

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, MAY 19, 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, Jenny Mongeau, Kevin Campbell, and David Ebinger. Others present: County Administrator Stephen Larson, Assistant County Attorney Katie Stock, 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 Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the agenda.

Approval of the Revised Certificate of Need Letter for the MPCA

By consent, the Board approved the revised Certificate of Need Letter for the MPCA.

Approval of the Amendment to the Crime Victim Services Grant

By consent, the Board approved the Amendment to the Crime Victim Services Grant.

Approval to Hire a Full-Time LPN

By consent, the Board approved to hire a full-time LPN.

City of Dilworth Community Center Project – Tax Abatement Bond Acknowledgment

By consent, the Board approved the Tax Abatement Bond Acknowledgment for the City of Dilworth Community Center Project.

Approval to Hire Maintenance Worker

By consent, the Board approved to hire a Maintenance Worker.

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 Campbell, and unanimously carried, the Board approved the bills and vouchers totaling \$498,733 from 102 vendors. There were 74 warrants issued under \$2,000 (\$35,791) and the following 28 were over \$2,000.

Clay Co Public Health	\$ 141,319	MN PERA-Ommitted Deductions	\$ 4,947
Becker County Public Health	\$ 89,849	Justice North	\$ 4,212
Moorhead Public Service	\$ 62,151	Amherst H. Wilder Foundation	\$ 4,000
Sweeney Controls Company	\$ 23,125	Winthrop & Weinstine, P.A.	\$ 4,000
Xcel Energy	\$ 19,558	Ott's Quality Painting Inc.	\$ 3,680

Lutheran Social Service Of Mn	\$ 16,448	Eidem/Trent & Laura	\$ 3,281
Ulteig Operations, LLC	\$ 13,084	Merchants Bank	\$ 3,247
Pomp's Tire Service, Inc.	\$ 9,191	Minnkota EnviroServices, Inc.	\$ 3,241
Petro Serve Usa-Hwy	\$ 9,079	Dakota Plains Mechanical, Inc.	\$ 3,047
Berg Auto Body	\$ 7,987	Wex Bank (fleet)	\$ 2,678
ANJAAM HOLDINGS, LLC	\$ 7,470	Uline	\$ 2,322
Pemberton Law, P.L.L.P.	\$ 6,815	West Central Regional Juvenile Center	\$ 2,278
Otter Tail Public Health	\$ 5,936	Imperial Privacy Systems	\$ 2,273
Elan Financial Services	\$ 5,616	Big Dog Autoglass LLC	\$ 2,100

Approval of Minutes from May 5, 2026, Minutes from May 11, 2026, and Work Group Session Minutes from April 21, 2026

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from May 5, 2026, May 11, 2026, and Work Group Session Minutes from April 21, 2026.

Recognition - Proclamation for National Treatment Court Month - May 2026

Honorable Judge Jade Rosenfeldt and Honorable Judge Michael Leeser requested approval of the proclamation identifying May 2026 as National Treatment Court Month.

Judge Rosenfeldt stated as one of the judges who has the opportunity to preside over Treatment Court, she has the privilege of seeing firsthand the profound impact that these programs have on individuals, families, and our communities. What makes Treatment Court unique is that they bring together judges, probation agents, law enforcement, treatment professionals, attorney's, social services, and community services to work collaboratively towards long-term recovery and public safety. Treatment Courts reduce recidivism, improve recovery, reunite families, increase employment, and save taxpayer dollars by reducing repeated incarceration and crisis system involvement. This month gives us the opportunity to recognize the incredible professionals who make this work possible.

Judge Leeser discussed his appreciation for the support of the Commissioners and the County.

Commissioner Ebinger stated he's been witness to the productivity of Treatment Courts through most of his career as a Police Officer. His experience is that people who go through Treatment Court are committed to working hard so they can pay it forward. He is grateful for these programs and wants the public to know that these programs are a valuable resource.

Commissioner Campbell stated Treatment Court has been something that this Board has supported for a number of years and has been proven to be effective, and that he's happy to support this proclamation.

Commissioner Krabbenhoft thanked the Treatment Court team for their wonderful work and how we are a better community because of these programs.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board read and approved to proclaim May 2026 as National Treatment Court Month in Clay County.

Request Approval of Amendment to MNDOT Agreement #1061904

County Engineer Justin Sorum requested approval of the amendment to the MNDOT Agreement #1061904 and stated previously the Grant Agreement and Resolution for the Local Road Improvement Project (LRIP) Grant, and Federal funding was approved. There were additional federal funds that MNDOT was able to direct to this project, thus reducing the amount of local share. Clay County received an additional \$293,478.00 in Federal Funding.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the amendment to MNDOT Contract #1061904 which includes the additional funds received in the amount of \$293,478.00.

Adult Mental Health Local Advisory Council Annual Report

Adult Mental Health Local Advisory Council (LAC) Secretary Brea Krause, and Adult Mental Health LAC Co-Chair Alison Wolbeck presented the Adult Mental Health LAC 2025 Annual Report including the ongoing community collaboration, mental health advocacy efforts, service system challenges, initiatives intended to improve outcomes for adults experiencing mental illness in Clay County, outreach efforts, community partnerships, and recommendations related to adult mental health services.

Discussion ensued regarding the Adult Mental Health LAC membership.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the Adult Mental Health LAC Membership.

Request Approval to Consider Adding a .6 WIC Registered Dietitian Position

Public Health Director Jessica Mickelson requested approval to consider adding a 0.6 FTE Registered Dietitian position within the WIC program.

Ms. Mickelson stated over the past several years, the program has consistently maintained a caseload exceeding 1,400 clients per month, which is not sustainable under the current staffing structure. At present, the WIC program is staffed by 3 full-time employees (FTEs), 2 variable-hour Registered Dietitians, and a 0.6 FTE administrative assistant. The full-time team includes the WIC Director, one Registered Dietitian, and one Nutrition Specialist. Variable-hour staff provide limited supplemental coverage. One consistently works approximately 8 hours per week, while the other works intermittently. Additionally, a variable-hour employee has recently resigned, with May 7th being the last day.

Registered Dietitians in the WIC program are responsible for conducting comprehensive nutrition assessments, developing individualized care plans, and providing nutrition education and counseling to pregnant and postpartum women, infants, and children. They also manage documentation, issue benefits, coordinate referrals, and collaborate with public health staff and community partners to ensure compliance with state and federal program requirements. WIC is a federally funded and mandated program, administered by the State of Minnesota and delivered through local public health agencies. As a participating agency, the County must meet all federal and state program requirements.

In 2025, Clay County averaged 1,488 WIC appointments per month. By comparison, Becker County averaged 635 monthly appointments with 2 FTEs and is currently seeking board approval to add variable-hour support, while Otter Tail County averaged 1,181 monthly appointments with 3.25 FTE staff. Based on appointments per FTE, Clay County's workload is

approximately 56% higher than Becker County's and 37% higher than Otter Tail County's.

Due to high volume and limited staffing, the WIC Director frequently works more than 40 hours per week to meet client needs and regulatory requirements—particularly during staff absences. Approval of this position will reduce caseload pressure, improve program sustainability, and allow leadership to dedicate more time to essential management and supervisory responsibilities while maintaining high-quality client care. Discussion ensued regarding wages, and federal grant funds to support public health workforce capacity.

The Personnel Issues Committee (PIC) approved this request to come before the full board on 5/12/2026.

Commissioner Mongeau stated although the County is in a challenging time with the budget, the PIC felt that since this was a .6 FTE that we could make this work.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the .6 WIC Registered Dietitian position, with backfill if there is internal interest.

Request Approval to Hire RN Lead at Grade 19, Step 8

Withdrawal Management/Detox Director Troy Amundsen requested approval to hire the RN Lead Position at Grade 19, Step 8 and stated the justification for this request is due to the fact that a Registered Nurse with a vast amount of experience working with clients with substance use and mental illness has applied for the position. This was presented to PIC on 5/12/2026.

Commissioner Mongeau stated this was discussed at PIC and given the challenges we've had over the years with RNs, and not being comparable to the hospitals in the region felt that this is an acceptable offer. Discussion ensued regarding market conditions.

On motion by Commissioner Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the hiring of the RN Lead at Grade 19, Step 8.

Request Approval of the Strategic Staffing Realignment Proposal – Financial Services Eligibility Worker Positions

Social Services Director Quinn Jaeger requested approval of the strategic staffing realignment proposal to help strengthen the Financial Services division ahead of the expected impacts tied to the One Big Beautiful Bill Act (OBBBA) and other anticipated changes coming in late 2026 and early 2027. Financial Services work has continued to become more complicated over time due to constant policy changes, added administrative burdens, increasing workload demands, and technology systems not kept pace with the work staff are being asked to complete. It's anticipated that these pressures will continue increasing as implementation of the OBBBA provisions are further rolled out in the coming years.

The Social Services Department has two upcoming retirements and with the timing of those, the department has a unique opportunity to proactively adjust the staffing structure to put us in a better position for the future demands, while also being fiscally responsible. Therefore, rather than simply replacing positions exactly as they exist today, it's being requested to strategically shift some of those staffing resources into Financial Services unit through the addition of 2 new Eligibility Worker (EW) positions. This means, following the retirement of the long-standing

Child Care Licensor, that position would remain vacant and a restructuring and workload redistribution plan has been developed with the remaining licensing staff. In addition, this proposal also involves the retirement of a retiring Eligibility Worker position. That position would continue to be filled due to ongoing operational need within the Family Team. However, the retiring Eligibility Worker position is currently at the top of the pay scale, and the replacement hire is expected to begin at Grade 14, Step 1. Combined, these staffing transitions create an opportunity to strategically reinvest existing staffing resources into Financial Services by adding 2 new Eligibility Worker positions to help address the federal changes coming in late 2026 and continuing into 2027 and beyond.

The timeline of this plan is as follows:

- Licensing position would remain vacant upon retirement and remain unfilled, with licensing restructuring and workload redistribution begins immediately following retirement.
- Retiring Eligibility Worker replacement process would occur immediately upon approval.
- Recruitment for the 2 new Eligibility Worker positions would begin upon approval with the first EW being brought on in August, with the second one being brought on in November.

Ongoing monitoring of workload impacts and staffing sustainability will occur throughout implementation.

Mr. Jaeger further discussed the cost savings that this plan brings.

Discussion ensued regarding the licensing position and the reallocation of those tasks, the Early Retirement Incentive Program (ERIP), and the staggering of the two new EW positions.

On motion by Commissioner Ebinger, seconded by Commissioner Campbell, and unanimously carried, the Board approved leaving the licensing position vacant, refilling the retiring eligibility worker position and reallocating the savings to hire 2 new eligibility workers, with the approved timeline and backfill.

BREAK

The Board took a break from 9:25 a.m. - 9:29 a.m.

Committee Reports/County Administrator Update/Discussions

- Commissioner Ebinger reported on meetings for Clay County EDC/EDA Quarterly Discussion; Greater FM EDC Discussion; NW Emergency Communication Board; and Beyond the Yellow Ribbon.
- Commissioner Krabbenhoft reported on meetings for Clay County EDC/EDA Quarterly Discussion; Cass-Clay Food Commission; SWCD; Legislative Planning; and NSD Check-in.
- Commissioner Campbell reported on meetings for Personnel Issues Committee; Clay County EDC/EDA Quarterly Discussion; RRRDC Budget & Finance; Wellhead Protection - Moorhead; Lakes Country Service Coop; FM Diversion Planning Committee; and MCIT Special Meeting.
- Commissioner Mongeau reported on meetings for Personnel issues Committee; Clay County EDC/EDA Quarterly Discussion; Greater FM EDC Discussion; Flood Mitigation strategy meetings; NSD Check-in; AMC Day at the Capital 2.0; AMC Futures; Lakeland

Mental Health Center; AMC Legislative Wrap Up; and MRCC.

- County Administrator Stephen Larson reported on meetings for Personnel Issues Committee; Clay County EDC/EDA Quarterly Discussion; Greater FM EDC Discussion; County Management; Flood Mitigation Work Group; Legislative Planning; Tribal Lands meeting; met with Dan Mahli; MACA Legislative Update; NSD Check-in; met with Darren Brooke on an HR issue; call with Steve Summers; and MCIT Special Meeting.
- Assistant County Administrator Darren Brooke reported on meetings for Data Practices project; and met with Anna Moore.

Adjourn

The meeting was adjourned at 10:11 a.m.

Paul Krabbenhoft, Vice - Chair
County Board of Commissioners

Stephen Larson, County Administrator