

**OFFICIAL PROCEEDINGS  
PENNINGTON COUNTY BOARD OF COMMISSIONERS  
ORGANIZATIONAL MEETING  
JANUARY 5th, 2016 – 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 5th, 2016 at 10:00 a.m. Members present: Donald Jensen, Cody Hempel, Neil Peterson, Darryl Tveitbakk, and Oliver “Skip” Swanson. Members absent: None.

The County Board proceeded to organize for the year 2016 with the County Auditor-Treasurer assisting by calling for nominations for Chairman. Commissioner Peterson nominated Commissioner Jensen as Chairman for 2016. Commissioner Swanson moved, seconded by Commissioner Peterson, that nominations cease and that a unanimous ballot be cast for Commissioner Jensen as Chairman. Motion unanimously carried.

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

Moved by Commissioner Hempel, seconded by Commissioner Swanson that the County Board express their appreciation to Commissioner Tveitbakk for serving as Chairman in 2015. Motion carried.

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

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

Moved by Commissioner Swanson, seconded by Commissioner Hempel, 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 Peterson, seconded by Commissioner Swanson, to appoint Commissioner Hempel to the Law Library Committee for 2016 and authorize the County Attorney to sign for approval any Law Library bills. 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 2016, published weekly, each Wednesday, in Thief River Falls.

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

Moved by Commissioner Hempel, seconded by Commissioner Peterson, that Commissioners Tveitbakk and Swanson, 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 Swanson, seconded by Commissioner Hempel, that Commissioner Peterson and Kenneth Olson be appointed to represent Pennington County on the Thief River Falls Airport Zoning Commission for the year 2016. Motion unanimously carried.

Commissioner Swanson 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 Hempel, and upon vote was unanimously carried.

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

Moved by Commissioner Peterson, seconded by Commissioner Hempel, to appoint Commissioner Swanson to the Inter-County Community Council Board for a one-year term beginning January 1, 2016. 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 Tveitbakk, seconded by Commissioner Hempel, to appoint Kenneth Olson as MCCC delegate with Jennifer Herzberg as alternate. Motion unanimously carried.

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

Commissioner Swanson moved, seconded by Commissioner Hempel, to appoint Commissioners Jensen and Peterson to serve on the County Extension Committee for 2016. 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 Swanson, seconded by Commissioner Peterson, that Commissioner Jensen be appointed to the Comprehensive Local Water Plan Joint Powers Board. Motion unanimously carried.

Commissioner Hempel moved, seconded by Commissioner Swanson, to appoint Commissioners Peterson and Tveitbakk to the Solid Waste Committee for 2016. Motion unanimously carried.

Commissioner Tveitbakk moved, seconded by Commissioner Swanson, to appoint Commissioners Jensen and Peterson to the Highway Committee for 2016. Motion unanimously carried.

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

Commissioner Tveitbakk moved, seconded by Commissioner Peterson that Commissioner Swanson be appointed to the Land of the Dancing Sky Area Agency on Aging Board and Region I Aging Advisory Committee with Commissioner Tveitbakk as alternate. 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 Peterson, to approve the insurance premium

rates for 2016 and authorize the County Auditor-Treasurer to pay as presented. Motion unanimously carried.

Commissioner Swanson moved, seconded by Commissioner Peterson, to re-appoint Kenneth Olson to the Regional Insurance Advisory Board of the Northwest Service Cooperative with Kevin Erickson as alternate and Commissioner Hempel as elected representative. 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 Peterson, 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.

- 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
- Comprehensive Local Water Plan Joint Powers Board
- 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 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 Advisory Committee
- Northwest Minnesota Joint Powers Board
- Northwest Regional Library Board
- Northwest Minnesota Regional Emergency Communication Board
- NWRDC Committee on Aging
- NWRDC Transportation Committee

Pennington County Housing Loan Fund  
Personnel/Union Negotiation Committee  
Pine to Prairie Drug Task Force  
Pioneer Village Board  
Red Lake Watershed Meetings  
Red River Basin Joint Powers Board  
Red River Valley Development  
Regional Insurance Board  
Road, Bridge, and Culvert Committee  
Safety Committee  
Solid Waste Committee  
Technology Committee  
Thief River Falls Regional Airport Authority  
Special County Board Meetings  
Thief River Falls Library Board  
Human Service 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 Hempel, seconded by Commissioner Tveitbakk, to appoint Commissioner Swanson to the Northwest Regional Library Board and Thief River Falls Library Board for 2016. Motion unanimously carried.

Motioned by Commissioner Peterson, seconded by Commissioner Tveitbakk, to appoint Commissioner Jensen to the Minnesota Rural Counties Caucus for 2016, with Commissioner Swanson as alternate. Motion unanimously carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Swanson, to appoint Commissioners Jensen and Peterson to the Northern Counties Land Use Board for 2016. Motion unanimously carried.

Motioned by Commissioner Peterson, 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 Peterson, seconded by Commissioner Hempel, 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 Peterson, 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 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>, 2016 and shall be reviewed at the County Board's discretion.

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

Motioned by Commissioner Peterson, seconded by Commissioner Swanson, to appoint Commissioners Jensen and Tveitbakk to the Personnel Policy and Labor Negotiation Committee for 2016, with Commissioner Jensen to chair the committee. Motion unanimously carried.

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

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

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

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

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

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

Motioned by Commissioner Peterson, seconded by Commissioner Tveitbakk, to make the following appointments to the AMC 2016 Policy Committees. Motion unanimously carried.

Environment & Natural Resource – Neil Peterson  
General Government – Darryl Tveitbakk  
Health & Human Services – Cody Hempel  
Public Safety – Oliver “Skip” Swanson  
Transportation and Infrastructure – Don Jensen

Chairman Jensen stated the County would have a busy year with our request to be included in the state bonding bill and the plans for constructing a Justice Center.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Hempel to appoint Nicole Peterson to represent Pennington County on the NW Juvenile Training Center Board for a three year term (January 1, 2016 to December 31, 2018). Motion unanimously carried.

The County Board then discussed appointments to the Inter County Nursing Service Board. This appointment was held over.

County Sheriff Ray Kuznia asked the County Board to authorize him to re-advertise for the position of Part-Time Dispatcher. Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson to advertise for the vacant Part-Time Dispatcher position. Motion unanimously carried.

County Engineer Mike Flaagan presented the following requests to advertise for bids.

Motioned by Commissioner Peterson, seconded by Commissioner Tveitbakk to authorize the County Auditor-Treasurer and County Engineer to advertise for bids to be opened March 8<sup>th</sup>, 2016 at 10:00 A.M.

2016 Equipment Rental Bids  
2016 Fuel Supplies  
2016 Culvert Supplies

Motion unanimously carried.

Motioned by Commissioner Peterson, seconded by Commissioner Swanson to authorize the County Auditor-Treasurer and County Engineer to advertise for bids to be opened February 9<sup>th</sup>, 2016 at 9:00 A.M. for the following mill and overlay projects:

- SAP 57-607-014 (CSAH #7)
- SAP 57-612-011 (CSAH #12)
- CP 57-16-07-63 (County Road #63)

Motion unanimously carried.

Motioned by Commissioner Peterson, seconded by Commissioner Swanson to authorize the County Auditor-Treasurer and County Engineer to advertise for bids to be opened February 23<sup>rd</sup>, 2016 at 10:00 A.M. for county wide shouldering and crack sealing.  
Motion unanimously carried.

Human Service Director Ken Yutzenka and Social Worker Julie Sjostrand met with the County Board to present the resignation of Lead Social Worker Maureen Monson effective January 20<sup>th</sup>, 2016. Motioned by Commissioner Hempel, seconded by Commissioner Tveitbakk to accept the resignation of Maureen Monson and thanked her for her years of service to Pennington County. Motion unanimously carried.

Motioned by Commissioner Hempel, seconded by Commissioner Peterson to authorize the Human Service Department to post and advertise for applicants for the vacant Lead Social Worker position. Motion unanimously carried.

Christine Anderson County Economic Development Director then gave an update on housing, airport and new business inquiries.

Motioned by Commissioner Hempel, seconded by Commissioner Tveitbakk, to approve the minutes of December 29<sup>th</sup>, 2015 as written. Motion unanimously carried.

Motioned by Commissioner Hempel, seconded by Commissioner Peterson, to approve payment of the Human Services warrants totaling \$82,359.29 and also the following Commissioner warrants. Motion unanimously carried.

WARRANTS

County Revenue	\$153,366.19
Road & Bridge	\$ 72,754.00
Solid Waste Facility	\$ 2,321.00
Capital Improvement	\$ 20,451.25

Per diems and meal reimbursements in the amount of \$1,915.00 were also approved.

The County Board then discussed a professional service agreement with McGrann Shea Carnival Straughn & Lamb to advocate for the inclusion of the Justice Center Project in the 2016 state bonding bill. Motioned by Commissioner Swanson, seconded by Commissioner Peterson to authorize Commissioners Jensen and Tveitbakk to meet with Douglas M. Carnival of McGrann Shea Carnival Straughn & Lamb to discuss a possible professional service agreement after discussing this with our local legislators or their staff. Motion unanimously carried.

It was noted that a meeting with Dean Foods regarding parking south of the proposed Justice Center has been scheduled.

Motioned by Commissioner Peterson, seconded by Commissioner Swanson, to adjourn to 5:00 P.M. January 26<sup>th</sup>, 2016. Motion unanimously carried.

ATTEST:

Kenneth Olson, Auditor-Treasurer  
Pennington County

Donald Jensen, Chairman  
Board of Commissioners