

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
JANUARY 3RD, 2023 – 10:00 A.M.**

Pursuant to M.S. 375.07, the Pennington County Board of Commissioners met in the Pennington County Justice Center Board Room in Thief River Falls, MN, on Tuesday, January 3rd, 2023, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Roy Sourdif, David Sorenson, and Neil Peterson. Members absent: None.

The meeting was called to order by 2022 Chairman Lawrence and the Pledge of Allegiance was recited.

2022 Chairman Lawrence asked if there were any amendments to the agenda. Hearing none, Commissioner Sorenson motioned, seconded by Commissioner Sourdif, to approve the Board agenda as presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to approve the Board of minutes of December 29th, 2022, as presented. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to approve the following Commissioner warrants. Motion carried.

County Revenue	\$248,975.99
Road & Bridge	\$ 56,620.63
Solid Waste Facility	\$ 3,935.00
Justice Center Jail Bond Fund	\$604,303.13
Justice Center Capital Improvement	\$300,950.01
Ditch Funds	\$ 58,507.50

Per diems and meal reimbursements in the amount of \$1,525.00 were also approved.

The County Board proceeded to organize for year 2023 with the County Coordinator assisting by calling for nominations for Chairman. Commissioner Nelson nominated Commissioner Peterson as Chairman for 2023. Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, that nominations cease and that a unanimous ballot be cast for Commissioner Peterson as Chairman. Motion unanimously carried.

The County Coordinator then called for nominations for Vice-Chairman. Commissioner Lawrence nominated Commissioner Nelson as Vice-Chairman for 2023. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, that nominations cease and that a unanimous ballot be cast for Commissioner Nelson as Vice-Chairman for 2023. Motion unanimously carried.

Moved by Commissioner Sorenson, seconded by Commissioner Nelson, that the County Board express their appreciation to Commissioner Lawrence for serving as Chairman in 2022. Motion carried.

Moved by Commissioner Lawrence, seconded by Commissioner Nelson, that the dates for the regular meetings of the Board will be the second Tuesday at 10:00 a.m. and the fourth Tuesday at 10:00 a.m. of each month unless otherwise called, with the exception of the Statutory meeting in January that is set by law. Motion unanimously carried.

Moved by Commissioner Sorenson, seconded by Commissioner Sourdif, and pursuant to MS471.96, elected and appointed officials of the County be designated as representatives of the County in their respective State Association and are eligible for reimbursement of expenses by-law with presentation of verified claims. Motion unanimously carried.

Moved by Commissioner Nelson, seconded by Commissioner Lawrence, to appropriate and set aside in the Revenue Fund and authorize the Auditor-Treasurer to pay necessary expenses for postage, freight, telephone, water, lights, and other utilities as provided by MS375.16 as amended. Motion unanimously carried.

Commissioner Lawrence introduced the following resolution and moved for its adoption:

RESOLUTION

BE IT RESOLVED that the official newspaper of Pennington County shall be The Times for the year 2023, published weekly, each Wednesday, in Thief River Falls.

The foregoing resolution was duly seconded by Commissioner Sorenson, and upon vote was unanimously adopted.

Commissioner Lawrence introduced the following resolution and moved its adoption:

RESOLUTION

BE IT RESOLVED, that pursuant to the by-laws of the Association of Minnesota Counties, the following officers are named delegates of the County of Pennington, to-wit: Commissioners, Engineer, Auditor-Treasurer and County Attorney. Other officers may be authorized by the Board to attend as non-voting members.

The foregoing resolution was duly seconded by Commissioner Sorenson, and upon vote was unanimously carried.

The County Board reviewed the insurance premiums for the County's Workmen's Compensation, Property, Liability and error and omission policies. The insurance policies are all through the Minnesota Counties Intergovernmental Trust. Commissioner Nelson moved, seconded by Commissioner Sourdif, to approve the insurance premium rates for 2023 and authorize the County Auditor-Treasurer to pay as presented. Motion unanimously carried.

The County Board reviewed a list of Committee, Boards, and meetings that would allow for a per diem to be paid. Moved by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the following list of committees, boards, and meetings as meetings authorized to charge a per diem of attending on behalf of Pennington County. Motion unanimously carried.

- Advance Thief River Committee
- Airport Zoning Advisory Committee
- AMC Legislative Review Committee
- Annual Township Meetings
- Area Transportation Plan
- Association of Minnesota Counties Meetings
- Building and Maintenance Committee
- BWSR Wetland Meetings
- Chamber of Commerce
- Clearwater River 1 Watershed 1 Plan Policy Committee
- Community Strong
- Emergency Management Committee
- Extension Committee
- Gravel Tax Committee
- Highway Committee
- Household Hazardous Waste Meetings
- Human Service Committee
- Insurance Committee
- Inter-County Community Council
- Joint City/County Meetings
- Juvenile Training Center Board
- Law Enforcement Committee
- Law Library Committee
- Government Relations Committee
- Minnesota Rural Counties
- MNDOT County – Joint Facilities Committee
- Northern Counties Land Use Coordinating Board
- Northland Community and Technical College Advisory Committee
- Northwest Minnesota Joint Powers Board
- Northwest Regional Library Board
- Northwest Minnesota Regional Emergency Communication Board
- Land of the Dancing Sky Area Agency on Aging
- Northwest Regional Development Commission Board
- Northwest Regional Development Commission Transportation Committee
- Pennington County Housing Loan Fund
- Pennington County Water Resource Advisory Committee
- Personnel Committee
- Pine to Prairie Drug Task Force
- Pennington County Historical Society Board
- Red Lake River Corridor

Red Lake Watershed Meetings
Red Lake River 1 Watershed 1 Plan Policy Committee
Red River Basin Joint Powers Board
Red River Valley Development
Regional Insurance Board
Road, Bridge, and Culvert Committee
Safety Committee
Solid Waste Committee
Special County Board Meetings
Technology Committee
Thief River Falls Regional Airport Authority
Thief River Falls Library Board
Thief River 1 Watershed 1 Plan Policy Committee

Also, any other Committees that are established by the County Board or appointments made or meetings attended while representing Pennington County.

The following resolution was motioned by Commissioner Sorenson, seconded by Commissioner Sourdif, and upon vote was unanimously carried.

RESOLUTION

BE IT RESOLVED, that an employee that has been given a County vehicle for their use and the employee chooses to use their own vehicle anyway, the employee will not be reimbursed the County mileage rate unless the vehicle assigned to them is inoperable.

BE IT FURTHER RESOLVED, that the meal reimbursement for travel outside the County shall not exceed \$15 for breakfast, \$25 for a noon meal, and \$35 for an evening meal; that meal reimbursement shall be made for the exact expenditure, plus up to a 15% gratuity, and not the maximum amount allowed; itemized receipts, not totals receipts, must be attached to the claim form or no reimbursement will be made; no alcoholic beverages will be reimbursed,

BE IT FURTHER RESOLVED, that there shall be no reimbursement for meals within the County of Pennington,

BE IT FURTHER RESOLVED, that the meal reimbursement without lodging shall be submitted on a claim form, with receipt (s) attached, to be processed through payroll whereby withholding tax and FICA will be deducted and that meal reimbursements with overnight lodging will not enter into the payroll system,

BE IT FURTHER RESOLVED, that the County Auditor and Human Service Director are hereby given the authority to adjust the amounts of reimbursement if the above policy is not followed,

BE IT FURTHER RESOLVED that this meal and mileage policy shall be effective January 1st, 2023 and shall be reviewed at the County Board's discretion.

Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to appoint Seth Vettleson to represent Pennington County on the NW Juvenile Training Center

Board for a four-year term effective January 1, 2023, to December 31, 2026. Motion unanimously carried.

Moved by Commissioner Sourdif, seconded by Commissioner Sorenson, to appoint Jennifer Herzberg as MnCCC delegate with the Deputy Auditor-Treasurer Payroll/Accounting Manager as alternate. Motion unanimously carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to appoint Scott Petrescue as the County Coroner for a one-year term ending December 31, 2023, as per MN Statutes 3901.005. Motion carried.

Moved by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the following appointments. Motion unanimously carried.

- Road, Bridge, and Culvert Committee
 - Commissioner Lawrence
 - Commissioner Sorenson
 - Commissioner Nelson
 - Commissioner Peterson
 - Commissioner Sourdif

- Human Service Committee
 - Commissioner Lawrence
 - Commissioner Sorenson
 - Commissioner Nelson
 - Commissioner Peterson
 - Commissioner Sourdif

- Law Library Committee
 - Commissioner Sourdif

- Building & Maintenance Committee
 - Government Center:**
 - Commissioner Sorenson
 - Commissioner Lawrence
 - County Coordinator Kevin Erickson
 - Auditor-Treasurer Jennifer Herzberg
 - Human Services Building:**
 - Commissioner Sorenson
 - Commissioner Lawrence
 - County Coordinator Kevin Erickson
 - Human Services Director Julie Sjostrand
 - L.E.C. / Justice Center:**
 - Commissioner Sorenson
 - Commissioner Lawrence
 - County Coordinator Kevin Erickson

County Sheriff Seth Vettleson

- Thief River Falls Airport Zoning Commission
Commissioner Nelson
- Thief River Falls Chamber of Commerce Representative
Commissioner Sourdif
- Inter-County Community Council Board
Commissioner Nelson
Commissioner Sourdif, Alternate
- NW Regional Development Transportation Committee
Commissioner Nelson
- Advance Thief River Advisory Board
Commissioner Sorenson
Commissioner Nelson, Alternate
- County Extension Committee
Commissioner Lawrence
Commissioner Peterson
- Pennington County Historical Society
Commissioner Nelson
- Pennington County Water Resource Advisory Committee
Commissioner Peterson
- Solid Waste Committee
Commissioner Nelson
Commissioner Lawrence
- Highway Committee
Commissioner Lawrence
Commissioner Peterson
- Household Hazardous Waste Joint Powers Board
Commissioner Nelson
Commissioner Lawrence, Alternate
- Land of the Dancing Sky Area Agency Aging Board/Region 1 Aging
Advisory
Commissioner Sorenson
Commissioner Sourdif, Alternate

- Regional Insurance Advisory Board of the Northwest Service Cooperative
Commissioner Sorenson
County Coordinator Kevin Erickson
- NW Regional Library Board and Thief River Falls Library Board
Commissioner Sourdif
- Minnesota Rural Counties Board
Commissioner Peterson
Commissioner Lawrence, Alternate
- Northern Counties Land Use Coordinating Board
Commissioner Peterson
Commissioner Nelson
- NW Regional Emergency Communications Board
Commissioner Lawrence
Commissioner Nelson, Alternate
- Pennington County Affordable Housing Fund Advisory Board
Commissioner Sorenson
- Pennington & Red Lake County Public Health & Home Care Board
Commissioner Lawrence
- Labor/Personnel Committee
Commissioner Lawrence
Commissioner Peterson
- Pennington County Safety Committee
Commissioner Nelson
Commissioner Lawrence
- Technology Committee
Commissioner Nelson
Commissioner Lawrence
- Gravel Tax Committee
Commissioner Peterson
Commissioner Lawrence
- Law Enforcement Committee
Commissioner Lawrence
Commissioner Peterson
- Emergency Management Committee

Commissioner Peterson
Commissioner Nelson

- 2023 AMC Policy Committee Appointments
 - Environment & Natural Resources- Commissioner Peterson
 - General Government- Commissioner Sourdif
 - Health & Human Services- Commissioner Nelson
 - Public Safety- Commissioner Lawrence
 - Transportation & Infrastructure- Commissioner Sorenson

- Pine to Prairie Drug Task Force Joint Powers Governing Board
 - Commissioner Lawrence

- Northwest Regional Development Commission Board
 - Commissioner Lawrence

- Government Relations Committee
 - Commissioner Peterson
 - Commissioner Lawrence
 - Commissioner Sorenson
 - Commissioner Nelson
 - Commissioner Sourdif

- TVF Regional Airport Authority
 - Commissioner Peterson
 - Commissioner Lawrence

- Association of MN Counties Delegate
 - Commissioner Lawrence
 - Commissioner Sorenson
 - Commissioner Nelson
 - Commissioner Peterson
 - Commissioner Sourdif

- NW Regional Affordable Housing Fund Advisory Board
 - Commissioner Sorenson

- Quinn County Advisory Board
 - Commissioner Peterson
 - Commissioner Sorenson, Alternate

- Thief River One Watershed One Plan Policy Committee
 - Commissioner Peterson
 - Commissioner Sorenson, Alternate

- 911 Advisory Committee

Commissioner Sorenson

- Red Lake River Corridor
Commissioner Nelson

- Clearwater River One Watershed, One Plan Policy Committee
Commissioner Peterson
Commissioner Nelson, Alternate

- Comprehensive Local Water Plan, Joint Powers Board
Commissioner Peterson

- NW Juvenile Training Center Board
Commissioner Peterson

- Red Lake River One Watershed, One Plan Policy Committee
Commissioner Peterson
Commissioner Nelson, Alternate

County Sheriff Seth Vettleson presented a letter of resignation from Full-Time Corrections Officer Katy Rolland. Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to accept the resignation of Full-Time Corrections Officer Katy Rolland effective January 8th, 2023. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif to authorize the County Sheriff to post and advertise for the position of Corrections Officer. Motion carried.

County Engineer Mike Flaagan was not present for his scheduled appointment with the Board.

Emergency Management Director Erik Beitel was present informed the Board that he is currently closing out 2021 grants and working on the FEMA disaster declaration. Discussion was held regarding the County Safety Committee and plans for the Government Center.

Motioned by Commissioner Nelson, seconded by Commissioner Sourdif, to appoint Commissioner Lawrence to the TRF Regional Airport Authority Board to fill the vacancy created by former County Commissioner Darryl Tveitbakk. Motion carried.

Auditor-Treasurer Items:

Auditor-Treasurer Jennifer Herzberg presented two contract renewal options from the firm of Hoffman, Philipp & Martell, PLLC for county auditing services beginning with year 2022: a three (3) year agreement at an annual cost of \$26,500; or a five (5) year agreement at an annual cost of \$25,800. Motioned by Commissioner Nelson, seconded

by Commissioner Lawrence, to approve a five (5) year Audit Agreement with Hoffman, Philipp & Martell, PLLC, for audit services at an annual cost of \$25,800, and authorize the Board Chair and County Auditor-Treasurer to sign the same. Motion carried.

Motioned by Commissioner Lawrence, seconded by Sorenson, to approve and accept the following donations received in 2022. Motion carried.

Sentence-to-Serve (misc. services, wood)	\$60,921.08
D.A.R.E.	\$ 200.00

The County Board then reviewed the individual ditch levies as recommended by the committee. Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, that a levy be made for ditch maintenance purposes and property assessed to various ditches in 2022, payable in 2023, in the following amounts. Motion carried.

CD#16-100%	CD#21-50%	JD#13P/RL-2.0%	CD#36-20%
CD#32-5%	CD#33-25%	CD#35-50%	CD#41-1.5%
CD#37-50%	CD#38-30%	CD#39-20%	CD#45-50%
CD#42-40%	CD#43-25%	CD#44-10%	CD#55-80%
CD#46-30%	CD#47-25%	CD#53-20%	CD#62-40%
CD#57-30%	CD#58-10%	CD#59-20%	CD#74-15%
CD#70-2%	CD#71-60%	CD#73-30%	JD#1-25%
CD#75-30%	CD#77-5%	CD#96-7%	JD#18-20%
JD#11-15%	JD#13-15%	JD#15-20%	JD#60-5%
JD#25-3-1%	JD#30-7%	JD#31-4%	JD#30BrA-2%

The Auditor-Treasurer reminded elected officials that campaign finance reports are due by January 31st, 2023.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve issuance of the following license for 2023. Motion carried.

Carpenter's Corner	On-Sale Liquor
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County Coordinator Items:

County Coordinator Kevin Erickson provided an update on the Government Center 3rd floor project. SEH, Inc. has recommended that the Board decide on the \$52,500 alternate bid for windows at the January 24th, 2023, Board meeting. Mr. Erickson also stated that the light bulbs and ballasts on 3rd floor are being removed now in preparation of asbestos removal, and the Public Surplus online auctions for retired assets are going well. The 3rd floor will be clear and ready for the asbestos abatement to begin on January 9th, 2023.

Commissioner Lawrence asked that the County Coordinator invite the Human Services Director to a Building Committee meeting on January 4th, 2023, at 9:00 a.m. The Committee will evaluate the 3rd floor windows and discuss the alternate bid by Schmitz Builders, Inc.

County Attorney Items: None.

Committee Reports / Commissioner Updates:

Commissioner Nelson reported that the Technology Committee will be discussing the option of broadcasting the Board meetings at their meeting next week and are considering the Zoom option. He will present an update at the next Board meeting.

Commissioner Lawrence discussed the I.T. position budgeted for 2023 and stated he would like all county departments to evaluate their IT needs so the Board can determine what level of IT service is needed.

Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to adjourn the Board meeting to January 24th, 2023, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Neil Peterson, Chairman
Board of Commissioners