

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
JANUARY 23, 2024 – 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 23rd, 2024, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Roy Sourdif, and Neil Peterson. Members absent: Dave Sorenson.

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

The Chairman asked if there were any amendments to the agenda. Hearing none, there was a motion by Commissioner Sourdif, seconded by Commissioner Peterson, to approve the agenda as presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to approve the County Board minutes of January 2nd, 2024, as written. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Peterson, to approve the Auditor and Manual warrants for December 2023 totaling \$2,397,889.22, the Human Services warrants totaling \$537,833.33, and the following Commissioner warrants. Motion carried.

County Revenue	\$215,577.68
Road & Bridge	\$ 76,677.27
Solid Waste Facility	\$ 25.00
Justice Ctr. Jail Bond Fund	\$ 475.00
Justice Ctr. Cap. Imp. Fund	\$ 475.00
Ditch Funds	\$ 2,876.22

Meal reimbursements and per diems in the amount of \$2,400.00 were also approved.

Human Services Director Julie Sjostrand presented the consent agenda from the January 16, 2024, Human Services Committee meeting. On a motion by Commissioner Peterson and seconded by Commissioner Lawrence, the following recommendations of the Pennington County Human Service Committee for January 16, 2024 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the December 19, 2023, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III.
 - A. To approve the CY 2024-2025 Child Support Cooperative Agreement between the State of Minnesota, Pennington County Attorney's Office, Pennington County Sheriff's Office, and Pennington County Human Services as presented.
 - B. To approve the CY 2024 Behavioral Health (Temporary Confinement) Purchase of Services Agreements Between Sanford Behavioral Health and Pennington County Human Services.
 - C. To approve the Telecommute Policy Addendum.

SECTION B

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

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to accept the resignation of Full-Time Eligibility Worker Thonya Fogarty effective January 19th, 2024. Motion carried.

Dept. of Corrections District Supervisor Janelle Cheney introduced herself to the County Board, she is replacing Cody Underdahl who has transferred into Intensive Supervisor Release. Ms. Cheney is transferring from the Moorhead district and is currently learning the area, facilities, and staff. She started with the DOC in 2007 and has been a district supervisor for 9 years. In the near future she plans to present a comprehensive plan to each county board in her district, explain where funding goes, etc. The board thanked her for her introduction and looks forward to working with her in the future.

County Sheriff Seth Vettleson:

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the transfer of Sadie Bernier from Full-Time Records Clerk to Full-Time Lead Records Clerk effective January 22nd, 2024. Motion carried.

Sheriff Vettleson discussed the current Part-Time/Casual Deputy Sheriff position, noting that recent advertising for a Part-Time Deputy position resulted in no interest. He proposed a change to the position from part-time to full-time. Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to change the current Part-Time Deputy Sheriff position opening to a Full-Time Deputy Sheriff position. Discussion followed regarding the work hours of current part-time Deputies. Following discussion, the motion was carried.

The Sheriff noted that Argo is now building an extreme terrain vehicle and discussed some of its specifications. Current county ordinance regarding ATV use on county roads doesn't address the new ETVs, and he proposed modifications to the ordinance to incorporate usage of new ETVs. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to hold a Public Hearing regarding proposed changes to the county ordinance on ATV use on county roads on February 27th, 2024, at 10:30 a.m. Motion carried.

County Engineer Mike Flaagan:

Engineer Flaagan noted that the current snow plowing policy needs to be updated. He distributed draft copies of an updated policy and asked that the Board members review it and he will bring it up for discussion at the next County Board meeting.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to accept the resignation and retirement of Highway Equipment Operator Stuart Peterson effective February 9th, 2024. The Board wishes to thank Mr. Peterson for his 25+ years of service to the Highway Department and citizens of Pennington County and wished him well in retirement. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to authorize the County Engineer to advertise for the soon-vacant position of Full-Time Highway Equipment Operator. Motion carried.

Engineer Flaagan stated he is still seeking applicants for the vacant position of Highway

Technician III. The Road & Bridge/Highway Committee will meet on January 24, 2024, to discuss other advertising options.

Engineer Flaagan noted that work on the Kratka bridge replacement project is scheduled to start up again at the end of February, weather permitting.

County Auditor-Treasurer Items:

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to authorize the County Auditor-Treasurer to sign a 2023 county audit engagement letter from Hoffman, Philipp, & Martell, PLLC. Motion carried.

County Coordinator Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve a quote by Marco Technologies, LLC for the purchase of a HP printer/copier/scanner for the Department of Motor Vehicle in the amount of \$1,857.23, and also a \$30.00/month maintenance agreement on such item. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Peterson, to approve issuance of a duplicate warrant to Jamie Marie Hanson in the amount of \$170.10 to replace lost warrant 112384 dated June 16th, 2022, without issuance of an indemnifying bond. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to accept the resignation of Waylon Olson as Custodian I effective January 19th, 2024. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the hire of Morgan Bernier as Full-Time Building & Grounds Supervisor effective January 24th, 2024. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the hire of Anthony Wellentin as Custodian I effective January 24th, 2024. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to approve the reappointment of Scott Waldal to the Thief River Falls Airport Authority for a three-year term effective January 1st, 2024. Motion carried.

At 10:30 a.m. the Chairman recessed the Board meeting and opened the Public Hearing on the Economic Development Tax Abatements.

Present: Bruce Lawrence, Neil Peterson, Seth Nelson, Roy Sourdif, Jennifer Herzberg, Seamus Duffy, Kevin Erickson, Lucas Fornshell, and Times Reporter April Scheinoha.

Auditor-Treasurer Jennifer Herzberg reviewed the Economic Development Tax Abatement Policy and reviewed the qualifying parcels, discussing which abatement programs each were a part of through the City of Thief River Falls.

Hearing no comments on the abatements, Chairman Nelson closed the Public Hearing at 10:32 a.m. and called the Board meeting back to order.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the abatement of the County's portion of real estate tax for the following properties, as per the abatement policy and recommended by the City of Thief River Falls, and authorize the County Auditor-Treasurer to issue payment by Auditor's warrant. Motion carried.

First Year

- 2006 Nelson Dr: MMCDC's Greenwood Neighborhood Addition Lot-024 Block-001. Parcel Number 25.121.024.10 – Haven Keuhn. The total estimated abatement is \$1,146.53.
- 2020 Nelson Drive: MMCDC's Greenwood Neighborhood Addition Lot-017 Block-001. Parcel Number 25.121.017.10 – Kevin Roberts. The total estimated abatement is \$1,116.09.
- 2014 Nelson Drive: MMCDC's Greenwood Neighborhood Addition Lot-020 Block-001. Parcel Number 25.121.020.10 – Rebekah Lion. The total estimated abatement is \$1,015.52.

Second Year

- 828 Alice Drive: First Southeast Addition Lot-015 Block-003. Parcel number 25.033.041.29 – James Trojanowski. The total estimated abatement is \$1,329.45.
- 208 Willow Road: Noreen's First Addition s122 of lot 21 & lot 22 less the SO 12' Blk 4 Parcel Number 25.062.052.00 – Margaret Porter. The total estimated abatement is \$935.13.
- 2024 Nelson Drive: MMCDC's Greenwood Neighborhood Addition Lot-015 Block-001 Parcel number 25.121.015.10 – Shelby Hagen. The total estimated abatement is \$959.60.

Third Year

- 212 Willow Road: Noreen's First Addition SO 12' of Lot 22, Lot 23, Lot 24 Less SO 44' Blk 4 Parcel number 25.062.053.00 – Adrian Prestebak. The total estimated abatement is \$950.19.
- 2028 Nelson Drive: MMCDC's Greenwood Neighborhood Addition Lot-013 Block-001 Parcel number 25.121.013.10 – Bryce Gillie. The total estimated abatement is \$1,161.75.
- 2004 Nelson Drive: Lot 4 Block 1, MMCDC's Greenwood Neighborhood Addition Lot-025 Block-001. Parcel Number 25.121.025.10 – Lori Alvarado. The total estimated abatement is \$676.10.
- 2022 Nelson Drive: MMCDC's Greenwood Neighborhood Addition Lot-016 Block-001 Parcel number 25.121.016.10 – Shelby Erickson. The total estimated abatement is \$1,228.89.

Fourth Year

- 2015 Greenwood Street East: Lot 4, Block 1, MMCDC's Greenwood Neighborhood Addition. Parcel Number 25.12100410 – Kellie Dagg. The total estimated abatement is \$678.67.
- 2013 Greenwood Street East: Lot 3, Block 1, MMCDC's Greenwood Neighborhood Addition. Parcel Number 25.121.003.10 – Tanner Nessen. The total estimated abatement is \$961.60.

- 2103 Greenwood Street East: Lot 9, Block 1, MMCDC's Greenwood Neighborhood Addition. Parcel Number 25.121.009.10 – Brandi Dorge. The total estimated abatement is \$835.72.
- 2021 Greenwood Street East: Lot 7, Block 1, MMCDC's Greenwood Neighborhood Addition. Parcel Number 25.121.007.10 – Mackenzie Swick. The total estimated abatement is \$954.48.
- 2101 Greenwood Street East: Lot 8, Block 1, MMCDC's Greenwood Neighborhood Addition. Parcel number 25.121.008.10 – Tanner Dicken. The total estimated abatement is \$967.82.

County Coordinator Items (continued):

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve a new Operating and Facility Space Agreement between Pennington County and Waste Masters, LLC (formerly Les's Sanitation) effective September 15th, 2023, to September 15th, 2024. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Peterson, to approve a quote by BKV Group in the amount of \$15,000 to complete an updated facility assessment of the former City Auditorium, with such study to address accessibility, facility conditions, and cost estimates based on historic treatment/replacement. Discussion followed with Commissioners Peterson and Lawrence discussing past and current uses of the building, prior estimates to remodel/renovate and remove asbestos from the building. Current annual operating costs of the building are approximately \$30,000. Following discussion, the motion was carried.

County Attorney Items:

County Attorney Seamus Duffy discussed a recent state review of the county's law library. As a result, the Law Library Committee recommends a change in the subscription for law library materials from the current level of Tier 1 to Tier 2, at an additional cost of \$133 annually. Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to approve a contract subscription change from Tier 1 to Tier 2 for law library materials effective March 1st, 2024, with a total annual cost of \$433. Discussion followed with Commissioner Peterson stating that the county is required by state statute to provide and maintain a law library for public use. Following discussion, the motion was carried.

Committee Reports / Commissioner Updates:

Commissioner Lawrence discussed a prior agreement proposed to a local amateur radio group regarding use of an old radio tower and related property southeast of TRF. The County is still paying for the electric bill on that tower. The County Attorney will review the draft agreement proposed by the County.

Commissioner Peterson noted that the Northern Counties Land Use Coordinating Board has changed its name to 'Northern Counties'. Currently 10 counties are represented and 3-4 other counties have expressed interest in joining. It was noted that the next meeting will be held on February 1st, 2024.

Commissioner Nelson noted that Community Strong is holding a 'Game On for Mental Health' event in Goodridge on February 5th, 2024, in conjunction with a TRF Prowlers/Goodridge Chargers basketball game.

Commissioner Sourdif noted that the Northwest Regional Library Board has moved their monthly meeting from the third Thursday of each month to the second Tuesday of each month at 4:30 p.m.

Motioned by Commissioner Sourdif, seconded by Commissioner Peterson, to adjourn the Board meeting to February 13th, 2024, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Seth Nelson, Chairman
Board of Commissioners