

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING
JANUARY 2nd, 2024 – 10:00 A.M.**

Pursuant to M.S. 375.07, the Pennington County Board of Commissioners met in the Pennington County Justice Center Board Room in Thief River Falls, MN, on Tuesday, January 2nd, 2024, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Roy Sourdif, Dave Sorenson, and Neil Peterson. Members absent: None.

The meeting was called to order by 2023 Board Chairman Peterson and the Pledge of Allegiance was recited.

The Chairman asked if there were any amendments to the agenda. Hearing none, there was a motion by Commissioner Nelson, seconded by Commissioner Sourdif, to approve the agenda as presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the County Board minutes of December 28th, 2023, as written. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve following Commissioner warrants. Motion carried.

County Revenue	\$238,037.61
Road & Bridge	\$ 74,747.88
Solid Waste Facility	\$ 7,110.00
JC Jail Bond Fund	\$609,603.13
JC Capital Improvements	\$306,150.00
Ditch Funds	\$ 78,742.27

Meal reimbursements and per diems in the amount of \$600.00 were also approved.

The County Board proceeded to organize for the year 2024 with the County Coordinator assisting by calling for nominations for Chairman. Commissioner Lawrence nominated Commissioner Nelson as Chairman for 2024. Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, that nominations cease and that a unanimous ballot be cast for Commissioner Nelson as Chairman. Motion unanimously carried.

The County Coordinator then called for nominations for Vice-Chairman. Commissioner Lawrence nominated Commissioner Sourdif as Vice-Chairman for 2024. Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, that nominations cease and that a unanimous ballot be cast for Commissioner Sourdif as Vice-Chairman for 2024. Motion unanimously carried.

Moved by Commissioner Lawrence, seconded by Commissioner Sourdif, that the County Board express their appreciation to Commissioner Peterson for serving as Chairman in 2023. Motion carried.

Moved by Commissioner Sourdif, seconded by Commissioner Peterson, that the dates for the regular meetings of the Board will be the second Tuesday at 10 a.m. and the fourth Tuesday at 10 a.m. of each month unless otherwise called, with the exception of the Statutory meeting in January that is set by law. Motion unanimously carried.

Moved by Commissioner Peterson, seconded by Commissioner Sorenson, 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 Sourdif, 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.

Commissioner Lawrence 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 2024, published weekly, each Wednesday, in Thief River Falls.

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

Commissioner Peterson 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 Sourdif, 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 motioned, seconded by Commissioner Sourdif, to approve the insurance premium rates for 2024 and authorize the County Auditor-Treasurer to pay as presented. 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 Lawrence, seconded by Commissioner Sorenson, 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.

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
Clearwater River 1 Watershed 1 Plan Policy Committee
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
Pennington County Water Resource Advisory Committee
Personnel Committee
Pine to Prairie Drug Task Force

Pennington County Historical Society Board
Red Lake River Corridor
Red Lake Watershed Meetings
Red Lake River 1 Watershed 1 Plan Policy Committee
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
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 Peterson, seconded by Commissioner Sourdif, 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, \$25 for a noon meal, and \$35 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 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, 2024, and shall be reviewed at the County Board's discretion.

Moved by Commissioner Sourdif, seconded by Commissioner Lawrence, to appoint Jennifer Herzberg as MnCCC delegate with Lucas Fornshell as alternate. Motion unanimously carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to appoint Scott Petrescue as the County Coroner for a one-year term ending December 31, 2024, as per MN Statutes 3901.005. Discussion followed on the 2024 salary for County Coroner, which has been budgeted at \$7,500. Hearing no further discussion, the motion was carried.

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

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

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

- Law Library Committee
Commissioner Sourdif

- Building & Maintenance Committee
 - Government Center:**
Commissioner Lawrence
Commissioner Sorenson
County Coordinator Kevin Erickson
Auditor-Treasurer Jennifer Herzberg
 - Human Services Building:**
Commissioner Sorenson
Commissioner Lawrence
County Coordinator Kevin Erickson
Human Services Director Julie Sjostrand
 - LEC/ Justice Center:**
Commissioner Sorenson
Commissioner Lawrence
County Coordinator Kevin Erickson
Sheriff Seth Vettleson

- Thief River Falls Airport Zoning Commission
Commissioner Nelson
- Thief River Falls Chamber of Commerce Representative
Commissioner Sourdif
- Inter-County Community Council Board
Commissioner Nelson
Commissioner Sorenson; Alternate
- NW Regional Development Transportation Committee
Commissioner Nelson
- 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 Nelson
Commissioner Lawrence; Alternate
- Land of the Dancing Sky Area Agency Aging Board/Region 1 Aging
Advisory
Commissioner Sorenson
Commissioner Sourdif; 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 Sourdif
- Minnesota Rural Counties Board
Commissioner Peterson
Commissioner Lawrence, Alternate
- Northern Counties Land Use Coordinating Board
Commissioner Peterson
Commissioner Nelson
- NW Regional Emergency Communications Board
Commissioner Lawrence
Commissioner Nelson; Alternate
- Pennington County Affordable Housing Fund Advisory Board
Commissioner Sorenson
- Pennington/Red Lake County Public Health & Home Care Board
Commissioner Lawrence
- Labor/Personnel Committee
Commissioner Lawrence
Commissioner Peterson
- Pennington County Safety Committee
Commissioner Nelson
- Technology Committee
Commissioner Nelson
Commissioner Lawrence
- Gravel Tax Committee
Commissioner Peterson
- Law Enforcement Committee
Commissioner Lawrence
Commissioner Peterson
- Emergency Management Committee
Commissioner Nelson
Commissioner Sourdif
- 2024 AMC Policy Committee Appointments
Environment & Natural Resources - Commissioner Peterson
General Government - Commissioner Sourdif

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 Sorenson
- TVF Regional Airport Authority
Commissioner Peterson
Commissioner Lawrence
- Association of MN Counties Delegate
Commissioner Lawrence
Commissioner Sorenson
Commissioner Nelson
Commissioner Peterson
Commissioner Sourdif
- 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 Sorenson; 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 Sorenson; Alternate
- Advance Thief River Committee
Commissioner Sourdif
Commissioner Sorenson; Alternate

County Auditor-Treasurer Items:

Motioned by Commissioner Sorenson, seconded by Sourdif, to approve and accept the following donations received in 2023. Motion carried.

Sentence-to-Serve (misc. services, wood)	\$ 55,994.83
D.A.R.E.	\$ 200.00

The County Board then reviewed the individual ditch levies as recommended by the Committee. Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, that a levy be made for ditch maintenance purposes and property assessed to various ditches in 2023, payable in 2024, in the following amounts. Motion carried.

Ditch Levies							
Ditch	Levy %	Ditch	Levy %	Ditch	Levy %	Ditch	Levy %
CD #16	100.0%	CD #42	40.0%	CD #59	20.0%	JD #11	20.0%
CD #21	60.0%	CD #43	25.0%	CD #62	40.0%	JD #13	15.0%
CD #32	5.0%	CD #44	50.0%	CD #70	2.0%	JD#13 Penn/Red Lake	2.0%
CD #33	25.0%	CD #45	50.0%	CD #71	60.0%	JD #15	20.0%
CD #35	50.0%	CD #46	30.0%	CD #73	50.0%	JD #18	20.0%
CD #36	20.0%	CD #47	25.0%	CD #74	15.0%	JD #25-3	1.0%
CD #37	60.0%	CD #53	20.0%	CD #75	30.0%	JD #30	20.0%
CD #38	30.0%	CD #55	80.0%	CD #77	5.0%	JD #31	4.0%
CD #39	20.0%	CD #57	30.0%	CD #96	7.0%	JD #60	10.0%
CD #41	1.5%	CD #58	20.0%	JD #1	25.0%	JD #30 Br. A	2.0%

County Auditor-Treasurer Jennifer Herzberg reminded the elected officials that campaign finance reports are due by January 31st, 2024.

The following resolution was introduced by Commissioner Sourdif, seconded by Commissioner Sorenson, and upon vote was unanimously carried.

RESOLUTION

BE IT RESOLVED, that the Pennington County Board of Commissioners hereby appoint the following Deputy County Auditor-Treasurer staff, who have met the statutory requirements to act as Election Judges, to the Absentee Ballot Board for all elections held in the year 2024.

Julie Stennes
Lucas Fornshell
Danielle Miller

BE IT FURTHER RESOLVED, that the foregoing Deputy Auditor-Treasurer staff also serve as the Mail Ballot Board and UOCAVA Absentee Ballot Board as recommended by the County Auditor-Treasurer

County Coordinator Items: None.

County Attorney Items: None

Committee Reports / Commissioner Updates:

Commissioner Sourdif noted that the Northwest Regional Library Board has moved their monthly meeting from the third Thursday to the second Tuesday at 4:30 p.m.

Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to adjourn the Board meeting to January 23, 2024, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Seth Nelson, Chairman
Board of Commissioners