

CLAY COUNTY BOARD OF COMMISSIONERS

8:30 AM, TUESDAY, AUGUST 11, 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 Krabbenhoft, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the agenda.

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 Krabbenhoft, and unanimously carried, the Board approved the bills and vouchers totaling \$1,143,981 from 121 vendors. There were 84 warrants issued under \$2,000 (\$37,369) and the following 37 were over \$2,000.

Sellin Bros Inc	\$ 370,638	Election Systems & Software Inc.	\$ 6,415
MN Counties Computer Coop	\$ 101,974	ALPHA Training & Tactics, LLC	\$ 5,312
Earthwork Services Inc.	\$ 90,949	Dean's Bulk Service	\$ 4,739
Houston Engineering Inc	\$ 81,135	Martodam/Donald	\$ 4,606
Moorhead Public Service	\$ 70,892	Mitchell/Dr. Meghan	\$ 4,366
Advanced Correctional Healthcare, Inc.	\$ 67,325	Code 4 Services, Inc	\$ 4,281
Mn State Auditor	\$ 48,092	Pete's Gas & Service	\$ 4,234
Red River Regional Dispatch Center	\$ 45,328	Fargo Freightliner	\$ 4,131
Prairie Lakes Municipal Solid Waste Auth	\$ 28,055	WEX Bank	\$ 3,727
CAPLP	\$ 26,854	Galls, LLC - 1002151418	\$ 3,591
Trinity Services Group, Inc.	\$ 23,959	Johnson's Auto Repair LLC	\$ 3,482
Clay Co Public Health	\$ 22,385	Clay County Detox	\$ 3,096
City Of Barnesville	\$ 13,474	Clay County Union	\$ 3,012
Larkin, Hoffman, Daly, & Lindgren, Ltd.	\$ 12,433	Fuchs Sanitation Inc	\$ 2,951
Petro Serve Usa-Hwy	\$ 9,385	River Valley Forensic Services, PA	\$ 2,950
Farmers Coop Oil Co	\$ 8,164	C-W Valley Co-Op	\$ 2,698
Forum Communications Printing	\$ 7,748	West Central Regional Juvenile Center	\$ 2,687
Powerplan	\$ 7,145	Ramsey County Finance	\$ 2,240
		Petro Serve USA-SW	\$ 2,146

Approval of Minutes from July 28, 2026

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the minutes from July 28, 2026.

Request Approval of the Medical Examiner Contract Agreement with River Valley

Forensic Services, P.A.

Sheriff Mark Empting stated Clay County has contracted with River Valley Forensic Services, P.A. for medical examiner services for many years and this agreement continues that established service arrangements and is not a request for a new service or program.

Under the agreement, Dr. Kelly Mills will continue to serve as the Clay County Medical Examiner pursuant to Minnesota Statutes Chapter 390. The Medical Examiner is responsible for determining the cause and manner of death, completing death certificates, conducting or arranging autopsies and external examinations, consulting with law enforcement and the County Attorney's Office, and providing testimony when required.

The agreement also designates Dr. Kirstin Howell and Dr. Victor Froloff to assist with providing medical examiner services under the direction and supervision of Dr. Mills.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the Medical Examiner Contract Agreement with River Valley Forensic Services, P.A. for the continued services of Dr. Kelly Mills, M.D., as the Clay County Medical Examiner.

Budget Presentation - Sheriff's Office

Sheriff Mark Empting, Chief Deputy Chris Martin, Jail Administrator Kari Tuton and Emergency Management Lieutenant Nicole Reno presented the Sheriff's Office Budget for 2026. The Sheriff's budget consists of Law Enforcement, Corrections, and Emergency Management.

Sheriff Empting presented the Law Enforcement budget and discussed the revenue increases and decreases including police relief aid, general service charges, fees for services rendered, rent, transportation restitution, miscellaneous refunds, and miscellaneous revenue - DARE. This results in a projected revenue increase of \$47,906 over 2026. Discussion ensued regarding transportation.

Sheriff Empting further discussed the Law Enforcement expenditure increases for salaries and benefits including salaries regular, salaries overtime, health insurance, PERA, Social Security, Medicare, and Paid Family Medical Leave (PFML). Law Enforcement expenditure increases and decreases include telephone, Association dues, utilities/Moorhead Public Service (MPS), other professional services, training, animal care, impound lot, equipment repair, radio equipment repair, auto repair and maintenance, and equipment over \$500. The projected expenditure increase for all non-salary lines is \$44,800. Discussion ensued regarding ballistic vests and new weapons.

Sheriff Empting discussed U.S. Marshals Task Force, USPS Task Force, Medical Examiner, Red River Regional Dispatch Center (RRRDC), and New World Maintenance for 2027. Discussion ensued regarding the RRRDC and those services. Sheriff Empting lastly touched on one new request which is a Deputy in Court Security.

Chief Deputy Martin presented the Correctional Facility budget and discussed the revenue increases and decreases including general booking fees, and Huber payments. This is a projected revenue decrease of \$15,000 from 2026. Expenditure increases and decreases for salaries and benefits include salaries regular, part time salaries, overtime salaries, health insurance, PERA, Social Security, Medicare, and PFML. Which results in a projected increase

in salaries and benefits in the amount of \$153,189 for 2027. Expenditure increases and decreases include utilities/MPS, gas (Xcel) other professional services, training, prisoner board (meals), prisoner care (medical), and jail supplies. The projected expenditure increase for all non-salary lines is \$365,500. This would be a 6.72% increase. Discussion ensued regarding prisoner board meals, inmate counts, other professional care, and prisoner care medical.

Ms. Tuton stated there is one a new request which is for a new Administrative Sergeant starting April 1, 2027. Discussion ensued regarding this position.

Chief Deputy Marting presented the Emergency Management budget and discussed revenue, and expenditure increases and decreases including the Emergency Management Performance Grant (EMPG), other professional services, office supplies, and gas & oil.

The Board thanked the Sheriff's Office for their presentation and all that they do in the community.

BREAK

The Board took a break from 9:45 a.m. to 9:55 a.m.

Committee Reports/County Administrator Update/Discussions

- Commissioner Ebinger reported on meetings for NW Emergency Communication Board; and met with Jessica Mickelson, Annabel DuFault, and Rory Beil regarding Opioid settlement funds.
- Commissioner Krabbenhoft reported on meetings for Children's Mental Health LAC; met with Jessica Mickelson, Annabel DuFault, and Rory Beil regarding Opioid settlement funds; and Buffalo-Red River Watershed District.
- Commissioner Campbell reported on meetings for Highway Tracking; and Wellhead Protection - Moorhead.
- Commissioner Baer reported on meetings for Heartland Trail task force meeting; and Wellhead Protection - Moorhead.
- Commissioner Mongeau reported on meetings for Highway Tracking; Night to Unite gatherings; FMWF Chamber Board of Directors roundtable; Glyndon Days; and Buffalo-Red River Watershed District.
- County Administrator Stephen Larson reported on meetings for Highway Tracking; Pre-Budget meeting-Social Services; met with Joe Olson on Facilities items; sent the requested MCIT letter; spoke with Tara Jenson regarding Wild Rice Watershed topics; County check-in with Derrick LaPoint; RRRDC discussion; Pre-Budget Meeting-DOC/Probation; check-in with the Sheriff; and heard back from White Earth Nation and we'll schedule a meeting in early October.
- Assistant County Administrator Darren Brooke reported on meetings for Pre-Budget meeting-Social Services; MPELRA Conference; Pre-Budget meeting-DOC/Probation; Labor Discussion with Quinn Jaeger and Anna Moore regarding statutes regarding Social Worker qualifications; met with Social Workers union stewards and Business agent regarding the changes to Social Worker qualifications.

CLOSED SESSION: County Administrator's Annual Evaluation

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and

unanimously carried, the Board approved to go into a closed session for the County Administrator's Annual Evaluation at 10:16 a.m.

On motion by Commissioner Campbell, seconded by Commissioner Baer, and unanimously carried, the Board approved to come out of closed session at 11:23 a.m.

Adjourn

The meeting was adjourned at 11:25 a.m.

Jenny Mongeau, Chair
County Board of Commissioners

Stephen Larson, County Administrator