

**OFFICIAL PROCEEDINGS  
PENNINGTON COUNTY BOARD OF COMMISSIONERS  
TUESDAY, OCTOBER 13<sup>TH</sup>, 2020 10:00 A.M.**

Pursuant to adjournment, the Pennington County Board of Commissioners met at the Justice Center Board Room in Thief River Falls, MN, on Tuesday, October 13<sup>th</sup>, 2020 at 10:00 a.m. Members Present: Darryl Tveitbakk, Don Jensen, Bruce Lawrence, Neil Peterson, and Cody Hempel. Members Absent: None.

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

Peter Nelson and Bryanna Grefthen of the Pennington County SWCD met with the Board.

Ms. Grefthen presented the 2020-2021 Aquatic Invasive Species Plan, stating that Pennington County was allocated \$20,584 for 2020 and \$20,544 for 2021. Bryanna described the district's duties and responsibilities with the AIS plan. Motioned by Commissioner Jensen, seconded by Commissioner Peterson, to approve the 2020-2021 Aquatic Invasive Species Plan as presented. Motion carried.

Mr. Nelson presented the 2021 Septic System grant agreement between the State of Minnesota and Pennington County. Grant amounts are down slightly from 2020, totaling \$18,600 and an additional upgrade grant of \$21,225. There will also be some carryover funds from 2020. Peter stated they updated two septic systems in 2020, and then described the mound and trench systems and what determines when each must be used. Motioned by Commissioner Peterson, seconded by Commissioner Jensen, to approve the 2021 Septic System Grant agreement between the State of Minnesota and Pennington County as presented. Motion carried.

Pennington County Assistant Engineer Alex Bladow informed the Board that gravel crushing and county-wide road striping projects are complete and final payments have been requested.

CP 57-20-07	Schenkey Inc.	\$119,350.00
CP 57-20-04	AAA Striping Service Co.	\$ 44,200.67

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

**RESOLUTION**

**WHEREAS**, Contract CP57-20-07 (gravel crushing) 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 by accept said completed project for and on behalf of the Pennington County Highway Dept. and authorize final payment as specified herein.

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

**RESOLUTION**

**WHEREAS**, Contract CP57-20-04 (county-wide striping) 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 by accept said completed project for and on behalf of the Pennington County Highway Dept. and authorize final payment as specified herein.

Mr. Bladow presented the following updates on County projects:

- Mark Blvd. Bridge – the sidewalk on north side has been poured and the east side curb is done. Structure-wise the bridge is done, with paving yet to be done on both east and west sides. The bridge opening is still dependent on weather conditions.
- Challenger roundabout – traffic congestion has improved and seems to be working well considering the additional traffic due to school bussing being suspended.

Chief Deputy Sheriff Seth Vettleson met with the Board and presented two employment matters.

Motioned by Commissioner Lawrence, seconded by Commissioner Jensen, to approve the transfer of Briana Vosen from Part-Time Correctional Officer to Full-Time Correctional Officer effective October 14<sup>th</sup>, 2020. Motion carried.

Motioned by Commissioner Jensen, seconded by Commissioner Lawrence, to approve the transfer of Jon Erickson from Part-Time Deputy Sheriff to Full-Time Correction Officer effective October 1<sup>st</sup>, 2020. Motion carried.

Mr. Vettleson presented and read a resignation letter from Full-Time Corrections Officer Jarrin Gunderson, effective October 13<sup>th</sup>, 2020. Mr. Gunderson recently accepted a position with the City of Thief River Falls Police Dept. and he thanked the county for the opportunity and experience gained in his time here. Motioned by Commissioner Jensen, seconded by Commissioner Peterson, to accept the resignation of Jarrin Gunderson effective October 13<sup>th</sup>, 2020. Motion carried.

Emergency Management Director Erik Beitel presented to the Board one of seven electro-static disinfectant guns purchased with CARES grant funding, which will be used to counter the spread of COVID-19 in County buildings. Each treatment will cover 2,300 square feet and areas will be disinfected based on traffic counts.

Mr. Beitel presented an update on behalf of the CARES Grant Committee, stating that Round 1 of the grants resulted in a total distribution of \$753,471.91. Round 2 grant guidelines were distributed for review and grant applications are being taken as of October 12<sup>th</sup>, 2020. It was noted that the City of Thief River Falls has until November 15<sup>th</sup>, 2020 to spend their CARES funding, and it is still unknown if they will forward any funds to Pennington County. To date county expenses related to COVID-19 are estimated at \$240,000, with \$600,000 in CARES funds set aside for such expenses.

County Assessor Carl Bruzek met with the Board and stated that the MN Dept. of Revenue has recommended that every county have a written abatement policy, so he will work with the County Auditor-Treasurer and the County Attorney to draft a policy for Pennington County.

Mr. Bruzek stated that the MN Dept. of Revenue's four-year appointments for all County Assessors expires at the end of 2020, and their reappointment process begins with the County Boards first reappointing their County Assessors. The following resolution was introduced by Commissioner Lawrence, seconded by Commissioner Hempel, and upon vote was unanimously carried.

## RESOLUTION

**WHEREAS**, the Minnesota Department of Revenue must confirm the appointments of all County Assessors in the State of Minnesota; and

**WHEREAS**, the State appointments of all Minnesota County Assessors are for four-year terms, and those terms expire December 31<sup>st</sup>, 2020; and

**WHEREAS**, the Minnesota Commissioner of Revenue must confirm the reappointment of County Assessors before becoming effective on January 1<sup>st</sup>, 2021, and in advance must receive a resolution from each County approving the reappointment of their County Assessor for a four-year term.

**THEREFORE, BE IT RESOLVED**, that the Pennington County Board of Commissioners does hereby approve the reappointment of Carl Bruzek as Pennington County Assessor for a four-year term beginning on January 1<sup>st</sup>, 2021 and ending December 31<sup>st</sup>, 2024.

Motioned by Commissioner Jensen, seconded by Commissioner Peterson, to close the County Board meeting at 10:54 a.m. pursuant to MN Statute 13.05, Subd. 3(b). Motion carried.

Motioned by Commissioner Hempel, seconded by Commissioner Peterson, to reopen the County Board meeting at 11:13 a.m. Motion carried.

Motioned by Commissioner Hempel, seconded by Commissioner Lawrence, to approve the Assessor's proposal as discussed in closed session. Motion carried.

County Coordinator Kevin Erickson presented an annual operational grant agreement between the MN Dept. of Veterans Affairs and Pennington County.

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

## RESOLUTION

**BE IT RESOLVED**, by Pennington County Board of Commissioners that the county enter into the attached Grant Agreement with the MN Dept. of Veterans Affairs (MDVA) to conduct the following program: County Veterans Service Office Operational 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 service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in MN Statutes 197.608 and MN Laws 2019, Chapter 10, Article 1, Section 37, Subd. 2. This Grant should not be used to supplant or replace other funding.

**BE IT FURTHER RESOLVED**, by the Pennington County Board that Stephen Stone – CVSO, and Darryl Tveitbakk – Chairman, be authorized to execute the FY2021 CVSO Grant Agreement for the above-mentioned program on behalf of the County.

Motioned by Commissioner Jensen, seconded by Commissioner Hempel, to approve a three-year professional services proposal from Government Management Group to prepare the Pennington County Central Services Cost Allocation Plan for years ending 2020, 2021, and 2022 at a cost of \$3,250 per year. Motion carried.

County resident Dean Philipp met with the Board regarding the following items: ungraded roads, ineligibility for CARES Act funding, tenant issues/lost rent over the last 6 months, and Sheriff's Dept. operations and enforcement. The Chairman stated that the CARES Grant may provide some relief to landlords in the future. Mr. Philipp stated that the County needs to fix all the issues he described and enact laws if necessary. No action was taken by the Board.

Motioned by Commissioner Lawrence, seconded by Commissioner Jensen, to appoint Commissioners Hempel and Peterson to the County Canvassing Board for the 2020 General Election and to hold the meeting on November 13<sup>th</sup>, 2020 at 12:00 p.m. Motion carried.

Motioned by Commissioner Jensen, seconded by Commissioner Lawrence, to appoint Commissioners Hempel and Peterson to the Post Election Review Board and to hold the meeting on November 16<sup>th</sup>, 2020 at 10:00 a.m. Motion carried.

Motioned by Commissioner Hempel, seconded by Commissioner Lawrence, to approve the Human Services warrants totaling \$130,205.37, the Auditor and Manual warrants for October, November, and December, 2019 totaling \$8,334,872.87, and the following Commissioner warrants. Motion carried.

County Revenue	\$96,249.00
Road & Bridge	\$60,079.12
Solid Waste Facility	\$ 3,120.64
Ditch Funds	\$28,313.00

Per diems and meal reimbursements in the amount of \$2,875.00 were also approved.

Motioned by Commissioner Hempel, seconded by Commissioner Jensen, to approve the Board minutes of September 22<sup>nd</sup>, 2020 and September 29<sup>th</sup>, 2020 as written. Motion carried.

Motioned by Commissioner Hempel, seconded by Commissioner Peterson, to adjourn the Board meeting to October 27<sup>th</sup>, 2020 at 5:00 p.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator  
Pennington County

Darryl Tveitbakk, Chairman  
Board of Commissioners