clay County Environmental Health provides non-delegated services that require significant staff time, travel, and technical expertise. Current fees have not been updated in more than 30 years and no longer reflect the actual cost of providing these services. Staff reviewed neighboring county practices and developed a standardized fee structure based on labor, mileage, and comparable regional fees. The proposed changes will improve cost recovery, support long-term program sustainability, and keep fees within a reasonable regional range. If approved, the updated fees would take effect June 1, 2026.

Proposed Fee Adjustments:

Service	Current Fee	Proposed Fee	Basis
Septic Contractor Permit	\$150.00	\$225.00	Match Becker County
Homeowner Install Inspection (Holding Tank)	\$300.00	\$300.00	No Change
Homeowner Install Inspection	\$300.00	\$460.00	Labor + Mileage (3 Trips)
Soil Verifications	\$150.00	\$150.00	No Change
Compliance Inspection	\$150.00	\$225.00	Match Becker County
Water Testing Sample Collection	N/A	\$175.00	Market Rate/Cost Recovery
Small Residential Demolition (Shed)	\$50.00	\$50.00	No Change
Large Residential Demolition (House)	\$50.00	\$100.00	Tiered Structure
Commercial Demolition	\$50.00	\$310.00	Labor + Mileage

Based on 2025 service volumes, the proposed changes are estimated to generate approximately \$18,785 in additional annual revenue. This includes septic installs, compliance inspections, and demolition permits. Water testing is a new service, so no historical volume data is available.

Discussion ensued regarding where the majority of these services are utilized, water testing, and homeowner install inspection of septic tanks.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the proposed increases to Non-Delegated Environmental Health fees effective June 1, 2026.

Request Approval to Authorize the Relocation of the Social Services Healthcare Financial Team to Suite 200 of the Family Service Center and Approval of the Corresponding Fit-Up Project.

Facilities Director Joe Olson requested approval to authorize the relocation of the Social Services Healthcare Financial Team to Suite 200 of the Family Service Center (FSC) and approve the corresponding fit-up project and stated that suite 200 has recently become vacant.

The previous plan for this space was for the projected needs of the Public Health department. However, after further review by both Public Health and Social Services, it was determined that recent internal staffing adjustments have reduced the need for additional Public Health space. The next identified space demand is within the Social Services Financial Unit. While current conditions provide adequate operational space, projections indicate a need for additional space within the next few years. To be proactive in addressing this, it's requested to relocate a portion of the Financial Unit to Suite 200, which will meet the space needs of Social Services for the next 7 years. Along with the relocation is the request to complete a fit-up project of the suite to meet operational requirements. Both rent and fit-up costs are eligible for 50% reimbursement from the State of Minnesota. This reimbursement would be reflected in the Social Services revenue budget.

The proposed fit-up project includes the construction of additional offices and upgrades to the HVAC system within the suite. Below is a cost breakdown.

Construction: T.F. Powers	\$27,500
HVAC: Dakota Plains Mechanical	\$64,375
Electrical: CB Electric	\$11,595
FF&E	\$11,916

Total	\$115,386
County Share (50%)	\$57,693

Commissioner Baer stated this plan has been reviewed and approved by the Building Committee.

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to authorize the relocation of the Social Services Healthcare Financial Team to Suite 200 of the Family Service Center and the corresponding fit-up project as presented.

Request for Approval to Proceed with the Power Plant Roof Replacement Project

Mr. Olson requested approval to proceed with the Power Plant Roof replacement project and stated the roof is the original structure that was installed in 1972. Three quotes were received, the first was from TectaAmerica Dakotas in the amount of \$95,988. The next quote was from M.J Dalsin Roofing in the amount of \$88,896. And the last and lowest quote was from A&R Roofing in the amount of \$88,860.

Commissioner Baer stated this project has been reviewed and approved by the Building Committee

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved to proceed with the Power Plant roof replacement project by accepting the low quote from A&R Roofing in the total amount of \$88,860.

BREAK

The Board took a break from 9:58 a.m. to 10:05 a.m.

The Clay County Board of Commissioners Consider Draft Ordinance Language for the 2026 Deer Hunting Season

Mr. Larson discussed the April 7, 2026, public hearing, and provided the statistics below.

1. Total Comments Received - 59
 - a. 26 in person testimonies
 - b. 33 online submissions.
 - i. 20 - Move to All Rifle.
 - ii. 30 - Continue with what was in place during the 2025 season (Highway 32).
 - iii. 6 - Highway 9 Split.
 - iv. 3 - Indifferent. (No opinion either way. Provided facts/statistics or asked questions).
2. The Clay County Board of Commissioners requested a decision be delayed as to review all testimony that was submitted.
 - a. April 21, 2026.

Commissioner Mongeau discussed the hunting zones that encompass the county, those being zones 262, 269, 239, and 666. Commissioner Campbell asked if the actual DNR hunting zones would change. Mr. Larson stated no, the zones boundaries will not change. Discussion ensued.

Commissioner Baer stated he would like to see zone 666 be all rifle and give it a year to see how it goes. Then, once the deer hunting season has concluded, ask for the Sheriff's feedback and assess accordingly.

Commissioner Krabbenhoft stated he is strongly in favor of the leaving the line at Highway 32, similar to what it was during the 2025 hunting season. After hearing the overwhelming testimony regarding the Felton area, and how Highway 9 is still too far west, along with the amount of state land in that area, it's truly about safety.

Commissioner Campbell discussed the concerns that residents had regarding stray bullets, and how part of his decision was going to be about safety, therefore, he does not support going rifle within the entire County.

Commissioner Ebinger stated he is in support of keeping the line at Highway 32, as it was in the 2025 hunting season.

Commissioner Baer stated if an ordinance is approved, the Board could always review it after one year.

Commissioner Mongeau stated based on how the agenda item has been advertised, it's her understanding that because this is a draft ordinance for the 2026 deer hunting season, it will indeed need to be reviewed within a year. County Attorney Brian Melton stated the statute states that if something new is put into place, then yes, an annual review of the ordinance is needed. Commissioner Campbell asked if the annual review would require a public hearing. Mr. Melton stated he would need to look into it.

Commissioner Mongeau stated one of the things that this Board discussed at the work group session was wanting to hear from the residents on how this would affect them. There are significant concerns for safety that have been raised, and she hopes those concerns can be considered.

Commissioner Mongeau stated she didn't hear overwhelming support for zone 262 or 269 to be rifle. If you look at the comments and public hearing sign in sheet, the majority of people who were interested in rifles came from north of Highway 10 and the eastern side of the County. Commissioner Mongeau stated based on the averages, she would support east of Highway 9 in zone 239 to continue to be rifle, zones 269 and 262 to be shotgun only, and then see what zone 666 looks like.

Commissioner Campbell stated he could support that, from the standpoint that there will be a review of the ordinance after one year.

Commissioner Baer stated zone 666 was rifle in 2007 and 2008, so that area has used rifles in the past, meaning it wouldn't be a new adjustment.

Commissioner Krabbenhoft stated that although it's not his ideal outcome, knowing that it's only for one year, and hearing that zone 666 used to be all rifle, he would be supportive.

Commissioner Ebinger stated that he wants residents to know that this decision is only for one year.

Commissioner Mongeau stated it's important to look at where the feedback is coming from, and address the concerns regarding the Felton area. Not every party involved will be accepting of the outcome of this decision, but hopefully the community knows that the Board really wanted to take into account all of the different perspectives.

Mr. Melton stated the ordinances that have been drafted don't currently capture what is being voted on, therefore, staff will have to draft a document to reflect this motion. Discussion ensued.

On motion by Commissioner Baer, seconded by Commissioner Campbell, and unanimously carried, the Board approved Clay County Deer Hunting Zone 666 to be all rifle, Zone 239 to remain all rifle, and for Zones 262 and 269 be shotgun only. The Board of Commissioners conducted a roll call vote to approve the motion as follows:

Commissioner Krabbenhoft – Aye

Commissioner Baer – Aye

Commissioner Mongeau – Aye

Commissioner Campbell – Aye

Commissioner Ebinger – Aye

Committee Reports/County Administrator Update/Discussions

- Commissioner Ebinger reported on meetings for Cass-Clay Homelessness Coalition; Regional Juvenile Detention Advisory Board; Spring Rural Cities & County meeting; Lake Agassiz Regional Library Board; Partnership4Health CHB; and LARL Ribbon Cutting for Moorhead Library.
- Commissioner Krabbenhoft reported on meetings for Historical & Cultural Society - Finance; at the Capital for the PRTF/NSJ; and BRRWD.
- Commissioner Campbell reported on meetings for Personnel Issues Committee; WCRWD; Regional Juvenile Detention Advisory Board; Spring Rural Cities & County meeting; and WCRWD public hearing.
- Commissioner Baer reported on meetings for WCRWD; Kragnes Township meeting; at the Capital to testify for SF4457; met with Senators Kupec, Joy, Gander and Johnson; Partnership4Health CHB; and WCRWD public hearing.
- Commissioner Mongeau reported on meetings for Chamber Leadership Discussion; Chamber Public Policy Discussion; Legislative Planning; April Public Policy Discussion; PRTF/NSJ; at the Capital and met with Representatives Allen, Duran, Heintzeman, Gillman, Backer, Murphy, and Perryman; met with Representatives Joy and Keeler; NACO Public Policy Lands Discussion; the Big Four meeting; AMC Executive meeting; Barnesville City Council meeting; BRRWD; testified at the Capital Investment House Committee regarding MAXIS funding; Personnel Issues Committee; testified for the DCYF committee regarding the challenges that counties are facing in implementing the act; meetings with Senators Utki, Rasmusson, Jasinski, Lang, Johnson, and Kupec regarding our project; testified in front of the Senate Health & Human Services Finance committee; met with Speaker Lisa Demuth; NACO Rural Action committee; Spring Rural Cities & County meeting; WCRWD public hearing; and Press Conference for bonding.
- County Administrator Stephen Larson reported on meetings for County Management meeting; met with Brandon Lunak and Dan Mahli on shared areas of interest; MCCJPA pre-meeting; worked on getting information to Jenny Nash regarding the NSJ project; Spring Rural Cities & County meeting; PRTF/NSJ; WCRWD public hearing; and AMC Legislative updates.

Discussion ensued regarding MDH Delegated Fees.

Adjourn

The meeting was adjourned at 11:22 a.m.

Jenny Mongeau, Chair
County Board of Commissioners

Stephen Larson, County Administrator