

**OFFICIAL PROCEEDINGS**  
**PENNINGTON COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, JUNE 23<sup>rd</sup>, 2020, 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 Tuesday, June 23<sup>rd</sup>, 2020 at 5:00 p.m. Members Present: Darryl Tveitbakk, Cody Hempel, Donald Jensen, Bruce Lawrence, and Neil Peterson. Absent: None.

Also Present: Julie Sjostrand, Seamus Duffy, Ken Olson, Mary Jo Myklebust, and Gordon Myklebust. Present Via Zoom: Erik Beitel and April Schenoha.

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

Julie Sjostrand, Human Services Director, presented the consent agenda from the June 16<sup>th</sup>, 2020 Human Services Committee meeting and recommends its adoption. On a motion by Commissioner Jensen, and seconded by Commissioner Hempel, the following recommendations of the Pennington County Human Service Committee for June 16<sup>th</sup>, 2020 are hereby adopted. Motion carried.

**PENNINGTON COUNTY HUMAN SERVICES**  
**HUMAN SERVICE COMMITTEE**  
**CONSENT AGENDA**

**SECTION A**

- I. To approve the May 19, 2020 Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. To approve the Child Welfare opiate allocation-agency plan as presented.

**SECTION B**

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

Julie Sjostrand read a letter of support for Sanford Behavioral Health to create a Residential Substance Abuse Treatment Program in the former Northern Light Building. The letter was signed by the County Board Chairman and Human Services Director.

Mary Jo Myklebust and Gordon Myklebust met with the County Board to discuss the value of their property as they did not get to attend the County Board of Appeals and Equalization. They were of the opinion the meeting was not taking place and were asking the meeting to be reopened. The County Board stated that the meeting had been adjourned and referred the question to the County Attorney.

County Engineer Mike Flaagan stated that no bids were received for the addition to the cold storage building and recommends they rebid the project this Fall.

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

Pennington County Highway Department

Certificate of Final Acceptance

County Board Acknowledgement

Whereas: Contract No. 1901 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the Pennington County Highway Department and authorized final payment as specified herein.

Mike Flaagan asked to set another J.D. #13 meeting. It was decided the meeting be held on July 13<sup>th</sup>, 2020 or July 17<sup>th</sup>, 2020. This will need to be coordinated with Marshall County.

Mike Flaagan said work was progressing on the design for improving the C.D. #96 Outlet and recommends advertising for bids to be opened August 11<sup>th</sup>, 2020. Moved by Commissioner Peterson, seconded by Commissioner Lawrence, to authorize the Engineer and County Auditor to advertise for bids for the C.D. #96 Outlet Improvement Project to be opened on August 11<sup>th</sup>, 2020 in Meeting Room A in the Pennington County Government Center. Motion Carried.

We will be receiving quotes for paving the parking lots west of the Pennington County Judicial Center on June 26<sup>th</sup>, 2020 as agreed in the lease with School District #564.

The County Engineer then reviewed the progress on the bridge crossing on CSAH #8, the Roundabout Project on State Highway # 32, and the Roundabout Project at the intersection of the Airport Road and CSAH #8 near Challenger School.

Commissioner Lawrence asked about maintenance on 150<sup>th</sup> Avenue as it is getting used as a detour for the Airport Road. County Engineer Flaagan stated the County is working with Rocksbury Township on this maintenance.

County Sheriff Ray Kuznia presented a letter of resignation from Nancy Timm as part-time Dispatcher/Jailer.

Moved by Commissioner Jensen, seconded by Commissioner Lawrence, to advertise for applicants for two part-time Dispatcher/Jailers. Motion carried.

A discussion was held on the possibility of Northland College to provide Dispatcher Training.

Erik Beitel, Emergency Management Director, gave a COVID-19 update. Pennington County has seen no additional confirmed cases of COVID 19 and currently has no active cases. Inter-County Nursing Service asks residents to not get a false sense of security and keep practicing social distancing and good hygiene.

County Auditor-Treasurer Ken Olson reviewed the letter from Widseth Smith Nolting (Widseth) regarding a structural review of the County Government Center, more specifically, the interior wall between the Motor Vehicle Department and the office used previously by the County Attorney. The structural engineer has determined that this wall is not a load bearing wall.

The County Board then discussed opening the County Government Center to the public to allow for absentee voting which begins June 26<sup>th</sup>, 2020. Moved by Commissioner Jensen, seconded by Commissioner Lawrence, to open the County Government Center to the public on June 26<sup>th</sup>, 2020 to allow for absentee voting. The other offices may also choose to open the public, open by appointment only, or remain closed. Motion carried.

Moved by Commissioner Jensen, seconded by Commissioner Hempel, to approve the County Board minutes of June 9<sup>th</sup>, 2020 and the County Board of Appeal and Equalization minutes from June 15<sup>th</sup>, 2020 as written. Motion carried.

Moved by Commissioner Lawrence, seconded by Commissioner Hempel, to approve payment of the Human Service Warrants in the amount of \$28,933.08 and also the following Commissioner warrants. Motion carried.

#### WARRANTS

County Revenue	\$ 139,697.23
Road & Bridge	\$ 111,546.66
Ditch Funds	\$ 31,247.72
Solid Waste Facility	\$ 258.83

Per diems and meal reimbursements in the amount of \$10.95 were also approved.

The Personnel Committee then recommended that Jennifer Herzberg be appointed as Interim County Auditor-Treasurer effective July 1<sup>st</sup>, 2020. Commissioner Jensen moved, seconded by Commissioner Peterson, to appoint Jennifer Herzberg to the position of Interim County Auditor-Treasurer to fill the unexpired term as a result of Ken Olson's retirement effective July 1<sup>st</sup>, 2020. Motion carried.

The County Board then discussed the County Coordinator job description. Moved by Commissioner Lawrence, seconded by Commissioner Hempel, to adopt the job description of County Coordinator as written. Motion carried.

Moved by Commissioner Peterson, seconded by Commissioner Hempel, to advertise to fill the County Coordinator position. Motion carried.

Moved by Commissioner Peterson, seconded by Commissioner Lawrence, to have the Personnel Committee meet with the existing Auditor-Treasurer staff to discuss staffing of the office and advertise as needed. Motion carried.

The Personnel Committee will be interviewing applicants for the County Assessor position Wednesday, June 24<sup>th</sup>, 2020.

Commissioner Hempel asked if another Commissioner was willing to be on the Economic Development Advisory Board. Commissioner Tveitbakk and Commissioner Lawrence volunteered to fill in when they can.

It was noted that there was a Ribbon Cutting Ceremony held at the Thief River Falls Regional Airport.

Moved by Commissioner Hempel, seconded by Commissioner Lawrence, to adjourn to 10:00 a.m., July 14<sup>th</sup>, 2020. Motion carried.

ATTEST:

Kenneth Olson, Auditor-Treasurer  
Pennington County

Darryl Tveitbakk, Chairman  
Board of Commissioners