

**OFFICIAL PROCEEDINGS  
PENNINGTON COUNTY BOARD OF COMMISSIONERS  
JUSTICE CENTER BOARD ROOM  
NOVEMBER 28<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, November 28<sup>th</sup>, 2023, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Neil Peterson, David Sorenson, and Roy Sourdif. Members absent: None.

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

The Chairman asked if there were any amendments to the agenda. The County Coordinated stated the County Sheriff can be removed from the agenda. Motioned by Commissioner Sorenson, seconded by Commissioner Nelson, to approve the Board agenda with the change presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve the Board minutes of November 14<sup>th</sup>, 2023, as presented. Motion carried.

Motioned by Commissioner Nelson, seconded by Commissioner Lawrence, to approve the Human Services warrants totaling \$265,526.35 and the following Commissioner warrants, to include a ABM Technology block grant bill for \$8,750. Motion carried.

County Revenue	\$157,896.88
Road & Bridge	\$176,911.04
Solid Waste Facility	\$ 4,121.56
Ditch Funds	\$ 7,192.50

Per diems and meal reimbursements in the amount of \$15.16 were also approved.

Human Services Director Julie Sjostrand presented the consent agenda from the November 21<sup>st</sup>, 2023, Human Services Committee meeting. On a motion by Commissioner Sorenson and seconded by Commissioner Sourdif, the following recommendations of the Pennington County Human Service Committee for November 21, 2023 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the October 17, 2023, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the CY 2024 ACS/SWS Support Services Agreement between TriMin Systems and Pennington County Human Services as presented.

- B. To approve the CY 2024 Child Welfare Opiate Allocation Agency Plan as presented.
- C. To approve the County Vulnerability Management Program for CY 2024 as presented.
- D. To approve the CY 2024 Behavioral Health (Community Based Services/Residential/) Purchase of Service Agreements Between Sanford Behavioral Health and Pennington County Human Services as presented.
- E. To approve the purchase of 4 laptops and setup from ABM Technology Group as presented.
- F. To approve the purchase of Office Furniture from Connect Interiors as presented.

### SECTION B

- I. To approve payment of the Agency's bills.

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to accept the resignation of Abigail Steffan as Full-Time Family Based Service Provider effective December 21, 2023. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to authorize the Human Service Director to advertise for the position of Full-Time Family Based Service Provider. Motion carried.

County Engineer Mike Flaagan presented the following items:

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve a bridge bond grant agreement between MnDOT and Pennington County regarding SAP 057-622-007 (Kratka Bridge replacement) with Local Bridge Replacement Program grant funds totaling \$1,133,532.25, and also the following related resolution. Motion carried.

### **RESOLUTION LOCAL BRIDGE REPLACEMENT PROGRAM GRANT AGREEMENT GRANT TERMS AND CONDITIONS SAP 057-622-007**

**WHEREAS**, Pennington County has applied to the Commissioner of Transportation for a grant from the MN State Transportation Fund related to Bridge No. 57527; and

**WHEREAS**, the Commissioner of Transportation has given notice that funding for this project is available; and

**WHEREAS**, the amount of the grant has been determined to be \$1,133,532.25 by reason of the lowest responsible bid.

**NOW, THEREFORE, BE IT RESOLVED**, that Pennington County does hereby agree to the terms and conditions of the grant consistent with MN Statutes, Section 174.50, and will pay any additional amount by which the costs exceeds the

estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

Engineer Flaagan discussed an update to the county road safety plan, which is administered by MnDOT and used to receive federal funding for projects such as intersection lighting, roundabouts, edge-line rumble strips, signing, etc. The agreement states that federal funding will cover 80% of consulting fees, with the county responsible for the remaining 20%. The updated plan results in a 20% county share totaling \$26,942.80, which will be paid from state aid funds. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the new county road safety plan and county share as discussed above. Motion carried.

Engineer Flaagan noted that demolition work on the Kratka Bridge project started last week. Commissioner Peterson discussed the need for signage for snowmobilers using the river and approaching the bridge and construction area. The Engineer will check with other counties and the DNR regarding signage on the river for safety purposes.

#### Auditor-Treasurer Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve contract amendments with Avenu Insights & Analytics, LLC through MnCCC to extended support services for the Tax and CAMA systems from January 1, 2024 - December 31, 2025; with the option to opt out of year two with notification by December 1, 2024. Motion carried. It was noted that we must maintain the systems in place until we transition to the new systems with Tyler Technologies.

Motioned by Commissioner Nelson, seconded by Commissioner Sourdif, to approve the purchase of a desktop computer from ABM Technology for the County Attorney's office in the amount of \$1,343.04. Motion carried.

Discussion was held on a quote from Garden Valley Technologies for the purchase and installation of a new phone system and equipment in the amount of \$15,073. A quote for monthly service fees in the amount of \$2,673.80 was provided, but pricing would vary based on the number of phones in service. The quote covers the Government Center, the Highway Dept, County Attorneys office, the County Board room, and Human Services. The quote excludes the Law Enforcement Center and most of the Justice Center as they already utilize GVT. Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve the quote by Garden Valley Technologies in the amount of \$15,073 for the purchase and installation of a new phone system, and for related monthly service fees, as detailed above. Motion carried.

#### County Coordinator Items:

The County Coordinator notified the Board that Grant Nelson submitted his name for consideration as a representative on the RLWD Board of Managers. Motioned by Commissioner Nelson, seconded by Commissioner Sourdif, to approve the appointment of Grant Nelson to the Red Lake Watershed Board of Managers to fill a vacancy for a one-year, unexpired term beginning January 2024. The Board also wishes to thank Mr. Dale Nelson for his 26+ years of service on the Board. Motion carried.

The Coordinator provided updates on the following job positions:

- IT Technician: Two applications received; interviews will be held November 29, 2023.
- Building & Grounds Supervisor: Three applications received; interviews will be scheduled soon.
- Custodian I: Two applications received; interviews will be scheduled soon.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the reappointments of Caron Alten and Lorna Peterson to the Pennington & Red Lake County Public Health & Home Care Board for two-year terms effective January 1<sup>st</sup>, 2024. Motion carried.

Coordinator Erickson provided an update on the EAW process for the proposed auditorium demolition project, noting receipt of one comment from the State Historic Preservation Office. State Statute obligates the county to consult with the SHPO prior to carrying out a project that may adversely affect a property on the National Register. The County will work to provide all documentation and information requested by the SHPO, such as approximate costs of rehabilitation, current building conditions/assessments, etc. A 'suitable course of action' must be agreed upon by the County and SHPO before any demolition can commence. It was also noted that the Board, as the project RGU, will make a determination at the next County Board meeting if an Environmental Impact Statement is needed for the Auditorium demolition project.

The Coordinator noted that work continues on union contract drafts. He is hopeful that all contracts will be ready for review at the next Board meeting.

It was noted that Ag Services/Solid Waste Coordinator Grant Nelson and the Solid Waste Committee continue to work on a new agreement with Waste Masters, LLC (fka Les's Sanitation) for recycling services in Pennington County.

County Attorney Items:

Mr. Duffy noted that his office will be closed late next week for their annual conference.

Committee Reports:

Commissioner Peterson: questioned the gravel tax collection process and status for 2023. Auditor-Treasurer Herzberg said she can run an annual report on receipts and report back

to the Board, but she noted that some contractors often pay their gravel tax in January of the following year. She noted that general notification letters are sent out to contractors on record. The Board would like to see the process more consistent.

Motioned by Commissioner Sourdif, seconded by Commissioner Nelson, to adjourn the Board meeting to December 12<sup>th</sup>, 2023, at 5:00 p.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator  
Pennington County

Neil Peterson, Chairman  
Board of Commissioners