

**CLAY COUNTY BOARD OF COMMISSIONERS**  
**8:30 a.m., TUESDAY, JANUARY 3, 2023**  
Rooms A/B, 3<sup>rd</sup> Floor, Courthouse  
**MINUTES**

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Paul Krabbenhoft, Frank Gross, Jenny Mongeau, Kevin Campbell, and David Ebinger. Others present: County Administrator Stephen Larson, County Attorney Brian Melton, HR Director Darren Brooke, and Communications Coordinator Jacqueline Finck.

**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.

**PUBLIC HEALTH 2023 CONTRACTS AND GRANT**

By consent, the Board approved the Public Health 2023 Contracts and Grants.

**EMPLOYEE RECOGNITIONS**

The Board recognized the following employees: Joleen Randklev for 15 years with Public Health; Jeanine Maier for 15 years with Social Services; Kevin Campbell for 20 years as Clay County Commissioner; Daniel Heising for 20 years with Corrections; and Karen Hellem for 30 years with Social Services.

**CITIZENS TO BE HEARD**

There were no citizens to be heard.

**APPROVAL OF PAYMENT OF BILLS AND VOUCHERS**

On motion by Commissioner Gross, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the payment of bills and vouchers totaling \$690,254 from 88 vendors. There were 61 warrants issued under \$2,000 (\$23,277) and the following 27 were over \$2,000:

Blue Cross Blue Shield Minnesota	\$304,598	Town & Country Oil Inc.	\$4,608
Dakota Plains Mechanical, Inc.	\$ 79,826	R Travelmart	\$4,563
Regents Of The Univ Of MN	\$ 71,144	RTVision Inc.	\$4,370
JT Lawn Service	\$ 46,822	Streicher's	\$4,311
R J Zavoral & Sons, Inc.	\$ 35,691	Connect Interiors LLC	\$3,725
Historical & Cultural Society Of Clay Co	\$ 22,031	Fremstad Law Firm PLLC	\$3,000
High Point Networks, LLC	\$ 21,900	Colonial Life	\$2,935
SeaChange Print Innovations	\$ 14,311	Little Falls Machine, Inc.	\$2,885
MN Life	\$ 6,336	The MN Transportation Alliance Inc.	\$2,745
Schmidt/Shawn	\$ 6,000	Liberty Tire Recycling, LLC	\$2,603
Toay/Brian P	\$ 6,000	Madison National Life	\$2,419
Fuchs Sanitation Inc	\$ 5,240	Vanguard Appraisals, Inc.	\$2,406

City Of Moorhead	\$2,203	Allied Fire Protection	\$2,131
Amazon Capital Services	\$2,163		

**APPROVAL OF MINUTES FROM DECEMBER 20, 2022**

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the minutes from December 20, 2022.

**STATE OF THE COUNTY ADDRESS: CHAIR JENNY MONGEAU**

Commissioner Mongeau presented the State of the County Address (available on the County website).

**ELECTION OF 2023 CHAIR AND VICE-CHAIR**

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, Commissioner Gross was elected Chair of the County Board for 2023.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, Commissioner Ebinger was elected Vice-Chair of the County Board for 2023.

**ESTABLISH BOARD OF COMMISSIONERS MEETING SCHEDULE FOR 2023**

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved continuing with the current meeting schedule for 2023: Meetings at 8:30 a.m. on the first four Tuesdays of the month, with the exception of the June 13 meeting, which will be held at 5 p.m., with Board of Equalization following at 6:30 p.m. No regular meetings on any fifth Tuesday that may occur during the year.

**REQUEST TO ADOPT RESOLUTION(S) 2023-01 – 2023-04 FOR NEWSPAPER DESIGNATIONS FOR 2023**

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board adopted Resolution 2023-01, designating the Barnesville Record Review as the official County paper for 2023.

Commissioner Mongeau made clarification that the resolution was listed in the packet as 2022, but is in fact for 2023.

**RESOLUTION 2023-01**

**BE IT RESOLVED, that *Barnesville Record Review* is hereby designated by the Board of Commissioners of the County of Clay, State of Minnesota, as the official County Newspaper for 2023.**

**BE IT FURTHER RESOLVED, *Barnesville Record Review* will furnish *Clay County Union, Hawley Herald, and The Extra* with copies of all proceedings published by them for the County of Clay, which may be carried in those newspapers at no additional cost to the County.**

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board adopted Resolution 2023-02.

Commissioner Mongeau made clarification that the resolution was listed as 2022, but is in fact for 2023.

**RESOLUTION 2023-02**

**BE IT RESOLVED**, that *The Extra* is hereby designated by the Clay County Board of Commissioners as the newspaper in which the notice and list of the real property taxes and penalties becoming delinquent on the first Monday in January 2023, must be published.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board adopted Resolution 2023-03.

**RESOLUTION 2023-03**

**BE IT RESOLVED**, that *Hawley Herald* is hereby designated by the Clay County Board of Commissioners to publish the first printing of the Clay County Financial Statement.

On motion by Commissioner Mongeau, seconded by Commissioner Ebinger, and unanimously carried the Board adopted Resolution 2023-04.

**RESOLUTION 2023-04**

**BE IT RESOLVED**, that *Clay County Union* hereby designated by the Clay County Board of Commissioners to publish the second printing of the Clay County Financial Statement.

**REVIEW COMMITTEE APPOINTMENTS**

Commissioner Mongeau stated having a conflict with the Wild Rice Watershed District Adv. Board and Flood Reduction meetings and would like to transfer those to Commissioner Krabbenhoft, which he accepted.

Commissioner Ebinger expressed that he and Commissioner Krabbenhoft have a conflict with the timing of the Clay County Substance Abuse and Suicide Prevention Committee. He suggested either asking for those times to change so they can attend, or they will have to assign different Commissioners to that committee. Commissioner Mongeau asked if that committee warrants two Commissioners. County Administrator, Stephen Larson will reach out to see if the time can be switched.

Commissioner Campbell mentioned that currently there is only one Commissioner on the Moorhead City Planning Commission and requested that an alternate be added. Mr. Larson will check with the city to make sure that having an alternate is allowed.

Commissioner Mongeau asked if there needed to be a chamber representative. Mr. Larson stated that was an option that would be provided. Commissioner Mongeau stated that she believes it's appropriate that there be a designation and alternate and is willing to serve on that committee. Commissioners Ebinger and Campbell also expressed interest in serving on the committee.

Additional discussion ensued and finalization of committee appointments will be confirmed by the next Board meeting on Tuesday, January 10, 2023.

**REQUEST TO WAIVE PENALTIES FOR THE LATE PAYMENT OF RESIDENTIAL PROPERTY TAXES**

Frederik Haring presented to the Board and requested the Board to waive penalties for late payments of property taxes, on behalf of his father. In addition, Mr. Haring would also like receive copies of the property tax statements to ensure that taxes are paid on time moving forward.

On motion by Commissioner Campbell, seconded by commissioner Mongeau, and unanimously carried, the Board approved to waive penalties in the amount of \$58.73.

Commissioner Campbell discussed further regarding Mr. Haring receiving a copy of property tax statements and that he suggests giving this information to the Assessor and Auditors office to ensure that everything is done appropriately and legally.

**COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS**

- Commissioner Krabbenhoft did not have any meetings to report on.
- Commissioner Mongeau reported on meetings for the Resource Recovery Center.
- Commissioner Gross did not have any meetings to report on.
- Commissioner Campbell reported on meetings for the Resource Recovery Center and Prairie Lakes Municipal Solid Waste.
- Commissioner Ebinger did not have any meetings to report on.
- Mr. Larson attended meetings for Resource Recovery Center; met with Lori Johnson about end of year financials; Department Head Evaluation; and a concerned citizen regarding Social Services.

The meeting was adjourned at 10:03 a.m.

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Frank Gross, Chair  
County Board of Commissioners

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Stephen Larson, County Administrator