

**OFFICIAL PROCEEDINGS  
PENNINGTON COUNTY BOARD OF COMMISSIONERS  
ORGANIZATIONAL MEETING  
JANUARY 4<sup>th</sup>, 2022 – 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 4<sup>th</sup>, 2022, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Darryl Tveitbakk, and Neil Peterson. Members present via Zoom: David Sorenson. Members absent: None

The meeting was called to order by 2021 Board Chairman Peterson and the Pledge of Allegiance was recited.

Commissioner Peterson noted that Commissioner Sorenson is attending the meeting via Zoom but will abstain from all voting.

Chairman Peterson asked if there were any amendments to the agenda. The County Coordinator noted that Human Services Director Julie Sjostrand can be removed from the agenda. Motioned by Commissioner Tveitbakk, seconded by Commissioner Lawrence, to approve the Board agenda with the change presented. Motion carried.

Motioned by Commissioner Nelson, seconded by Commissioner Lawrence, to approve the County Board minutes of December 30<sup>th</sup>, 2021, as written. Motion carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Lawrence, to approve following Commissioner warrants. Motion carried.

County Revenue	\$160,216.52
Road & Bridge	\$206,022.14

Meal reimbursements and per diems in the amount of \$150.00 were also approved.

The County Board proceeded to organize for the year 2022 with the County Coordinator assisting by calling for nominations for Chairman. Commissioner Tveitbakk nominated Commissioner Lawrence as Chairman for 2022. Motioned by Commissioner Tveitbakk, seconded by Commissioner Nelson, that nominations cease and that a unanimous ballot be cast for Commissioner Lawrence as Chairman. Motion unanimously carried.

The County Coordinator then called for nominations for Vice-Chairman. Commissioner Peterson nominated Commissioner Sorenson as Vice-Chairman for 2022. Motioned by Commissioner Peterson, seconded by Commissioner Tveitbakk, that nominations cease and that a unanimous ballot be cast for Commissioner Sorenson as Vice-Chairman for 2022. Motion unanimously carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Nelson, that the County Board express their appreciation to Commissioner Peterson for serving as Chairman in 2021. Motion carried.

Moved by Commissioner Nelson, seconded by Commissioner Peterson, 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 5:00 p.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 Tveitbakk, seconded by Commissioner Peterson, 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 Peterson, seconded by Commissioner Nelson, 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 Tveitbakk 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 2022, published weekly, each Wednesday, in Thief River Falls.

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

Commissioner Peterson 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 Tveitbakk, 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 Peterson, to approve the insurance premium rates for 2022 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 Peterson, seconded by Commissioner Nelson, 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  
Emergency Management Committee  
Extension Committee  
Family Service Collaborative  
Feedlot Meetings  
Gravel Tax Committee  
Highway Committee  
Household Hazardous Waste Meetings  
Human Service Committee  
Insurance Committee  
Inter-County Community Council  
Job's Inc. Board  
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  
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  
Special County Board Meetings  
Thief River Falls Library Board  
Pennington County Water Resource Advisory Committee  
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 Peterson, seconded by Commissioner Nelson, 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, \$20 for a noon meal, and \$30 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 1<sup>st</sup>, 2022 and shall be reviewed at the County Board's discretion.

Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson, to appoint Jennifer Herzberg as MnCCC delegate with Jessica Dybedahl as alternate. Motion unanimously carried.

Moved by Commissioner Peterson, seconded by Commissioner Nelson, to appoint Corie Erickson-Oliver and Linda Helgeland to a three-year term on the Pennington County Extension Committee effective January 1<sup>st</sup>, 2022. Motion Carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson, to appoint Scott Petrescue as the County Coroner for a one-year term ending December 31, 2022, as per MN Statutes 3901.005. Motion carried.

Moved by Commissioner Nelson, seconded by Commissioner Peterson, to approve the following appointments. Motion unanimously carried.

- Road, Bridge, and Culvert Committee

Commissioner Lawrence  
Commissioner Sorenson  
Commissioner Nelson  
Commissioner Peterson  
Commissioner Tveitbakk

- Human Service Committee

Commissioner Lawrence  
Commissioner Sorenson  
Commissioner Nelson  
Commissioner Peterson  
Commissioner Tveitbakk

- Law Library Committee

Commissioner Nelson

- Building & Maintenance Committee

**Government Center - 101 Main Ave. N:**

Commissioner Tveitbakk  
Commissioner Lawrence  
County Coordinator Kevin Erickson  
Auditor-Treasurer Jennifer Herzberg

**Human Services Building:**

Commissioner Tveitbakk  
Commissioner Lawrence  
County Coordinator Kevin Erickson  
Human Services Director Julie Sjostrand

**LEC/ Justice Center:**

Commissioner Tveitbakk  
Commissioner Lawrence  
County Coordinator Kevin Erickson  
Sheriff Ray Kuznia

- Thief River Falls Airport Zoning Commission  
Commissioner Nelson
- Thief River Falls Chamber of Commerce Representative  
Commissioner Nelson
- Inter County Community Council Board  
Commissioner Nelson  
Commissioner Tveitbakk, Alternate
- NW Regional Development Transportation Committee  
Commissioner Peterson
- Job's Inc. Advisory Board  
Commissioner Nelson  
Commissioner Sorenson, 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 Tveitbakk, 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 Tveitbakk

Minnesota Rural Counties Board  
Commissioner Peterson  
Commissioner Lawrence, Alternate

- Northern Counties Land Use Coordinating Board  
Commissioner Peterson  
Commissioner Tveitbakk

- NW Regional Emergency Communications Board  
Commissioner Lawrence  
Commissioner Nelson, Alternate

- Pennington County Affordable Housing Fund Advisory Board  
Commissioner Sorenson

- Inter-County Nursing Service  
Commissioner Lawrence

- Labor/Personnel Committee  
Commissioner Lawrence  
Commissioner Tveitbakk

- Pennington County Safety Committee  
Commissioner Nelson

- Technology Committee  
Commissioner Nelson  
Commissioner Lawrence

- Gravel Tax Committee  
Commissioner Peterson  
Commissioner Lawrence

- Law Enforcement Committee  
Commissioner Lawrence  
Commissioner Tveitbakk

- Emergency Management Committee  
Commissioner Sorenson  
Commissioner Lawrence

- 2022 AMC Policy Committee Appointments
  - Environment & Natural Resources - Commissioner Peterson
  - General Government - Commissioner Tveitbakk
  - 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 Tveitbakk
  
- TVF Regional Airport Authority
  - Commissioner Peterson
  - Commissioner Tveitbakk
  
- Association of MN Counties Delegate
  - Commissioner Lawrence
  - Commissioner Sorenson
  - Commissioner Nelson
  - Commissioner Peterson
  - Commissioner Tveitbakk
  
- 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 Tveitbakk, 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 Tveitbakk, Alternate
- Advance Thief River Committee  
Commissioner Tveitbakk

Katrinna Dexter, State Coordinator for Juvenile Detention Alternatives Initiative (JDAI), presented a program update. The Regional Coordinator position recently became vacant, and they will be advertising to fill it soon. JDAI started in the early 1990s in the metro area as an alternative to juvenile detention, and it has resulted in lower detention populations and lower county costs. Each local jurisdiction has a collaborative that meets on a regular basis and focuses on 9 core strategies. Some upcoming items for JDAI include filling the Regional Coordinator position (state funded and housed in Roseau County), and produce a quarterly newsletter to highlight the work of JDAI, programs, upcoming events, etc. She noted that local stakeholders are very committed to this work, and she, along with the new Regional Coordinator, will be available as a resource anytime. She will share the job advertisement with the County Coordinator when it's ready. Commissioner Lawrence questioned how often they will provide an update to the Board, she replied at least biannually. The County Board thanked her for her update.

Committee Reports / Commissioner Reports: None

Auditor-Treasurer Items:

Auditor-Treasurer Jennifer Herzberg presented an Audit Engagement Letter from the firm of Hoffman, Philipp & Martell, PLLC for the 2021 audit of Pennington County. This is the final year of their 5-year contract for audit services, with fees totaling \$24,000. Motioned by Commissioner Peterson, seconded by Commissioner Nelson, to approve the Audit Engagement Letter by Hoffman, Philipp & Martell, PLLC for 2021 county audit services. Motion carried.

Motioned by Commissioner Tveitbakk, seconded by Peterson, to approve and accept the following donations received in 2021. Motion carried.

Sentence-to-Serve (misc. services, wood)	\$39,230.92
D.A.R.E	\$ 200.00

The County Board then reviewed the individual ditch levies as recommended by the committee. Motioned by Commissioner Peterson, seconded by Commissioner Nelson, that a levy be made for ditch maintenance purposes and property assessed to various ditches in 2021, payable in 2022, 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#44-5%	CD#55-80%
CD#46-20%	CD#47-25%	CD#53-20%	CD#62-40%
CD#57-30%	CD#58-10%	CD#59-20%	CD#74-15%
CD#70-4%	CD#71-60%	CD#73-30%	JD#1-25%
CD#75-30%	CD#77-5%	CD#96-7%	JD#18-20%
JD#11-10%	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 the elected officials present that campaign finance reports are due by January 31<sup>st</sup>, 2022.

#### County Coordinator Items:

Motioned by Commissioner Nelson, seconded by Commissioner Tveitbakk, to approve an amendment to the agreement between Pennington County and MEN D Correctional Care, PLLC, whereas MEN D will increase nursing services to the jail up to full-time (1.0 FTE) at a total monthly cost of \$10,566.67 for 2022. Fees will increase 2% annually for remaining years of the agreement. Motion carried.

County Coordinator Kevin Erickson noted that the COVID-19 vaccine or test policy went into effect on January 3<sup>rd</sup>, 2022. Minnesota has posted the ETS in the State Register as of January 3<sup>rd</sup>, 2022. The Supreme Court is set to hear arguments on the ETS on January 7<sup>th</sup>, 2022, but a decision could take days or weeks. The County will implement the policy until further notice.

#### County Attorney Items:

County Attorney Seamus Duffy stated that the face covering requirements in the Justice Center remain status quo.

Motioned by Commissioner Nelson, seconded by Commissioner Tveitbakk, to approve a 3% Cost of Living Adjustment (COLA) for the Crime Victim Services Advocate position effective January 1<sup>st</sup>, 2022; as determined and paid by grant. Motion carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Nelson, to adjourn the Board meeting to January 25<sup>th</sup>, 2022, at 5:00 p.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator  
Pennington County

Bruce Lawrence, Chairman  
Board of Commissioners

DRAFT