

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
MARCH 26TH, 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, March 26th, 2024, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Roy Sourdif, David Sorenson, and Neil Peterson. Members absent: None.

The meeting was called to order by Chairman Nelson 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 Peterson, seconded by Commissioner Lawrence, to approve the agenda as presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve County Board minutes of March 12th, 2024, as written. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the Human Services warrants to \$178,566.58, an additional warrant to Dale Wiskow totaling \$1,031.25 for training services, and the following Commissioner warrants. Motion carried.

County Revenue	\$175,612.12
Road & Bridge	\$ 10,046.95

Human Services Director Julie Sjostrand presented the consent agenda from the March 19th, 2024, Human Services Committee meeting. On a motion by Commissioner Peterson and seconded by Commissioner Sorenson, the following recommendations of the Pennington County Human Service Committee for March 19th, 2024 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the February 20, 2024, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the contract with Garden Valley on Installation and Professional monitoring of a panic wireless system for the 3rd floor at the Government Center as presented.
B. To approve the contract with Garden Valley on the White Noise System and Intercom System for the 3rd Floor at the Government Center as presented.

SECTION B

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

Darla Waldner - NWRDC Executive Director, and Sean Ranum – NWRDC Loan Fund Mgr/EDD, met with the Board. Ms. Waldner presented a handout including their annual report, budget, and tax levy info. She noted their primary revenue source is state and federal funding and discussed a 2023 transportation project where \$135k received by the county/city and a \$592k carbon reduction grant for sidewalks. They operate the Dancing Sky/Area Agency on Aging program, which has two functions – the Senior LinkAge Line and pre-admission screening for nursing homes. Also discussed was the Older Americans Act, which assists with senior meals and caregiver support. The NWRDC also offer emergency operations planning and economic development, and recently assisted with the Advance TR childcare collaborative. Mr. Ranum stated he works with the revolving loan fund program, which helps fill gaps in loans when collateral falls short. There are 19 active loans in Pennington County totaling \$2.1 million dollars. Two new programs are local foods, where they will work with producers and businesses to bring products to market, and environmental and infrastructure, on which more information is yet to come. The Board thanked Ms. Waldner and Mr. Ranum for their report.

Pennington/Red Lake County Public Health & Home Care Director Kayla Jore met with the Board. She noted that infectious disease cases, notably cold and flu, are still running high. The State is closely watching measles cases as they are increasing, but they continue to promote immunizations for prevention. Ms. Jore also discussed opioid funding, noting that the first report is due at the end of March. The local team continues to meet monthly and is currently assisting three or four local families. Opioid funds are being used when such services aren't billable. The Community Strong program is still meeting and planning a 'Be The Voice' event again for this fall and is working with Roseau for funding assistance. She has also been working on a grant for \$150k per year for four years to aid with substance abuse, would be big help for Community Strong. She noted we have 18 years to use the opioid funding and continue to work with local law enforcement, schools, human services, and Sanford to use the funds wisely.

County Engineer Mike Flaagan and Highway Foreman Joe Garry met with the Board and presented the following items.

Mr. Flaagan discussed the Kratka bridge project, noting that the contractor finished pouring the piers last week and will place the beams between the piers on Wednesday.

Engineer Flaagan discussed the Highway Technician III position vacancy, noting they interviewed two applicants but chose not to hire either. They then received an internal application from and subsequently interviewed Highway Equipment Operator/Signman Tyler Johnson. He noted that Mr. Johnson will need training to get the required MnDOT certifications and the union has training as well. He recommended the transfer of Tyler Johnson to the Tech III position. Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to approve the transfer of Tyler Johnson from Highway

Equipment Operator/Signman to Highway Technician III effective April 1st, 2024.
Motion carried.

Mr. Flaagan discussed vacancies in the position of Highway Equipment Operator. With the transfer of Mr. Johnson, there are now two vacancies. Recent advertising produced sixteen applicants and five interviews. He is recommending the hire of Bryan Pierson and Brian Benitt. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the hire of Bryan Pierson and Brian Benitt as Full-Time Highway Equipment Operator with an effective start date of April 8th, 2024. Motion carried.

Engineer Flaagan noted that bids for 2024 fuel, equipment rental, fuel, and culverts have been received and were opened today at 9:00 a.m. in the Justice Center Board Room as duly advertised.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to accept the bids received from True North Steel and Contech for 2024 culvert supplies and authorize the Engineer to use either bidder as needed. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to accept the bids received from Farmers Union Oil and Northdale Oil for 2024 fuel and authorize the Engineer to use either bidder as needed. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to accept the bids and bidders for 2024 equipment rental and authorize the Engineer to select from these bidders as needed. Motion carried.

Dyrdahl Construction Inc.	Thygeson Construction, Inc.
Triple D Construction & Leasing, Inc.	Olson (Jeff) Construction
Nelson Excavating	Beito Repair
Lunke Construction	Hruby Road Service
Weleski Excavating, LLC	Olson (Steve) Construction TRF Inc.
K&K Trucking, Inc.	Anderson Excavating
Danni Jarshaw	Davidson Construction, Inc.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve a contract renewal with George E.R. Coulombe for county surveyor services for the period of April 1st, 2024, to April 1, 2025, at the rate of \$75.00 per hour. Discussion followed with the Engineer stating that there are no changes to the contract. Following discussion, the motion was carried.

Engineer Flaagan discussed a grant for recertifying and to monument the sections corners in Pennington County. He read aloud a resolution needed from the Board as part of the grant application. The following resolution was introduced by Commissioner Lawrence, seconded by Commissioner Sorenson, and upon vote was unanimously carried.

**RESOLUTION AUTHORIZING SUBMITTAL OF A PROPOSAL TO MN
IT SERVICES-MN GEO FOR A PROJECT TO RESTORE, MAINTAIN,**

**AND UPDATE PUBLIC LAND SURVEY SYSTEM LAND CORNERS IN
PENNINGTON COUNTY, MN**

WHEREAS, in 2023 the Minnesota Legislature, through MN Statute §381.125, directed the Minnesota Geospatial Information Office (MnGeo) to develop a grant program for the perpetuation of Public Land Survey System (PLSS) monuments; and

WHEREAS, Pennington County is responsible for maintaining the PLSS; and

WHEREAS, Pennington County has identified three townships (North, Rocksbury, River Falls) to be included in the project area; and

WHEREAS, the total cost and request for labor, equipment, and materials to re-monument and certify approximately 282 monuments will be \$208,000.

THEREFORE, BE IT RESOLVED, that the Pennington County Board of Commissioners authorizes the appropriate county officials to submit a proposal to MnGeo for the Minnesota PLSS Monument Grant Program and if awarded, authorize the appropriate county officials to accept the grant and enter into the necessary agreements beginning in February 2024 and running through March 31, 2026.

BE IT FURTHER RESOLVED, that State Funds received for this project will be receipted into the Highway Departments project number CP 2024-057-01.

Engineer Flaagan discussed three erosion control projects planned for 2024, which will be funded 90% through One Watershed, One Plan. The projects include north side of the St. Hilaire bridge, CSAH#17 south near the county line, and CR#52 erosion that needs repair. Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to authorize the Engineer to advertise for bids on the 2024 erosion control project and to set the bid opening for May 15th, 2024, at 1:00 p.m. Motion carried. Mr. Flaagan is hopeful that one contractor can complete all three projects.

Mr. Flaagan noted that the following three bids were received for 2024 weed spraying. He plans to spray 1/3 of the county each year.

JH Lawn Solutions (Solway, MN)	\$150.00/mile
L&M Road Services LLC (Ulen, MN)	\$201.00/mile
Cars Tree Service (Ottertail, MN)	\$184.00/mile

Mike noted that the bids separated chemical and mileage rate and recommended the bid of JH Lawn Solutions. Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to approve the quote of JH Lawn Solutions at \$150.0/mile for 2024 weed spraying. Motion carried.

Chairman Nelson questioned the Engineer about drone training. Mr. Flaagan replied that due to the Assistant Engineer being busy with the Kratka bridge project the training has been delayed.

Engineer Flaagan informed the Board that Kittson County is seeking a new County Engineer and have expressed interest in contracting for his engineering services. Proposed contract terms would be same as the prior agreement held with Roseau County. If approved he would likely travel to Kittson County two days per week. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to enter into contract with Kittson County to provide county engineering services at the rate of \$12,000 per month and mileage reimbursement at the rate of \$.656/mile, effective March 19th, 2024, and continuing until Kittson County employs a new Engineer or until contract is otherwise terminated. Discussion followed with Commissioner Lawrence noting that Kittson County will continue to seek a new County Engineer. County Attorney Seamus Duffy noted that the contract page numbering needs revision and notation of contract years. Following discussion, the motion carried.

County Sheriff Seth Vettleon and TRF Police Chief Marissa Adams met with the Board. Sheriff Vettleon discussed an agreement with Magnet Forensics, LLC for the unlocking/downloading of information from electronic devices in the case of investigations. He noted the City of TRF has already approved such agreement. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve an agreement with Magnet Forensics, LLC for the unlocking/downloading of up to 30 e-devices for the period of 03/24/24 – 03/26/25 at a cost of \$15,000 which will be split equally with the City of TRF. Motion carried. It was noted that the contract could be extended if more unlocks were needed during the contract period.

County Auditor-Treasurer Items:

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve a license for the TRF Amateur Hockey Association for gambling to be conducted at the Thief River Golf club in North Township. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to approve a license for the TRF Amateur Hockey Association for off-site gambling (bingo/raffle) on April 18, 2024, at the Legacy Event Center in North Township. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve adoption of a Human Resources Records Retention Schedule as presented. Motion carried.

County Coordinator Items:

Motioned by Commissioner Sorenson, seconded by Commissioner Sourdif, to approve a three-year agreement with Cummins Sales and Service for maintenance of the LEC/Justice Center generator at a total cost of \$6,382.61. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to approve a change to county policy regarding compensatory time / overtime for non-union, hourly employees; whereas all CA/OT over 4 hours per pay period must be approved by the

County Board in advance (excepting emergency situations), and CA/OT under 4 hours per pay period must be authorized by the following: Julie Sjostrand – Human Services, Seamus Duffy – County Attorney’s, Mike Flaagan – Highway Department, Seth Vettleson – Sheriff Dept./LEC, Jennifer Herzberg – Government Center, to be effective March 27th, 2024. Motion carried.

County Attorney Items: None.

Committee Reports / Commissioner Updates: None.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to adjourn the Board meeting to April 9th, 2024, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Seth Nelson, Chairman
Board of Commissioners