

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING
JANUARY 5TH , 2021 – 10:00 A.M.**

Pursuant to M.S. 375.07, the Board of Commissioners of Pennington County met in the County Board Room of the Justice Center in Thief River Falls, Minnesota, on Tuesday, January 5th, 2021 at 10:00 a.m. Members present: Darryl Tveitbakk, David Sorenson, Bruce Lawrence, Neil Peterson, Seth Nelson. Members absent: None.

The Pledge of Allegiance was recited.

The County Board proceeded to organize for the year 2021 with the County Coordinator assisting by calling for nominations for Chairman. Commissioner Lawrence nominated Commissioner Peterson as Chairman for 2021. Commissioner Lawrence motioned, seconded by Commissioner Sorenson, that nominations cease and that a unanimous ballot be cast for Commissioner Peterson as Chairman. Motion carried.

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

Moved by Commissioner Lawrence, seconded by Commissioner Sorenson, that the County Board express their appreciation to Commissioner Tveitbakk for serving as Chairman in 2020. Motion carried.

Moved by Commissioner Lawrence, seconded by Commissioner Sorenson, 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 Statutory Meeting in January that is set by law. Motion carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Nelson, 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 carried.

Moved by Commissioner Lawrence, seconded by Commissioner Sorenson, 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 carried.

Commissioner Nelson 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 2021, published weekly, each Wednesday, in Thief River Falls.

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

Commissioner Lawrence 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 Nelson, and upon vote was 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 Sorenson moved, seconded by Commissioner Lawrence, to approve the insurance premium rates for 2021 and authorize the County Auditor-Treasurer to pay as presented. Motion 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 Tveitbakk, seconded by Commissioner Lawrence, 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 carried.

- Advance Thief River Committee
- 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
- Emergency Management Committee
- Extension Committee
- Family Service Collaborative
- Feedlot Meetings
- Gravel Tax Committee
- Highway Committee

Household Hazardous Waste Meetings
Human Service Committee
Insurance Committee
Inter-County Community Council
Job's Inc. Board
Joint City/County Meetings
Juvenile Training Center Board
Law Enforcement Committee
Law Library Committee
Government Relations Committee
Minnesota Rural Counties
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
Land of the Dancing Sky Area Agency on Aging
Northwest Regional Development Commission Board
Northwest Regional Development Commission Transportation Committee
Pennington County Housing Loan Fund
Personnel Committee
Pine to Prairie Drug Task Force
Pennington County Historical Society Board
Red Lake River Corridor
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
Special County Board Meetings
Technology Committee
Thief River Falls Regional Airport Authority
Thief River Falls Library Board
Pennington County Water Resource Advisory Committee
Thief River 1 Watershed 1 Plan Policy Committee

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

The following resolution was motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, 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, plus up to a 15% gratuity, 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 1st, 2021 and shall be reviewed at the County Board's discretion.

Moved by Commissioner Lawrence, seconded by Commissioner Sorenson, to appoint Commissioner Peterson to a four-year term on the Northwestern Juvenile Center Board effective January 1st, 2021. Motion carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Nelson, to appoint Jennifer Herzberg as MCCC delegate with Stacy Anderson as alternate. Motion carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Sorenson, to appoint Glenice Johnson to an additional three-year term as Pennington County's representative on the Board of Directors of the Red River Valley Development Association effective in March 2021. Motion carried.

Moved by Commissioner Lawrence, seconded by Commissioner Sorenson, to appoint Gabe Carlson and Krist Olson to a three-year term on the Pennington County Extension Committee effective January 1st, 2021. Motion carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Sorenson, to appoint Scott Petrescue as the County Coroner for a one-year term ending December 31, 2021, as per MN Statutes 3901.005. Motion carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Lawrence, to approve the following appointments. Motion carried.

- Road, Bridge, and Culvert Committee
 - Commissioner Lawrence
 - Commissioner Sorenson
 - Commissioner Nelson
 - Commissioner Peterson
 - Commissioner Tveitbakk

- Human Service Committee
 - Commissioner Lawrence
 - Commissioner Sorenson
 - Commissioner Nelson
 - Commissioner Peterson
 - Commissioner Tveitbakk

- Law Library Committee
 - Commissioner Nelson

- Building & Maintenance Committee
 - Government Center:**
 - Commissioner Tveitbakk
 - Commissioner Lawrence
 - County Coordinator Kevin Erickson

 - Human Services Building:**
 - Commissioner Tveitbakk
 - Commissioner Lawrence
 - County Coordinator Kevin Erickson
 - Human Services Director Julie Sjostrand

 - LEC/ Justice Center:**
 - Commissioner Tveitbakk
 - Commissioner Lawrence
 - County Coordinator Kevin Erickson
 - Sheriff Ray Kuznia

- Thief River Falls Airport Zoning Commission
 - Commissioner Nelson

- Thief River Falls Chamber of Commerce Representative
 - Commissioner Nelson

- Inter County Community Council Board
 - Commissioner Nelson
 - Commissioner Tveitbakk, Alternate

- NW Regional Development Transportation Committee

Commissioner Peterson

- Job's Inc. Advisory Board
Commissioner Nelson
Commissioner Sorenson, Alternate
- County Extension Committee
Commissioner Lawrence
Commissioner Peterson
- Pennington County Historical Society
Commissioner Nelson
- Pennington County Water Resource Advisory Committee
Commissioner Peterson
- Solid Waste Committee
Commissioner Nelson
Commissioner Lawrence
- Highway Committee
Commissioner Lawrence
Commissioner Peterson
- Household Hazardous Waste Joint Powers Board
Commissioner Lawrence
Commissioner Nelson, Alternate
- Land of the Dancing Sky Area Agency Aging Board / Region 1 Aging
Advisory
Commissioner Sorenson
Commissioner Tveitbakk, Alternate
- Regional Insurance Advisory Board of the Northwest Service Cooperative
Commissioner Sorenson
County Coordinator Kevin Erickson
- NW Regional Library Board and Thief River Falls Library Board
Commissioner Tveitbakk
- Minnesota Rural Counties Board
Commissioner Peterson
Commissioner Lawrence, Alternate
- Northern Counties Land Use Coordinating Board
Commissioner Peterson

Commissioner Tveitbakk

- NW Regional Emergency Communications Board
Commissioner Lawrence
Commissioner Nelson, Alternate
- Pennington County Affordable Housing Fund Advisory Board
Commissioner Sorenson
- Inter County Nursing Service
Commissioner Lawrence
- Labor/Personnel Committee
Commissioner Lawrence
Commissioner Tveitbakk
- Pennington County Safety Committee
Commissioner Nelson
- Technology Committee
Commissioner Nelson
Commissioner Lawrence
- Gravel Tax Committee
Commissioner Peterson
- Law Enforcement Committee
Commissioner Lawrence
Commissioner Tveitbakk
- Emergency Management Committee
Commissioner Peterson
Commissioner Lawrence
(usually Chairman & Vice Chairman)
- 2021 AMC Policy Committee Appointments
Environment & Natural Resources- Commissioner Peterson
General Government- Commissioner Tveitbakk
Health & Human Services- Commissioner Nelson
Public Safety- Commissioner Lawrence
Transportation & Infrastructure- Commissioner Sorenson
- Pine to Prairie Drug Task Force Joint Powers Governing Board
Commissioner Lawrence
- Northwest Regional Development Commission Board

Commissioner Lawrence

- Government Relations Committee
Commissioner Peterson
Commissioner Tveitbakk
- TVF Regional Airport Authority
Commissioner Peterson
Commissioner Tveitbakk
- Association of MN Counties Delegate
Commissioner Lawrence
Commissioner Sorenson
Commissioner Nelson
Commissioner Peterson
Commissioner Tveitbakk
- NW Regional Affordable Housing Fund Advisory Board
Commissioner Sorenson
- Quinn County Advisory Board
Commissioner Peterson
Commissioner Sorenson, Alternate
- Thief River One Watershed One Plan Policy Committee
Commissioner Peterson
Commissioner Sorenson, Alternate
- 911 Advisory Committee
Commissioner Sorenson
- Red Lake River Corridor
Commissioner Nelson
- Clearwater River One Watershed, One Plan Policy Committee
Commissioner Peterson
Commissioner Tveitbakk, Alternate
- Comprehensive Local Water Plan, Joint Powers Board
Commissioner Peterson
- NW Juvenile Training Center Board
Commissioner Peterson
- Red Lake River One Watershed, One Plan Policy Committee
Commissioner Peterson

Commissioner Tveitbakk, Alternate

- Advance Thief River Committee
Commissioner Tveitbakk

The County Board then reviewed the individual ditch levies as recommended by the committee. Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, that a levy be made for ditch maintenance purposes and property assessed to various ditches in 2020, payable in 2021, in the following amounts. Motion carried.

CD#16-100%	CD#21-50%	JD#13P/RL-2.0%	CD#36-20%
CD#32-5%	CD#33-25%	CD#35-50%	CD#41-1.5%
CD#37-50%	CD#38-30%	CD#39-20%	CD#45-50%
CD#42-40%	CD#43-25%	CD#44-5%	CD#55-80%
CD#46-10%	CD#47-25%	CD#53-20%	CD#62-40%
CD#57-30%	CD#58-10%	CD#59-20%	CD#74-15%
CD#70-4%	CD#71-60%	CD#73-30%	JD#1-25%
CD#75-30%	CD#77-5%	CD#96-7%	JD#18-20%
JD#11-10%	JD#13-15%	JD#15-20%	JD#60-5%
JD#25-3-1%	JD#30-7%	JD#31-4%	JD#30BrA-2%

County Auditor-Treasurer Jennifer Herzberg reviewed the donations received in 2020. It was recommended from the State Audit Team that all donations received be approved by the County Board. Motioned by Commissioner Lawrence, seconded by Commissioner Tveitbakk, to approve and accept donations received in 2020 as follows. Motion carried.

Sentence-to-Serve (misc. services; wood)	\$44,470.34
D.A.R.E	\$ 1,184.75

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve a 3.2 Off-Sale Liquor License for Kruse In for 2021. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve an On-Sale Liquor License for Carpenter's Corner for 2021. Motion carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Lawrence, to approve the County Board minutes of December 29th, 2020 as presented. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve payment of the following Commissioner warrants. Motion carried.

WARRANTS

County Revenue	\$248,085.26
Road & Bridge	\$ 97,385.19
Solid Waste Facility	\$ 3,045.00
Justice Ctr Jail Bond Fund	\$582,503.13
Justice Ctr. Capital Imp.	\$291,650.00

Per diems and meal reimbursements in the amount of \$850.00 were also approved.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve the Audit Engagement Letter by Hoffman, Philipp & Martell, PLLC, providing for county audit services for the year ending December 31st, 2020. Motion carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Lawrence, to approve a 3% Cost of Living Adjustment for the Crime Victim Services Advocate effective January 1st, 2021; determined by and paid by grant. Motion carried.

County Coordinator Kevin Erickson discussed a revised copy of the 'Pennington County Board of Commissioners – Operating Rules & Guidelines'. The document has been updated to reflect the two new County Commissioners, a new effective date of January 5th, 2021, and some division of duties between County Coordinator and Auditor-Treasurer. Motioned by Commissioner Nelson, seconded by Commissioner Tveitbakk, to approve the revised 'Pennington County Board of Commissioners – Operating Rules & Guidelines' as presented. Motion carried.

County Sheriff Ray Kuznia met with the Board and presented several personnel items for consideration.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to accept the resignation of Part-Time Dispatcher/Jailer Shay Erickson effective January 14th, 2021. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to accept the resignation of Part-Time Corrections Officer Chris Trinciante effective January 10th, 2021. Motion carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Lawrence, to authorize the County Sheriff to advertise for two Part-Time Corrections Officers, two Full-Time Corrections Officers, and to post internally for one Full-Time Sergeant. Motion carried.

Motion by Commissioner Nelson, seconded by Commissioner Sorenson, to authorize the County Sheriff to advertise for the soon vacant position of Part-Time Dispatcher/Jailer. Motion carried.

Laura Kircher of Enbridge Energy Public Affairs met with the Board via Zoom and presented an update on the Line 3 project. Ms. Kircher thanked the County for their support of the project and discussed their extensive COVID-19 testing, prevention, and action plans. Construction is going great given the mild weather conditions and the nearly 4000 workers in state. In April and May there will be no construction activity due to spring environmental concerns. Enbridge expects the pipeline to be in use by the end of 2021. Ms. Kircher encouraged the Board and any others to reach out to Enbridge with any concerns and issues regarding the project. Commissioner Peterson thanked Enbridge

Energy for the support they've given to our local restaurants and businesses, it has made a large impact and it's appreciated. The Board thanked Ms. Kircher for her report.

County resident Dean Philipp met with the Board regarding several issues. He stated that the gravel roads by his properties are in bad shape and he wants them graded and fixed. The Board stated that grading continued longer than normal in 2020 but the recent cold, frost, and snow have halted all grading. Mr. Philipp then noted his disgust with the CARES grants given to local businesses, stating he didn't get any landlord assistance and the law says he can't evict tenants that don't pay rent. He stated that some tenants are 8 months behind on rent and are damaging his properties. He is wondering what the county is going to do about his issues. Chairman Peterson stated there are no easy answer for the issues described. Dean remarked that TRF is going downhill and that the pipeline project is the only thing keeping the town afloat. Mr. Philipp closed by saying that TRF has become nothing but a drug town and the county needs to do something about it.

Emergency Management Director Erik Beitel gave an update on COVID-19 vaccinations, stating that Phase 1A is in process but Inter-County Nursing Service is struggling with patient access. He noted the county COVID-19 positivity rate has gone from 14.3% to 2.1% from mid-November to mid-December 2020, so he is recommending that the Board open the Government Center to allow patients to access ICNS.

Commissioner Lawrence motioned, seconded by Commissioner Tveitbakk, to open the Government Center to the public effective January 5th, 2021 at 12:00 p.m. and to allow county departments within to be remain closed or open by appointment only. Motion carried.

Mr. Beitel updated the Board on the latest COVID-19 relief funding program. The funding application has been approved and funds have been received by the County. The grant committee will meet on January 12th, 2021 at 9:00 a.m. to finalize the grant application process and details.

Chairman Peterson presented an update from a recent MRC meeting he attended. Issues discussed included broadband funding, transportation funding, and county-based purchasing.

Commissioner Tveitbakk discussed AMC legislative priorities and upcoming events. He encouraged the two new Commissioners to attend the webinar events and new Commissioner training, and thanked them for taking on the job and responsibility of County Commissioner.

Chairman Peterson welcomed Commissioners Nelson and Sorenson to the County Board and thanked them for their willingness to serve.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Sorenson, to adjourn the Board meeting to January 26th, 2021 at 5:00 p.m.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Neil Peterson, Chairman
Board of Commissioners