

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 AM, TUESDAY, JULY 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 (Virtual Technology), and Kevin Campbell. 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 Krabbenhoft 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 of the MOA Addendum between the University of MN Extension and Clay County Reflecting the Correct Dollar Amounts for 2027

By consent, the Board approved the updated MOA Addendum between the University of MN Extension and Clay County, reflecting the correct dollar amounts for 2027.

Citizens to be Heard

Jayne Groneberg, of Moorhead, MN, approached the Board to discuss her concerns regarding the increased hatred, violence, and domestic violence within the community. Ms. Groneberg discussed being a survivor of domestic violence and wanted to speak out for individuals who no longer have a voice to do so, such as Sahar Ramirez. Ms. Groneberg stated a rise in hatred equals a rise in mental and physical health concerns and crises in our community, and this should be alarming. The system for dealing with domestic violence victims is broken and it's failed her and other individuals like Sahar. Ms. Groneberg is asking those with the ability and authority to work to change the system to stop the violence.

County Administrator Stephen Larson stated he received a citizen concern from Maverick Brady regarding a recent Elkton Township Public Hearing to establish township roads. Mr. Larson read the following concern to the Board.

The Elkton Township board has voted to establish a road on the south boarder of our property (parcel 05.025.3800), eliminating 33 feet of our field, and allowing public traffic through our land, under no basis of land owner access, or any real reason to establish this road other than friends of the board enjoy using our property for recreation and want to continue to do so after I put a fence and gate up for cattle, and they are mad they can't drive through private property anymore. The board also did not properly follow the guidelines of Minnesota Statute 164.07 of how to properly establish a township road. We were essentially told we have no say, and have no compensation in this matter because they are elected officials that say where roads will be, and that's that. They have no record of a road ever being there ever, and have failed to provide any evidence of a road ever being established there, so they decided to have a township board meeting yesterday to officially establish township roads and just say where they wanted to establish roads based of nothing. This "road" that they want to establish on our property has never had maintenance done to it ever, no utilities, no gravel added, or any improvements made to it ever. It's just a field that people like to drive through and hunt out of their pickups, shoot

stuff, and leave garbage.

Mr. Larson stated he's had a couple correspondence with Mr. Brady and the GIS & Communications Director Mark Sloan was at the Township meeting as it relates to his work.

Commissioner Baer stated that this sounds like a Township issue, not a County issue. Mr. Larson stated that is correct, and that has been communicated to Mr. Brady.

Approval of Payment of Bills and Vouchers

On motion by Commissioner Baer, seconded by Commissioner Campbell, and unanimously carried, the Board approved the bills and vouchers totaling \$1,067,617 from 138 vendors. There were 94 warrants issued under \$2,000 (\$39,063) and the following 44 were over \$2,000.

Internal Revenue Serv	\$ 296,400	Sanford Health	\$ 7,281
Moorhead Public Service	\$ 97,492	Coborn's Inc	\$ 7,116
Lake Agassiz Regional Library	\$ 90,672	ANJAAM HOLDINGS, LLC	\$ 6,957
West Central Regional Juvenile Center	\$ 71,563	LELS	\$ 5,715
Clay Co Public Health	\$ 67,063	City of Ulen	\$ 4,970
Ulteig Operations, LLC	\$ 62,780	Red River Valley CDL	\$ 4,250
Mn Dept Of Revenue	\$ 38,869	Winthrop & Weinstine, P.A.	\$ 4,000
VEBA Select Account	\$ 36,562	TrueNorth Steel	\$ 3,702
Trinity Services Group, Inc.	\$ 30,016	All Season's Lawncare	\$ 3,700
Dakota Plains Mechanical, Inc.	\$ 19,245	Amazon Capital Services	\$ 3,574
Advanced Striping & Sealcoating, Inc.	\$ 15,355	AJ Truck and Trailer	\$ 3,521
Becker County Public Health	\$ 13,175	Mn Unemployment Insurance	\$ 3,496
Axon Enterprises, Inc.	\$ 12,999	Steve Rummier HOPE Network	\$ 3,375
NACO	\$ 12,398	Minnkota EnviroServices, Inc.	\$ 3,318
Xcel Energy	\$ 12,090	Thomson Reuters - West 590031	\$ 2,948
Diamond Drugs Inc.	\$ 11,952	Olson/Amanda	\$ 2,770
Johnson's Auto Repair LLC	\$ 11,335	Hawley Public Schools	\$ 2,747
Nitzkowski, Inc.	\$ 9,110	State of MN Health Care Savings Plan	\$ 2,539
Otter Tail Public Health	\$ 9,105	Elan Financial Services	\$ 2,340
Braun Intertec Corp	\$ 8,887	City Of Fargo	\$ 2,268
MN Counties Computer Coop	\$ 8,707	Precision Printing of Minnesota, Inc.	\$ 2,136
High Point Networks, LLC	\$ 8,000	Disposal Services Inc	\$ 2,040

Approval of Minutes from July 7, 2026

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

Request Approval of Master Service Agreement and Task Order with KLJ Engineering

County Engineer Justin Sorum requested approval of the Master Service Agreement (MSA) and Task Order with KLJ Engineering and stated the Highway Department went out for an RFP for the design of CSAH 11 from Trunk Highway 336 to Sabin. Out of the proposal process, KLJ Engineering was selected as the highest scoring and best fit proposal for design services. This project will be designed throughout 2026 and 2027 with a planned letting date in early 2028.

Commissioner Campbell asked if this MSA and task order include obtaining of Right-of-Way (ROW). Mr. Sorum stated it would assist with the ROW. The cost is mainly for holding landowner meetings, writing legal descriptions, and things of that nature. As far as the cost to obtain ROW is not included, as it's a County cost. Commissioner Campbell asked if KLJ would assist in explaining why the ROW is needed and that type of thing. Mr. Sorum stated that was

correct. Discussion ensued.

On motion by Commissioner Mongeau, seconded by Commissioner Baer, and unanimously carried, the Board approved the Master Service Agreement and Task Order with KLJ Engineering.

Budget Presentation - Soil & Water Conservation District

Clay Soil & Water Conservation District (SWCD) District Manager, Kevin Kassenborg, and Natural Resources Management Technician Anthony Nelson presented the SWCD 2027 budget and discussed staffing, self-generated funding programs, state grants, the county allocation which supports the following core operations; staff wages, insurance, rent, utilities, and basic program delivery. For 2027, the Clay SWCD is requesting a 6.2% increase over the 2025 allocation, as there was no increase in 2026.

Mr. Nelson discussed the history of funding comparables for the SWCD administered state programs including the Wetland Conservation Act, the Local Water Management program, the County Feed Lot Office program, the County Ag Inspector program, and the Aquatic Invasive Species program. Mr. Nelson stated several of the County programs that the SWCD administers are now funded at levels below what was received nearly three decades ago, despite the increased responsibilities and rising costs associated with delivering the programs.

Commissioner Baer asked if the SWCD had any reserve funds. Mr. Kassenborg stated they have roughly \$300,000.00 in reserves. Commissioner Campbell asked if that number has stayed fairly steady. Mr. Kassenborg stated yes. Commissioner Krabbenhoft asked how many months that amount could cover. Mr. Kassenborg stated that would be right around the 6 month range.

Commissioner Krabbenhoft thanked Mr. Kassenborg and Mr. Nelson for their presentation and extended his appreciation for their partnership with the County.

Budget Presentation - Assessor's Office

County Assessor Jill Murray presented the Assessor's Office 2027 budget and discussed salaries & benefits, notice of Valuation Statements, licensing & memberships, continuing education, office supplies, unknown expenses, and the fee schedule.

The Board thanked Ms. Murry for her presentation.

Budget Presentation - Facilities Department

Facilities Director Joe Olson presented the Facilities Department 2027 budget and stated his budget is made up of the Family Service Center (FSC) enterprise budget and the Courthouse Budget. The Courthouse budget covers the buildings/grounds/maintenance & operations of the Courthouse, Law Enforcement Center (LEC), Department of Motor Vehicle (DMV), and the Withdrawal Management/Detox Facility (WMDF).

Mr. Olson discussed the Courthouse budget revenues including miscellaneous revenue, and refunds - miscellaneous. Expenditures include salaries, other professional services, and utilities, resulting in an overall increase of 1.48%.

Mr. Olson discussed the FSC budget including salaries, FSC building and grounds, rent, and

miscellaneous revenues.

Discussion ensued regarding depreciation and fund balance.

Budget Presentation - Attorney's Office

County Attorney Brian Melton presented the Attorney's Office 2027 budget and discussed revenues including refunds. Expenditures include salaries, PFML, Health Insurance, printing and publishing, trial prosecution, travel & expenses, and computer software. Discussion ensued regarding computer software. Mr. Melton discussed the victim services portion of his budget including grants funding, salaries, and other professional services – grant.

Clay County 2027 Preliminary Budget Presentation

Mr. Larson and County Auditor-Treasurer Lori Johnson presented the preliminary 2027 budget for Clay County and discussed the summary of 2027 Tax Levy by Funds, new requests, summary of revenues by expenditures by department for 2026 year to date, 2026 sales tax figures, and fund balance comparison.

Discussion ensued regarding ½ cent sales tax, the Lake Agassiz Regional Library appropriations, fund balance, and the market value adjustment.

Committee Reports/County Administrator Update/Discussions

- Commissioner Campbell reported on meetings for WCRJC Advisory committee.
- Commissioner Baer reported on meetings for FMWF Chamber MN Legislative Recap; Partnership4Health CHB; and Georgetown Township with Justin Sorum and Tony Nelson from the SWCD.
- Commissioner Krabbenhoft reported on meetings for Moorhead City Planning Commission; Historical & Cultural Society; Clay HRA Liaison; and West Central Initiative Economic Development.
- County Administrator Stephen Larson reported on meetings with Kimberly Savageau; Department Head Evaluation prep; met with James O'Donnell; Department Head Evaluation; FMWF Chamber MN Legislative Recap; met with Commissioner Krabbenhoft; Swearing in Deputy Ortloff; met with Troy Amundsen; Pre-Budget meetings for Public Health and Detox.
- Assistant County Administrator Darren Brooke had no meetings to report.

Adjourn

The meeting was adjourned at 10:25 a.m.

Jenny Mongeau, Chair
County Board of Commissioners

Stephen Larson, County Administrator