

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
TUESDAY, JUNE 11TH, 2013, 10:00 A.M.**

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Board Room in Thief River Falls, MN, on Tuesday, June 11th, 2013 at 10:00 a.m. Members present: Cody Hempel, Donald Jensen, Neil Peterson, and Darryl Tveitbakk. Members absent: Oliver "Skip" Swanson.

County Attorney Al Rogalla is recommending Steve Moeller for the position of Assistant Pennington County Attorney. Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk to hire Steve Moeller for the position of Assistant Pennington County Attorney at step 2 of the approved pay scale for that position to begin July 1, 2013. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Peterson to approve the issuance of a Fireworks Permit for Zambelli Fireworks for a fireworks display at the Seven Clans Casino on July 4th, 2013. Motion unanimously carried.

The County Board reviewed a proposal to install two drawers as part of the Courtroom remodeling project. Northern Woodwork provided a quote of \$328.00. Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson to approve the Proposal from Northern Woodwork, Inc. for building and installation of two desk drawers in the Courtroom. Motion unanimously carried.

County Sheriff Ray Kuznia presented an Application for Hazard Mitigation Assistance Planning Grant. Hazard Mitigation is any sustained action taken to reduce or eliminate long-term risk to people and their property from natural hazards. This is a cost share grant with FEMA paying 75% of eligible costs and the local community responsible for 25% of the costs. Total grant requested is \$27,900.

Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen that the Hazard Mitigation Assistance Planning Grant Application be approved and submitted to the Department of Public Safety Division of Homeland Security and Emergency Management along with a letter of Commitment of funds. Motion unanimously carried.

County Engineer Mike Flaagan presented a revised Culvert Policy. Moved by Commissioner Jensen, seconded by Commissioner Peterson to approve the amended Culvert Policy as follows effective immediately. Motion unanimously carried.

**PENNINGTON COUNTY
CULVERT POLICY**

The following is the Highway Department policy regarding the furnishing of culverts, located within County Right of Way, to individual land owners for accessing their property.

- *A. The County will supply 30' of culvert to a property owner if they meet the following criteria:
 - 1. The crossing serves a parcel of a ¼ section (nominal 160 acres) or more in size, or
 - 2. The crossing was constructed during the original construction of a legal ditch system.

- B. The property owner is responsible for the delivery and installation. Additional length, as approved by the Engineer, for new and existing crossings may be purchased by the property owner.

- C. Only one culvert will be provided per parcel meeting the criteria above. Additional field crossings may be allowed, as approved by the Engineer. Cost of shipping, materials and installation are the responsibility of the property owner. If available, used culverts may be purchased from the County at ½ price of a new culvert.

- D. The County will supply 30' of culvert for damaged culverts meeting the criteria of Section A. Cost for additional length, shipping and installation are the responsibility of the property owner.

- E. County Road Centerline culverts, under gravel roads, will be furnished and installed by the County. The cost of installation shall be split 50/50 with the benefiting property owner.

- F. This policy does not apply to Judicial Ditches because approval needs to go through a Joint Board.

- G. No new crossings, or modifications of existing facilities, will be made without the approval of the local Watershed District.

- H. Any construction proposed which will contribute or modify works located on or within the County Right of Way shall obtain prior approval of the County Engineer's office. A survey may be required.

*Special exceptions may be considered in cases of extremely deep ditches and/or smaller parcels of land showing extreme need.

Moved by Commissioner Jensen, seconded by Commissioner Peterson to approve the Township Maintenance agreements for 2013 and authorized the Chairman and Auditor to sign the same. Motion unanimously carried.

The County Engineer then discussed the recently passed legislation that would allow County's a \$10 fee on license tab renewals and or a sales tax that would go towards County Road Improvements. No action was taken.

County Engineer Mike Flaagan reviewed ditch work completed, scheduled and petition possibly coming in. He also discussed doing testing for gravel deposits.

Human Services Director – Ken Yutrzenka, Social Services Supervisor – Julie Sjostrand and Financial Services Supervisor – Kathleen Herring made a request for hiring two additional employees to address the increase in case load partly due to the Medical Assistance Expansion/Affordable Care Act and MNChoices. One person would be a Eligibility worker fka as Financial Worker and the other an Adult Service Social Worker.

Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson to give the Human Service Department authority to advertise, interview and hire a full-time Eligibility worker. Motion unanimously carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson to give the Human Services Department authority to advertise, interview and hire a full-time Adult Service Social Worker. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk to approve the Safety & Health Training Proposal submitted by Safety Compliance Services. Motion unanimously carried.

The County Board then discussed the position of Emergency Management Director. The position is a three quarter time salaried position. The Personnel Committee recommends that Erik Beitel be hired for the position. A motion was made by Commissioner Jensen, seconded by Commissioner Tveitbakk to hire Erik Beitel for the position of Emergency Management Director as a three quarters time salaried/exempt employee. Motion unanimously carried.

The County Auditor reviewed the two quotes received for preparing the 2012, 2013 & 2014 cost allocation plans.

Maximus	- \$8,850
Government Management Group	- \$8,800

Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen to award the contract to Government Management Group. Motion unanimously carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson, to approve payment of the Auditor and Manual warrants for May 2013 totaling \$4,860,411.97, and the following Commissioner warrants. Motion unanimously carried.

WARRANTS

County Revenue	\$ 42,300.18
Road & Bridge	\$ 35,351.99
Solid Waste Facility	\$ 1,465.50
Ditch Funds	\$ 44,350.00
Capital Improvement	\$ 7,614.98

Per diems and meal reimbursements in the amount of \$3,036.18 were also approved.

Moved by Commissioner Jensen, seconded by Commissioner Peterson to approve the minutes of May 28th, 2013 as written.

The County Board discussed a possible Joint position with the City of Thief River Falls.

Commissioner Tveitbakk moved, seconded by Commissioner Peterson to adjourn until 5:00 p.m. June 25th, 2013. Motion carried.