

OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING
JANUARY 7th, 2014 – 10:00 A.M.

Pursuant to M.S. 375.07, the Board of Commissioners of Pennington County met in the County Board Room in the Courthouse in Thief River Falls, Minnesota, on Tuesday, January 7th, 2014 at 10:00 a.m. Members present: Cody Hempel, Don Jensen, Oliver “Skip” Swanson, Neil Peterson, and Darryl Tveitbakk. Members absent: None.

The Pledge of Allegiance was recited.

The County Board proceeded to organize for the year 2014 with the County Auditor-Treasurer assisting by calling for nominations for Chairman. Commissioner Jensen nominated Commissioner Peterson as Chairman for 2014. Commissioner Swanson moved, seconded by Commissioner Tveitbakk, that nominations cease and that a unanimous ballot be cast for Commissioner Peterson as Chairman. Motion unanimously carried.

Commissioner Peterson then called for nominations for Vice-Chairman. Commissioner Swanson nominated Commissioner Tveitbakk as Vice-Chairman. Commissioner Jensen moved, seconded by Commissioner Hempel, that nominations cease and that a unanimous ballot be cast for Commissioner Tveitbakk as Vice-Chairman. Motion unanimously carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen that the County Board express their appreciation to Commissioner Hempel for serving as Chairman in 2013. Motion carried.

Moved by Commissioner Swanson, seconded by Commissioner Hempel, 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 January meeting that is set by law. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Swanson, 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 Tveitbakk, seconded by Commissioner Hempel, 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.

Moved by Commissioner Jensen, seconded by Commissioner Swanson, that the County Board serve as a whole on the Road, Bridge, and Culvert Committee. Motion unanimously carried.

Moved by Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen, that the Human Services Committee consists of the County Board members and shall serve as a whole on the Human Services Committee. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Swanson, to appoint Commissioner Hempel to the Law Library Committee for 2014. Motion unanimously carried.

Commissioner Swanson 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 2014, published weekly, each Wednesday, in Thief River Falls.

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

Moved by Commissioner Jensen, seconded by Commissioner Hempel, that Commissioners Swanson and Tveitbakk, along with Kenneth Olson, are appointed to the Building and Maintenance Committee to oversee the Courthouse; with the addition of Sheriff Kuznia for matters pertaining to the Law Enforcement Center, and Ken Yutrzenka for matters pertaining to the Welfare Building. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Swanson, that Commissioner Peterson and Kenneth Olson be appointed to represent Pennington County on the Thief River Falls Regional Airport Zoning Commission for the year 2014. Motion unanimously carried.

Commissioner Jensen 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, and Auditor-Treasurer. Other officers may be authorized by the Board to attend as non-voting members.

The foregoing resolution was duly seconded by Commissioner Hempel and upon vote was unanimously carried.

Moved by Commissioner Swanson, seconded by Commissioner Jensen, to appoint Commissioner Tveitbakk to represent Pennington County on the Thief River Falls Chamber of Commerce Board. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Hempel, to appoint Commissioner Swanson to the Inter-County Community Council Board for a one-year term beginning January 1, 2014. Motion unanimously carried.

Moved by Commissioner Swanson, seconded by Commissioner Hempel, that Commissioner Jensen be appointed to the Northwest Regional Development Commission Transportation Committee. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Hempel, to appoint Kenneth Olson as MCCC delegate with Angela Philipp as alternate. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Swanson, to appoint Commissioner Hempel to the Job's Inc. Advisory Board with Commissioner Tveitbakk as alternate. Motion unanimously carried.

Commissioner Hempel moved, seconded by Commissioner Jensen, to appoint Commissioners Peterson and Swanson to serve on the County Extension Committee for 2014. Motion unanimously carried.

Moved by Commissioner Swanson, seconded by Commissioner Hempel, that Commissioner Peterson be appointed to the Pennington County Historical Society Board. Motion unanimously carried.

Moved by Commissioner Tveitbakk seconded by Commissioner Hempel, that Commissioner Jensen be appointed to the Comprehensive Local Water Plan Joint Powers Board. Motion unanimously carried.

Commissioner Jensen moved, seconded by Commissioner Hempel, to appoint Commissioners Peterson and Tveitbakk to the Solid Waste Committee for 2014. Motion unanimously carried.

Commissioner Tveitbakk moved, seconded by Commissioner Swanson, to appoint Commissioner Peterson and Commissioner Jensen to the Highway Committee for 2014. Motion unanimously carried.

Commissioner Hempel moved, seconded by Commissioner Tveitbakk, to appoint Commissioner Swanson to the Household Hazardous Waste Joint Powers Board with Commissioner Jensen as alternate. Motion unanimously carried.

Commissioner Jensen moved, seconded by Commissioner Hempel that Commissioner Swanson be appointed to the Land of the Dancing Sky Area Agency on Aging Board and Region I Aging Advisory Committee. Motion 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 Swanson moved, seconded by Commissioner Jensen, to approve the insurance premium rates for 2014 and authorize the County Auditor-Treasurer to pay as presented. Motion unanimously carried.

Commissioner Jensen moved, seconded by Commissioner Tveitbakk, to re-appoint Kenneth Olson to the Regional Insurance Advisory Board of the Northwest Service Cooperative with Angie Philipp as alternate. 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 Hempel, seconded by Commissioner Tveitbakk, 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.

- AMC Legislative Review Committee
- Annual Township meetings
- Area Transportation Plan
- Association of Minnesota Counties Meetings
- Budget Committee
- Building and Maintenance Committee
- BWSR Wetland Meetings
- Chamber of Commerce
- Comprehensive Local Water Plan Joint Powers Board
- Emergency Management Committee
- Extension Committee
- Family Service Collaborative
- Feedlot meetings
- Gravel Tax Committee
- Highway Committee
- Household Hazardous Waste Meetings
- Insurance Committee
- Inter-County Community Council
- Job's Inc. Board
- Joint City/County Meetings
- Juvenile Training Center Board
- Law Enforcement Radio Committee
- Law Enforcement Union Negotiation Committee
- Law Library Committee
- Legislative Hearing & Issues
- Minnesota Rural Counties Caucus
- MNDOT County – Joint Facilities Committee
- Northern Counties Land Use Coordinating Board
- Northland Community and Technical College
- Northwest Minnesota Joint Powers Board
- Northwest Regional Library Board

Northwest Regional Radio Board
NWRDC Committee on Aging
NWRDC Transportation Committee
Pennington County Housing Loan Fund
Personnel Committee
Pioneer Village Board
Red Lake Watershed Meetings
Red River Basin Joint Powers Board
Red River Valley Development
Road, Bridge, and Culvert Committee
Rocksbury Joint Zoning Board
Solid Waste Committee
Technology Committee
Thief River Falls Regional Airport Authority
Thief River Forward
Special County Board Meetings
Thief River Falls Library Board
Human Service Committee
Welfare Union Negotiation Committee

Also any other Committees that are established by the County Board or appointments made or meeting attended while representing Pennington County.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Hempel, to appoint Commission Swanson to the Northwest Regional Library Board for 2014. Motion unanimously carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Hempel to appoint John W. Johnson to the Northwest Regional Library Board for 2014. Motion unanimously carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Hempel, to appoint Commissioner Jensen to the Minnesota Rural Counties Caucus for 2014, with Commissioner Swanson as alternate. Motion unanimously carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Hempel, to appoint Commissioners Jensen and Swanson to the Northern Counties Land Use Board for 2014. Motion unanimously carried.

Motioned by Commissioner Jensen, seconded by Commissioner Tveitbakk, to appoint Commissioner Swanson as Pennington County's representative on the Northwest Minnesota Regional Emergency Communications Board with Commissioner Hempel as alternate. Motion unanimously carried.

Motioned by Tveitbakk, seconded by Commissioner Jensen, to appoint Commissioner Swanson to the Pennington County Affordable Housing Fund Advisory Board. Motion unanimously carried.

The following resolution was motioned by Commissioner Hempel, seconded by Commissioner Jensen, 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 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 or tips 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 Welfare 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, 2014 and shall be reviewed at the County Board's discretion.

Motioned by Commissioner Swanson, seconded by Commissioner Jensen, to appoint Commissioner Hempel to the Inter-County Nursing Service Board. Motion unanimously carried.

Motioned by Commissioner Swanson, seconded by Commissioner Hempel, to appoint Commissioners Jensen and Tveitbakk to the Personnel Policy and Labor Negotiation Committee for 2014, with Commissioner Jensen to chair the committee. Motion unanimously carried.

Motioned by Commissioner Hempel, seconded by Commissioner Jensen, to appoint Commissioner Tveitbakk attend the Capital for a Day event. Motion unanimously carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Swanson, to appoint Commissioner Hempel to the Pennington County Safety Committee. Motion unanimously carried.

Motioned by Commissioner Jensen, seconded by Commissioner Swanson, to appoint Commissioners Tveitbakk and Hempel to the Technology Committee. Motion unanimously carried.

Motioned by Commissioner Jensen, seconded by Commissioner Hempel, to appoint Commissioner Peterson to the Gravel Tax Committee. Motion unanimously carried.

Motioned by Commissioner Swanson, seconded by Commissioner Hempel, to appoint Commissioners Jensen and Tveitbakk to the Law Enforcement Committee. Motion unanimously carried.

Motioned by Commissioner Hempel, seconded by Commissioner Tveitbakk, to strike the appointment to the Red River Basin Joint Powers Board. Motion unanimously carried.

Motioned by Commissioner Hempel, seconded by Commissioner Tveitbakk, to appoint Commissioner Swanson to the Thief River Falls/Rocksbury Township Joint Zoning Board. Motion unanimously carried.

Motioned by Commissioner Swanson, seconded by Commissioner Hempel, to appoint Commissioner Tveitbakk as Pennington County's representative on the Thief River Falls Regional Airport Authority for a 3 year term beginning January 1, 2014. Motion carried.

Commissioner Hempel moved, seconded by Commissioner Jensen to appoint Commissioner Peterson and Commissioner Tveitbakk to the Emergency Management Committee (previously known as Public Safety Committee). Motion unanimously carried.

County Auditor-Treasurer Ken Olson provided the Governmental Audit Services letter of understanding from Hoffman, Dale & Swenson, PLLC. Commissioner Hempel moved, seconded by Commissioner Tveitbakk, to approve the letter of understanding of services to be provided by Hoffman, Dale & Swenson, PLLC pertaining to the audit of Pennington County's 2013 financial statements. Motion unanimously carried.

Moved by Commissioner Hempel, seconded by Commissioner Tveitbakk to approve the minutes of December 30th, 2013 as written. Motion carried.

The following resolution was introduced by Commissioner Swanson, seconded by Commissioner Jensen and upon vote was unanimously carried.

Resolution of Pennington County

BE IT RESOLVED BY The Pennington County Board of Commissioners that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Enhancement Grant Program**. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance operations of the county veterans service

office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the Pennington County Board that Stephen Stone – County Veterans Service Officer, and Neil Peterson – County Board Chairman, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

The County Board then reviewed the Wetland Delineation Report completed by West Central Environmental Consultants Inc. on the Pennington County wetland bank site. The County Board will be asked to approve the report at their February 11th, 2014 County Board meeting. The action needed today was to sign the Minnesota Wetland Conservation Act Application for approval of Wetland Type and Boundary and to send the application and Wetland Delineation Report to BWSR, USCOE, DNR, and the RLWD for review. It is required to be reviewed for a minimum of 15 days before approval. Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk, to authorize the Chairman to sign the Minnesota Wetland Conservation Act Application for approval of Wetland Type and Boundary. Motion unanimously carried.

The County Board then reviewed the revised Courthouse Systems Upgrade Professional Service Proposal from the BKV Group. Approval is required before BKV will continue to the next phase. Moved by Commissioner Tveitbakk, seconded by Commissioner Swanson, to approve the Courthouse Systems Upgrade Professional Service Proposal. Motion unanimously carried.

Commissioner Tveitbakk moved, seconded by Commissioner Hempel to approve payment of the Human Service warrants totaling \$70,042.54 and the following Commissioner warrants. Motion carried.

WARRANTS

County Revenue	\$152,281.94
Road & Bridge	\$ 72,006.00
Solid Waste Facility	\$ 2,848.00

Peter Nelson, Pennington County Soil and Water Conservation District, presented a draft revised Pennington County Sewage and Waste water Treatment Ordinance. Peter Nelson requested that a public hearing be held to receive input regarding the revised ordinance. Commissioner Jensen moved, seconded by Commissioner Hempel to set the hearing on the Amended Sewage and Waste water Treatment Ordinance for 6:30 p.m. January 28th, 2014. Motion unanimously carried.

It was noted that the Minnesota Pollution Control Agency will be discussing Subsurface Sewage Treatment Systems (SSTS) at the Northland Community College on January 15th, 2014.

County Engineer Mike Flaagan presented the bids for Project No. Sp 088-070-038 for placing Chevron's in District 2 Counties.

A & H Co. Inc.	\$602,250.00
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ID Sign Solutions \$693,296.40

Moved by Commissioner Hempel, seconded by Commissioner Jensen to award the bid for District 2 Counties Project No. SP 088-070-038 to A & H Co. Inc. as the lowest and best bid received. Motion carried.

Moved by Commssioner Jensen, seconded by Commissioner Hempel to authorize the payment of the Transportation Alliance Dues of \$1,565.00 for 2014. Motion carried.

The County Engineer then discussed software from RTVision called Work Central. No action was taken.

Commissioner Tveitbakk said that he had talked to the County Coroner and he has no problem making this office an appointed position.

Moved by Commissioner Hempel, seconded by Commissioner Jensen, to adjourn to 5:00 p.m. January 28th, 2014. Motion carried.