

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
TUESDAY, JANUARY 3rd, 2023, 10:00 A.M.**

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Amendments to the Agenda**
- 4. Recognition of Citizens** – Individual's present may address the Board about items not on the regular agenda; no action on these items is required at this time.
- 5. Approval of the Board minutes; bills**
- 6. Regular Agenda**
 - 10:05 Reorganization
 - 10:30 Seth Vettleson – County Sheriff
 - 10:35 Mike Flaagan – County Engineer
- 7. County Auditor-Treasurer Items**
- 8. County Coordinator Items**
- 9. County Attorney Items**
- 10. Committee Reports / Commissioner Updates**

11. Adjournment

**REMINDER: OATHS OF OFFICE WILL BE HELD AT
9:00 A.M. IN THE JUSTICE CENTER BOARD ROOM**

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
DECEMBER 29TH, 2022 – 5:00 P.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 Thursday, December 29th, 2022, at 5:00 p.m. Members Present: Seth Nelson, Bruce Lawrence, Darryl Tveitbakk, David Sorenson, and Neil Peterson. Members absent: None.

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

Chairman Lawrence asked if there were any amendments to the agenda. The County Coordinator noted that Chief Deputy Sheriff Seth Vettleson will replace EMD Erik Beitel at 5:45 p.m. and Constituent Michael Lorenson has been added at 5:50 p.m. Motioned by Commissioner Tveitbakk, seconded by Commissioner Sorenson, to approve the Board agenda with the changes presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Sorenson, seconded by Commissioner Peterson, to approve the Board of minutes of December 13th, 2022, with one correction as presented by the County Coordinator. Motion carried.

Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to approve the Human Services warrants totaling \$286,473.22 and the following Commissioner warrants. Motion carried.

County Revenue	\$ 81,952.91
Road & Bridge	\$286,242.06
Penn Co. Human Service I.	\$ 484.50
Ditch Funds	\$ 24,054.25

Per diems and meal reimbursements in the amount of \$1,510.73 were also approved.

Human Services Director Julie Sjostrand presented the consent agenda from the December 20th, 2022, Human Service Committee Meeting. On a motion by Commissioner Peterson and seconded by Commissioner Tveitbakk, the following recommendations of the Pennington County Human Service Committee for December 20th, 2022 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the November 15, 2022, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.

- III. A. To approve the CY 2023 Behavioral Health (Community-Based Services/Residential/Temporary Confinement) Purchase of Service Agreements Between Sanford Behavioral Health and Pennington County Human Services as presented.
- B. To approve the Provider Participation Agreement by and between UCare Minnesota and Pennington County Human Services as presented.
- C. To approve the CY 2023 Child Welfare Opiate Allocation Agency Plan as presented.
- D. To approve the CY 2023 CSP (Community Support Plan) MDH County Grant Contract as presented.

SECTION B

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

Ms. Sjostrand expressed her appreciation and thanks to Commissioner Tveitbakk for his years of service to the County and the Human Services Dept.

MN DNR Supervisor Doug Franke discussed a potential land acquisition by Pheasants Forever and the Prairie Chicken Society in Bray Township, consisting of approximately 330 acres. If the sale occurs, it is expected the land will be donated to the State/DNR and likely would become part of the Goose Lake WMA. Discussion was held on the property and the loss of tax value should the land be donated to the State. Motioned by Commissioner Sorenson, seconded by Commissioner Peterson, to support and approve the potential McCullough/Pheasants Forever, Prairie Chicken Society land sale. Discussion followed with Mr. Franke noting the County will have to determine the property value if the sale occurs, which will determine the PILT payment if the land is in fact donated to the State/DNR. Commissioner Peterson requested the MN DNR and the County discuss state-owned properties in Norden and Numedal Townships if this sale/donation takes place. Following discussion, the motion was carried.

County Engineer Mike Flaagan discussed an agreement between Pennington County and the State of MN-MnDOT regarding federal funding, whereas the county desires that MnDOT act as its agent in accepting federal funds on its behalf for a CSAH#7 project. The funds would move to the county as needed and as the project is completed. Motioned by Commissioner Peterson, seconded by Commissioner Nelson, to approve an agreement between Pennington County and the State of MN - MnDOT as stated above and also the following related resolution. Motion carried.

RESOLUTION

BE IT RESOLVED, that pursuant to Minnesota Statute Sec. 161.36, the Commissioner of Transportation be appointed as the Agent of the County of Pennington to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Pennington County Board Chairman and the Pennington County Auditor-Treasurer are hereby authorized and directed for and on behalf of Pennington County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1052185”, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Commissioner Peterson wished to express his thanks and commended the Highway Department for their good work on our roads during the recent snow storms.

Chief Deputy Sheriff/Sheriff Elect Seth Vettleson met with the Board and also commended the Highway Dept. for their work on our roads and for their assistance with an ambulance that became stuck during a recent transport. Mr. Vettleson also congratulated Commissioner Tveitbakk on his retirement and thanked him for his service to the County and support of our law enforcement.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson, to approve a leave of absence for Deputy Sheriff Seth Vettleson pursuant to Minnesota Statute 3.088, Subd. 1, effective January 3rd, 2023. Motion carried.

County Attorney Seamus Duffy notified the Board and others present that the swearing in of elected officials for 2023 will be held on January 3rd, 2023, at 9:00 a.m. in the Justice Center Board Room.

Mr. Duffy noted that the sentencing hearing for Eric Reinbold will be held on January 11th, 2023, at 1:00 p.m.

Mike Lorenson, County Constituent and TRF Ward 3 City Councilman, met with the Board and wished to commend the efforts by the City and County in their work to remove snow and maintain our roads following the recent storms.

Mr. Lorenson discussed the subdivision south of Challenger elementary school, noting that there is only one access road, which is off CSAH#8. He noted a recent emergency in the subdivision and how CSAH#8 congestion during school pick up and drop off times could pose safety issues. He would like to see the city and county work together on a resolution to this issue. Commissioner Peterson asked that Mr. Lorenson contact Travis Giffen of the City of TRF and work with the County Engineer on this issue.

Mr. Lorenson made a formal request to the County Board to publicize or stream and record their Board meetings. The Board took his request under consideration.

County Sheriff Ray Kuznia presented and discussed the following LEC items:

Motioned by Commissioner Peterson, seconded by Commissioner Tveitbakk, to approve a M.O.U. between Pennington County and Teamsters Local 320, thereby delegating the

duties related to fraud/juvenile welfare investigations to Deputy Sheriff Melissa Larson, with compensation at 4% above Deputy Sheriff pay. Discussion was held with Commissioner Lawrence noting the matter has gone before the Personnel Committee and is recommended for approval. Following discussion, the motion was carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson, to approve the adjustment of Records Clerk Krystal Carlson from Step 3 to Step 5 of the wage scale effective January 1st, 2023. Discussion followed with Sheriff Kuznia noting the change is due to additional duties delegated to the position. Following discussion, the motion was carried.

Sheriff Kuznia thanked the Board for their cooperation and support throughout his years as County Sheriff, and he feels confident in the future of the department with the Sheriff Elect. The Board also thanked Mr. Kuznia for his years of service as County Sheriff as well as his years as a Deputy Sheriff and wished him well in his retirement.

Auditor-Treasurer Items:

Motioned by Commissioner Nelson, seconded by Commissioner Peterson, to approve issuance of the following licenses for 2023. Motion carried.

Goodridge Municipal Liquor Store	Cigarette & Tobacco License
Kruse In of St. Hilaire	Cigarette & Tobacco License
Kruse In of St. Hilaire	3.2 Off-Sale Liquor License

Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson, to transfer \$78,679.04 from various ditch maintenance funds to the Road & Bridge Fund for work done by the Highway Department in 2022. Following discussion, the motion was carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to authorize the County Auditor-Treasurer to make temporary transfers, as outlined by Auditor-Treasurer, to bring ditch balances to a positive balance at the end of 2022. Motion carried.

County Coordinator Items:

Motioned by Commissioner Tveitbakk, seconded by Commissioner Nelson, to approve and authorize the County Coordinator to sign Memorandums of Understanding between Pennington County and the following unions, whereas the County will increase annual employer contributions to HSA/VEBA accounts for the MSI PP MN \$5000-0% HSA/VEBA plan to \$3,150 for single plans and \$3,800 for family plans, effective January 1st, 2023. Motion carried.

Teamsters Local No. 320 - Dispatch/COs/Jail Program Director/STS
Teamsters Local No. 320 - Deputies
International Union of Operating Engineers (I.U.O.E.), Local #49

Motioned by Commissioner Tveitbakk, seconded by Commissioner Sorenson, to approve a Memorandum of Agreement between Pennington County and Carolyn Beck Glesne regarding the removal and transfer of ownership of the mural currently located on the 3rd floor of the Government Center and authorize the Chairman to sign the same. Commissioner Lawrence noted that the location references of mural in the document must be changed from the east to west. The County Coordinator will make the changes. Following discussion, the motion was carried.

Motioned by Commissioner Nelson, seconded by Commissioner Tveitbakk, to approve a 3% C.O.L.A. for the position of Crime Victim Advocate effective January 1st, 2023. Discussion followed with it noted that the wage and COLA are determined by a grant that funds the position. Following discussion, the motion was carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Sorenson, to approve a salary increase for Assistant County Attorney Kristin Hanson to \$105,000 effective January 1st, 2023. Motion carried.

Motioned by Commissioner Nelson, seconded by Commissioner Tveitbakk, to approve a pay increase for Veteran's Service Officer Stephen Stone to \$36.62/hour effective January 1st, 2023. Motion carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson, to approve advertising for one, Full-Time Deputy Registrar Assistant in the Motor Vehicle Department. Motion carried.

County Coordinator Kevin Erickson provided an update on the Government Center 3rd floor remodel, noting that surplus assets are being sold via public auction and will be removed from that floor prior to asbestos removal, which is expected to begin January 9th, 2023.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson, to set the salary of the County Sheriff Elect Seth Vettleson at \$102,000 **effective 01/03/23**. Discussion followed with Commissioner Tveitbakk stating that the Board reviews elected official salaries annually with any adjustments effective July 1st, except for County Commissioner salaries which are effective January 1st of the following year. Following discussion, the motion was carried.

The County Coordinator noted that a bid opening regarding the 3rd floor remodel of the Government Center was held on December 13th, 2022, at 9:00 a.m. in the County Board Room. The following three bids, including alternate bids for window replacements, were opened at that time:

BCI Construction, Inc.	\$1,775,000 (base); \$66,000 (alternate)
Diversified Contractors, Inc.	\$1,598,000 (base); \$61,000 (alternate)
Schmitz Builders, Inc.	\$1,445,000 (base); \$52,500 (alternate)

Brian Bergstrom, Principal/Project Manager from SEH, Inc. (via Zoom) was called upon to review the bids. Mr. Bergstrom stated that Schmitz Builders submitted the low base

and alternate bids of \$1,445,000 and \$52,500, respectively. The bids have been qualified and he is recommending the base bid of Schmitz Builders be approved. Commissioner Tveitbakk questioned if any subcontractors are known at this time, with Mr. Bergstrom stating they are not. Commissioner Lawrence questioned the deadline to respond on the alternate bid, with Mr. Bergstrom stating they have 30 days from when the base bid is accepted. Commissioner Tveitbakk asked that Mr. Bergstrom review and provide his recommendation to the Board on the alternate bid. Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson, to accept and approve the base bid of \$1,445,000 by Schmitz Builders, Inc. for the remodel of the Pennington County Government Center 3rd floor as the best and lowest bid received. Discussion with the County Coordinator noting that A.R.P.A. funds will be used to fund this project. Following discussion, the motion was carried. The Board thanked Mr. Bergstrom for his assistance with the bidding process.

Committee Reports / Commissioner Updates:

On behalf of the County Board, Commissioner Peterson expressed his thanks to Commissioner Tveitbakk for his years of service as a County Commissioner and wished him well in his retirement.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson, to adjourn the Board meeting to January 3rd, 2023, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Bruce Lawrence, Chairman
Board of Commissioners

Pennington County Financial System



Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

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Pennington County Financial System



Jennifer
1/3/23 5:57AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1308 ASSOCIATION MINNESOTA COUNTIES							
28	01-041-000-0000-6241		771.00	2023 MEMBERSHIP DUES		DUES - AUDITOR	N
26	01-003-000-0000-6241		9,543.00	2023 ANNUAL DUES	63167	DUES - BOARD	N
	1308 ASSOCIATION MINNESOTA COUNTIES		10,314.00	2 Transactions			
8014 HUGOS #7							
5	01-003-000-0000-6330	AP	57.35	FOOD FOR MEETING	1155	TRAVEL & EXPENSE	N
	8014 HUGOS #7		57.35	1 Transactions			
13498 MARCO TECHNOLOGIES LLC							
1	01-801-000-0000-6301		173.08	EQ10119556 MAINTENANCE	INV10703425	MAINTENANCE AGREEMENT	N
	13498 MARCO TECHNOLOGIES LLC		173.08	1 Transactions			
13535 MEND CORRECTIONAL CARE, PLLC							
40	01-251-000-0000-6255	AP	10,566.67	DECEMBER HEALTHCARE	6926	MEDICAL - LOCAL	6
	13535 MEND CORRECTIONAL CARE, PLLC		10,566.67	1 Transactions			
13400 MN ASSOCIATION OF COUNTY OFFICERS							
41	01-041-000-0000-6241		1,080.00	2023 MACO DUES		DUES - AUDITOR	N
	13400 MN ASSOCIATION OF COUNTY OFFICERS		1,080.00	1 Transactions			
13033 MN COUNTIES INTERGOVERNMENTAL TRU							
38	01-201-000-0000-6354		36,697.00	2023 WORKERS COMP		INSURANCE - WORKMAN'S COMP	N
39	01-201-000-0000-6355		70,134.00	2023 PROPERTY.CASUALTY		INSURANCE - PROPERTY CASUALT	N
42	01-290-000-0000-6801		1,065.00	2023 PROPERTY/CASUALTY	19487R	Miscellaneous Expense	N
29	01-801-000-0000-6354		8,794.00	2023 WORKMANS COMP	19487R	INSURANCE - WORKMAN'S COMP	N
30	01-801-000-0000-6355		54,537.00	2023 PROPERTY/CASUALTY	19487R	INSURANCE - PROPERTY CASUALT	N
	13033 MN COUNTIES INTERGOVERNMENTAL TRU		171,227.00	5 Transactions			
15323 OFFICE DEPOT							
4	01-106-000-0000-6401	AP	12.49	STAMP	282787669001	SUPPLIES	N
2	01-106-000-0000-6401	AP	5.24	LEAD	282791579001	SUPPLIES	N
3	01-801-000-0000-6401	AP	35.86	PENS,PENCILS,POSTIT	282791579001	SUPPLIES-UNALLOCATED	N
	15323 OFFICE DEPOT		53.59	3 Transactions			
15370 ONSOLVE, LLC							
37	01-223-000-0000-6801		5,702.71	GODE RED 2023	15261457	MISCELLANEOUS EXPENSE-E911	N
	15370 ONSOLVE, LLC		5,702.71	1 Transactions			
9001 PENNINGTON & RED LAKE COUNTY							

Pennington County Financial System



Jennifer
1/3/23 5:57AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
27	01-003-000-0000-6901			14,410.25	1ST QUARTER ALLOCATION	1179	APPROPRIATIONS	N
	9001 PENNINGTON & RED LAKE COUNTY			14,410.25	1 Transactions			
	12332 TRITECH SOFTWARE SYSTEMS							
32	01-220-000-0000-6263			29,987.64	2023 ANNUAL SOFTWARE MAINT	367976	COMPUTER SERVICES & SUPPLIES	N
33	01-220-000-0000-6263			3,307.50	2023 HOSTING & SUPP MAINT	367976	COMPUTER SERVICES & SUPPLIES	N
34	01-220-000-0000-6263			516.59	2023 LETG SOFTWARE ANNUAL MAINT	367976	COMPUTER SERVICES & SUPPLIES	N
35	01-220-000-0000-6263			992.28	2023 ANNUAL (6) VPN HOSTING	367976	COMPUTER SERVICES & SUPPLIES	N
36	01-220-000-0000-6263			300.00	2023 ANNUAL (2) VPN HOSTING	368651	COMPUTER SERVICES & SUPPLIES	N
	12332 TRITECH SOFTWARE SYSTEMS			35,104.01	5 Transactions			
	20307 TVEITBAKK/DARRYL							
8	01-003-000-0000-6330	AP		198.00	AIRFARE - AMC		TRAVEL & EXPENSE	N
6	01-003-000-0000-6330	AP		24.92	TRANSPORTATION - AMC	120422	TRAVEL & EXPENSE	N
7	01-003-000-0000-6330	AP		17.94	TRANSPORTATION - AMC	120422	TRAVEL & EXPENSE	N
9	01-003-000-0000-6330	AP		19.23	MEAL - AMC - ST PAUL	120422	TRAVEL & EXPENSE	N
10	01-003-000-0000-6330	AP		7.15	MEAL - AMC - ST PAUL	120722	TRAVEL & EXPENSE	N
11	01-003-000-0000-6330	AP		20.09	MEAL - AMC - ST PAUL	120722	TRAVEL & EXPENSE	N
	20307 TVEITBAKK/DARRYL			287.33	6 Transactions			
1 Fund Total:				248,975.99	County Revenue		11 Vendors	27 Transactions

Pennington County Financial System



Jennifer
1/3/23 5:57AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
23	1350 ARAMARK UNIFORM SERVICES 03-320-000-0000-6262	AP	1,062.45	SHOP 500 RUGS DEC		OTHER SERVICES	N
	1350 ARAMARK UNIFORM SERVICES		1,062.45	1 Transactions			
24	13033 MN COUNTIES INTERGOVERNMENTAL TRU 03-803-000-0000-6354		23,409.00	2023 WROKMAN'S COMP		INSURANCE - WORKMAN'S COMP	N
25	03-803-000-0000-6355		31,822.00	2023 PROERTY/CASUALTY		INSURANCE - PROPERTY CASUALTY	N
	13033 MN COUNTIES INTERGOVERNMENTAL TRU		55,231.00	2 Transactions			
22	19350 S & S HAULING & TRUCK REPAIR 03-350-000-0000-6564		327.18	TIRES		EQUIPMENT REPAIR PARTS	Y
	19350 S & S HAULING & TRUCK REPAIR		327.18	1 Transactions			
3 Fund Total:			56,620.63	Road & Bridge	3 Vendors	4 Transactions	

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Pennington County Financial System



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1/3/23 5:57AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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32 Solid Waste Facility

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
31	13033 MN COUNTIES INTERGOVERNMENTAL TRU 32-391-000-0000-6355		3,935.00	2023 PROPERTY/CASUALTY	19487R	INSURANCE - PROPERTY CASUALT	N
	13033 MN COUNTIES INTERGOVERNMENTAL TRU		3,935.00	1 Transactions			
32 Fund Total:			3,935.00	Solid Waste Facility	1 Vendors	1 Transactions	

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1/3/23

5:57AM

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 6

35 Justice Center Jail Bond Fun

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
14	1450 ASSOCIATED BANK GREEN BAY, N.A. 35-940-000-0000-6704		485,000.00	PRINCIPLE - JUS CTR JAIL BOND	99G100003	PRINCIPAL - J.C. JAIL BOND FUND N
15	35-940-000-0000-6705		119,303.13	INTEREST - JUS CTR JAIL BOND	99G100003	INTEREST - J.C. JAIL BOND FUND N
	1450 ASSOCIATED BANK GREEN BAY, N.A.		604,303.13	2 Transactions		
35 Fund Total:			604,303.13	Justice Center Jail Bond Fund	1 Vendors	2 Transactions

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Pennington County Financial System



Jennifer

1/3/23

5:57AM

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 7

36 Justice Center Capital Improv

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
1450	ASSOCIATED BANK GREEN BAY, N.A.					
12	36-941-000-0000-6704		240,000.00	PRINCIPLE - JUS CTR CAP IMP BO	99G100003	PRINCIPAL - J.C. CAPITAL IMPR BON N
13	36-941-000-0000-6705		60,950.01	INTEREST - JUS CTR CAP IMP BON	99G100003	INTEREST - J.C. CAPITAL IMPR BON N
1450	ASSOCIATED BANK GREEN BAY, N.A.		300,950.01	2 Transactions		
36 Fund Total:			300,950.01	Justice Center Capital Improveme	1 Vendors	2 Transactions

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Pennington County Financial System



Jennifer
1/3/23 5:57AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

40 Ditch Funds

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
14323	NORTHLAND TRUST SERVICES INC						
17	40-784-000-0000-6705		4,293.75	INTEREST - RLWD #14		INTEREST - RLWD 14	N
21	40-784-000-0000-6706		247.50	FEE - RLWD #14 WM #1		COSTS - RLWD 14	N
18	40-785-000-0000-6704		25,000.00	PRINCIPLE - RLWD #15 WM #1		PRINCIPAL - RLWD 15	N
19	40-785-000-0000-6705		3,718.75	INTEREST - RLWD #15 WM #1		INTEREST - RLWD 15	N
20	40-785-000-0000-6706		247.50	FEE - RLWD #15 WM #1		COSTS - RLWD 15	N
16	40-784-000-0000-6704		25,000.00	PRINCIPLE - RLWD #14	PENNCTY13A	PRINCIPAL - RLWD 14	N
14323	NORTHLAND TRUST SERVICES INC		58,507.50	6 Transactions			
40 Fund Total:			58,507.50	Ditch Funds	1 Vendors	6 Transactions	
Final Total:			1,273,292.26	18 Vendors	42 Transactions		

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Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	248,975.99	County Revenue
3	56,620.63	Road & Bridge
32	3,935.00	Solid Waste Facility
35	604,303.13	Justice Center Jail Bond Fund
36	300,950.01	Justice Center Capital Improve
40	58,507.50	Ditch Funds
All Funds	1,273,292.26	Total

Approved by,

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Pennington County Financial System



Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

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Pennington County Financial System



Jennifer
1/3/23 6:26AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
14478	NELSON/SETH						
12	01-003-000-0000-6103		125.00	PER DIEM - AMC - ST PAUL	120422	PER DIEMS - BOARD	N
13	01-003-000-0000-6103		125.00	PER DIEM - AMC - ST PAUL	120522	PER DIEMS - BOARD	N
14	01-003-000-0000-6103		125.00	PER DIEM - AMC - ST PAUL	120622	PER DIEMS - BOARD	N
15	01-003-000-0000-6103		100.00	PER DIEM - AMC - ST PAUL	120722	PER DIEMS - BOARD	N
16	01-003-000-0000-6103		75.00	PER DIEM - TECH COMM - TRF	121222	PER DIEMS - BOARD	N
14478	NELSON/SETH		550.00	5 Transactions			
20307	TVEITBAKK/DARRYL						
1	01-003-000-0000-6103		75.00	PER DIEM - AMC CONF - ST PAUL	120422	PER DIEMS - BOARD	N
2	01-003-000-0000-6103		125.00	PER DIEM - AMC CONF - ST PAUL	120522	PER DIEMS - BOARD	N
3	01-003-000-0000-6103		125.00	PER DIEM - AMC CONF - ST PAUL	120622	PER DIEMS - BOARD	N
4	01-003-000-0000-6103		100.00	PER DIEM - AMC CONF - ST PAUL	120722	PER DIEMS - BOARD	N
5	01-003-000-0000-6103		75.00	PER DIEM - BUILDING COMM - TRF	121322	PER DIEMS - BOARD	N
6	01-003-000-0000-6103		75.00	PER DIEM - ADV TRF - TRF	121522	PER DIEMS - BOARD	N
7	01-003-000-0000-6103		75.00	PER DIEM - AIRPORT - TRF	121922	PER DIEMS - BOARD	N
8	01-003-000-0000-6103		100.00	PER DIEM - NWRL BOARD - TRF	122022	PER DIEMS - BOARD	N
9	01-003-000-0000-6103		75.00	PER DIEM - AIRPORT AUTH - TRF	122122	PER DIEMS - BOARD	N
10	01-003-000-0000-6103		75.00	PER DIEM - PERSONNEL COMM-TRF	122322	PER DIEMS - BOARD	N
11	01-003-000-0000-6103		75.00	PER DIEM - PERSONNEL COMM-TRF	122922	PER DIEMS - BOARD	N
20307	TVEITBAKK/DARRYL		975.00	11 Transactions			
1 Fund Total:			1,525.00	County Revenue		2 Vendors	16 Transactions
Final Total:			1,525.00	2 Vendors		16 Transactions	

Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,525.00	County Revenue
All Funds	1,525.00	Total

Approved by,

.....

.....

DRAFT

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING
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, Dave Sorenson, and Neil Peterson. Members absent: None

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

Motioned by Commissioner _____, seconded by Commissioner _____, to approve the County Board minutes of December 29th, 2022, as written. Motion carried.

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

County Revenue	\$
Road & Bridge	\$

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

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

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

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

Moved by Commissioner _____, seconded by Commissioner _____, that the dates for the regular meetings of the Board will be the second Tuesday at _____ a/p.m. and the fourth Tuesday at _____ a/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 _____, seconded by Commissioner _____, 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 _____, seconded by Commissioner _____, 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 _____ 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 _____, and upon vote was unanimously adopted.

Commissioner _____ 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 _____, 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 _____ moved, seconded by Commissioner _____, 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 _____, seconded by Commissioner _____, 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
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 _____, seconded by Commissioner _____, 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 1st, 2023, and shall be reviewed at the County Board's discretion.

Motioned by Commissioner _____, seconded by Commissioner _____, to appoint Seth Vettleson to represent Pennington County on the NW Juvenile Training Center Board for a four-year term (January 1, 2023 to December 31, 2026). Motion unanimously carried.

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

Motioned by Commissioner _____, seconded by Commissioner _____, 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 _____, seconded by Commissioner _____, 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 Nelson

- **Building & Maintenance Committee**

Government Center - 101 Main Ave. N:

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

Human Services Building:

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

LEC/ Justice Center:

Commissioner _____
Commissioner Lawrence
County Coordinator Kevin Erickson

- Sheriff Seth Vettleson
- 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 _____, 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 Lawrence
Commissioner Nelson, Alternate
 - Land of the Dancing Sky Area Agency Aging Board / Region 1 Aging Advisory
Commissioner Sorenson
Commissioner _____, 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 _____
Minnesota Rural Counties Board
Commissioner Peterson
Commissioner Lawrence, Alternate

- Northern Counties Land Use Coordinating Board
Commissioner Peterson
Commissioner _____

- 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 Peterson

- Pennington County Safety Committee
Commissioner Nelson

- Technology Committee
Commissioner Nelson
Commissioner Lawrence

- Gravel Tax Committee
Commissioner Peterson

- Law Enforcement Committee
Commissioner Lawrence
Commissioner _____

- Emergency Management Committee
Commissioner Peterson
Commissioner Lawrence
(usually Chairman & Vice Chairman)

- 2021 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 _____
- TVF Regional Airport Authority
Commissioner Peterson
Commissioner _____
- 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 _____, 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 _____, Alternate

- Advance Thief River Committee
Commissioner _____

(SCHEDULED BOARD AGENDA ITEMS TO FOLLOW)

County Auditor-Treasurer Items:

Motioned by Commissioner _____, seconded by Commissioner _____, to hold an Economic Development Tax Abatement Hearing on January 24th, 2023, at 10:30 a.m. on the following properties approved by the Thief River Falls City Council:

<u>Parcel Number</u>	<u>Owner</u>
25.03304129	James Trojanowski
25.06205200	Margaret Porter
25.12101510	Shelby Hagen

Auditor-Treasurer Jennifer Herzberg presented an Audit Engagement Letter from the firm of Hoffman, Philipp & Martell, PLLC for the 2022 audit of Pennington County. This is the 1st year of their 5-year contract for audit services, with fees totaling \$25,800.

Motioned by Commissioner _____, seconded by Commissioner _____, to approve the Audit Engagement Letter by Hoffman, Philipp & Martell, PLLC for 2022 county audit services. Motion carried.

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

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

The County Board then reviewed the individual ditch levies as recommended by the committee. Motioned by Commissioner _____, seconded by Commissioner _____, 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 the elected officials present that campaign finance reports are due by January 31st, 2023.

County Coordinator Items:

County Attorney Items:

Committee Reports / Commissioner Updates:

Adjournment:

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

_____, Chairman
Board of Commissioners

DRAFT

Colleen Hoffman, Director
Crystelle Philipp, CPA
Marit Martell, CPA



Hoffman, Philipp, & Martell, PLLC

1541 Highway 59 South Thief River Falls, MN 56701 Phone: 218-681-4078 cphilipp@hpmaudit.com

December 30, 2022

Pennington County
PO Box 616
Thief River Falls, Minnesota 56701
Attn: Jennifer Herzberg, County Auditor/Treasurer

Dear Jennifer:

The governmental auditing firm of Hoffman, Philipp, Martell, PLLC, would like to offer you a contract renewal for the annual audits of the Pennington County. This renewal includes two options from which you may choose: a three-year annual price of **\$26,500** for each year ended December 31, 2022-2024; or a five-year annual price of **\$25,800** for each year ended December 31, 2022-2026. The annual prices quoted above include all audit costs with no hidden fees, provided activities and expenditures of the County remain approximately the same each year and unexpected circumstances are not encountered.

Our firm exclusively provides quality governmental audits. Our audits are performed in accordance with *Government Auditing Standards* and Uniform Guidance Single Audit Requirements, when applicable. We use a straight-forward, effective audit approach, and are available to you throughout the year. If you have any questions regarding your audit or this renewal, please do not hesitate to contact us.

A three-year and a five-year contract are included for signature should you choose to hire our firm. We look forward to continuing to work with the Pennington County.

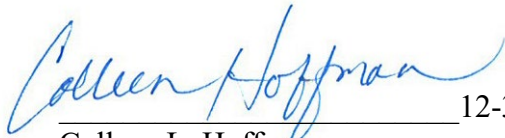
Respectfully,

Colleen Hoffman
Hoffman, Philipp, Martel, PLLC

MULTI-YEAR AUDIT AGREEMENT

This constitutes a written agreement for audit services as described in the annual engagement letter between Pennington County and the auditing firm of Hoffman, Philipp, & Martell, PLLC.

The maximum annual fee for the audit of Pennington County for the three years ended December 31, 2022, 2023, and 2024, will remain at \$26,500 per year, provided activities and expenditures remain approximately the same and unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.


_____ 12-30-22
Colleen L. Hoffman date
Hoffman, Philipp, & Martell, PLLC

Board Chair date
Pennington County

County Auditor/Treasurer date

