

**OFFICIAL PROCEEDINGS  
PENNINGTON COUNTY BOARD OF COMMISSIONERS  
JUSTICE CENTER BOARD ROOM  
AUGUST 8<sup>TH</sup>, 2023 – 10:00 A.M.**

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Justice Center Board Room in Thief River Falls, MN, on Tuesday, August 8<sup>th</sup>, 2023, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Dave Sorenson, and Roy Sourdif. Members absent: Neil Peterson.

The meeting was called to order by Vice Chairman Nelson and the Pledge of Allegiance was recited.

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

Recognition of Citizens: None.

Motioned by Commissioner Sorenson, seconded by Commissioner Sourdif, to approve the Board minutes of July 25<sup>th</sup>, 2023, as presented. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve the Auditor and Manual warrants for July totaling \$1,385,490.39 and the following Commissioner warrants. Motion carried.

County Revenue	\$146,013.22
Road & Bridge	\$ 19,215.82
Solid Waste Facility	\$ 67.50
Ditch Funds	\$ 58,073.79

Per diems and meal reimbursements in the amount of \$1,863.37 were also approved.

Advance Thief River Executive Director Michelle Landsverk and President Brian Carlson presented the 2024 Work Plan and 2024 budget request. The organization's purpose is economic development and this year's efforts included resident recruitment, with 8 new households established and two others in process. Childcare initiatives resulted in 110 childcare slots generated. Nine startup businesses received consultation services. Program services include free business navigation services and marketing of the city's loan programs. Ms. Landsverk noted that ATR replaced the Jobs, Inc. program and they are excited for 2024. Mr. Carlson stated that a small business partnership program is coming soon and features annual grants up to \$50,000 for up to two years. They are requesting a letter of support from the County regarding the grants. The Board questioned if the City of TRF will be providing financial support to ATR in 2024. Mr. Carlson said they will be presenting a budget request at the next TRF City Council meeting. Hearing no further questions or comments, the Board took their 2024 budget request under advisement.

County Engineer Mike Flaagan stated that three candidates were interviewed for the position of Highway Maintenance Foreman, and he is recommending the promotion and transfer of Joseph Garry, who is currently a Technician III and an employee of nearly 20 years. Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the transfer and promotion of Joseph Garry from Technician III to Highway Maintenance Foreman, effective August 9<sup>th</sup>, 2023. Motion carried.

Engineer Flaagan discussed a request by Mr. Garry for the use of a county vehicle to monitor local road conditions, and he is aware of the rules and restrictions in place for such use. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the use of a county vehicle by Highway Maintenance Foreman Joseph Garry. Motion carried.

Mr. Flaagan discussed the bids for SP57-607-016 (CSAH #7) that were presented at the last meeting. R.J. Zavoral & Sons, Inc. had the low bid of \$1,245,911.19, and the State has since approved their bid and bid documents. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to accept and approve the low bid of R.J. Zavoral & Sons, Inc. in the amount of \$1,245,911.19 as the best and lowest bid received for SP57-607-016. Motion carried.

Engineer Flaagan noted that the re-graveling project with Thygeson Construction has been completed and final payment is needed in the amount of \$81,312.50. Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to authorize final payment to Thygeson Construction in the amount of \$81,312.50 for county re-graveling in 2023. Motion carried.

Mr. Flaagan discussed a new Senior Technician position for the highway department, which has been discussed and approved by both the Personnel Committee and the I.U.O.E. Local #49 union. Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to approve the new position of Senior Technician and to post for the position as per union contract. Motion carried.

Engineer Flaagan presented an annual maintenance agreement with Green View Inc. for custodial services at the Joint Use Facility. Labor expenses are increasing \$.50 to \$15.00 per hour; other labor expenses are up \$.05 to \$1.95 per hour, and administrative expenses are up \$.75 to \$3.50 per hour. MnDOT is seeking to hire a maintenance worker and when filled the agreement with Green View, Inc. will be termed with a 30-day notice, as per the terms of the agreement. Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve a maintenance agreement between Pennington County and Green View, Inc. for custodial services at the Joint Use Facility for the period of July 1<sup>st</sup>, 2023 – June 30<sup>th</sup>, 2024. Motion carried.

Jail Administrator David Casanova presented a quote for 16 new mattresses for the jail. Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve a quote by Norix Group, Inc. in the amount of \$3,535.58 for the purchase of 16 mattresses for the county jail. Discussion followed with it noted that the purchase is a budgeted item

for 2023. Following discussion, the motion was carried. Mr. Casanova stated that new mattresses are purchased on a rotational basis, and the 16 being replaced have been in use since the new jail opened.

County Sheriff Seth Vettleson presented a quote by Motorola Solutions in the amount of \$3,120.24 for the purchase of a mobile radio and related accessories. Discussion was held on the quote and what is included. Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the quote by Motorola Solutions in the amount of \$3,120.24 for the purchase of a new mobile radio, charger, and related accessories. Discussion was held on mobile radio updates and how they are rotated. The Sheriff noted that their life cycle can vary, with the newer models featuring the latest and most secure encryption technology. Hearing no further discussion, the motion was carried.

Human Services Director Julie Sjostrand presented a quote by Connect Interiors in the amount of \$78,264.76 for the purchase, delivery, and installation of office cubicles and workstations for the remodeled 3<sup>rd</sup> floor of the Government Center. The quote does reflect the State bid rate as provided through Sourcewell. The Building Committee has reviewed the proposed layouts and is recommending approval of the quote. Ms. Sjostrand noted that 50% payment must be made at the time of order, with the remainder upon delivery. Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the quote by Connect Interiors as discussed above and 50% payment. Motion carried.

Ms. Sjostrand noted that the Building Committee will meet soon to review the furniture needs for other rooms on the 3<sup>rd</sup> floor of the Government Center. Some current office desks will be utilized in the new space, and most of her staff have chosen to keep their current chairs. A sound-washing system will be discussed and quoted soon.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to accept the resignation of Full-Time Social Worker Shelby Erickson effective August 17<sup>th</sup>, 2023. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to approve advertising for a Full-Time Social Worker/Child Protection Services. Motion carried.

Ms. Sjostrand noted that the agency is currently short three Social Workers, one Eligibility Worker, and one Case Aide.

Auditor-Treasurer Items: None.

County Coordinator Items:

County Coordinator Kevin Erickson provided an update on the Government Center 3<sup>rd</sup> floor remodel project, noting that painting is nearly complete and the last window on the west side will be installed once a majority of all construction materials have been moved

inside the building. The production and delivery of the interior doors are delayed and are not expected to be delivered until early September.

Mr. Erickson noted that the wage study approved by the Board is in progress. The wage questionnaire has been sent to 16 comparable counties/cities and he has contacted each asking that they complete it timely. The study is expected to last 5-7 weeks.

Mr. Erickson discussed a proposal by Pemberton Law, PLLP to conduct a live training on site titled 'A Practical Approach to Data' at an approximate cost of \$1,500. The training will be attended by supervisors, department heads, etc. and will be recorded for the remainder of staff and future use. The training will focus on the do's and don'ts of data requests, government email, social media, etc., to aid with compliance of the MN Government Data Practices Act. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the proposal by Pemberton Law, PLLP to conduct government data training in the amount of \$1,500, as detailed above. Motion carried. The County Coordinator will work to schedule the training this fall.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve a change proposal from Schmitz Builders, Inc. to replace two, fire-rated wood doors near the elevator in the Government Center as part of the 3<sup>rd</sup> floor remodel project, at the quoted cost of \$3,333.00. Motion carried.

County Attorney Items: None.

Committee Reports: The Board provided a reminder that the AMC Fall Policy Conference will be held in Alexandra, MN from September 13-15, 2023. The County Coordinator will process registrations and book rooms for the Board members planning to attend.

Retired Senior Volunteer Program (RSVP) Director Mitchell Berg (present via Zoom), and RSVP Board Chair Ruth Ostby provided an update to the Board and discussed their programming for retired seniors to maintain independent lifestyles. Their four main programs are: Stay Active for Independent Living (SAIL), Wellness Way, Senior dining and Groceries-to-Go, and food security. Mr. Berg and Ms. Ostby expressed their thanks for past \$1,000 annual contributions to the RSVP and asked for their continued financial support. Hearing no questions, the Board thanked them for the report and took their request under advisement.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to adjourn the Board meeting to August 22<sup>nd</sup>, 2023, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator  
Pennington County

Seth Nelson, Vice Chairman  
Board of Commissioners