

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
MARCH 28TH, 2023 – 10:00 A.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, March 28th, 2023, 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 Chairman Peterson and the Pledge of Allegiance was recited.

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

Recognition of Citizens: None.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve the Board of minutes of March 14th, 2023, as presented. Motion carried.

Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to approve the Human Services warrants totaling \$286,421.47 and the following Commissioner warrants. Motion carried.

County Revenue	\$42,096.30
Road & Bridge	\$38,130.21

Human Services Director Julie Sjostrand presented the consent agenda from the March 21st, 2023, Human Service Committee meeting. On a motion by Commissioner Sorenson and seconded by Commissioner Lawrence, the following recommendations of the Pennington County Human Service Committee meeting for March 21, 2023 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the February 16, 2023, Human Service Committee meeting minutes.
- II. To approve the Agency's personnel action as presented.
- III.
 - A. To adopt and approve DHS's Merit System Equal Employment Opportunity and Affirmative Action guidelines as the agency's EEO and AA action plan.
 - B. To approve and re-authorize the Pennington County Pre-Petition Screening Team and the list of screeners as presented.

SECTION B

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

Ms. Sjostrand read aloud a letter of commendation from MN DHS Commissioner Jodi Harpstead regarding perfect performance in the Agency's meeting financial reporting requirements for calendar year 2022. The effort regarded submission of 32 major reports throughout the year. The County Board thanked Ms. Sjostrand and all her staff for their great work in 2022.

Ms. Sjostrand reminded the County Board of Child Support Officer Elma Peterson's retirement party that will be held on Friday, March 31st, 2023, from 2:00-4:00 p.m. in the new Government Center breakroom.

County Sheriff Seth Vettleon and Jail Administrator David Casanova presented the following items on behalf of the LEC and Justice Center:

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to accept the resignation of Full-Time Corrections Officer Alexander Yorba effective March 24th, 2023. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve the transfer of Krystal Carlson from Full-Time Records Clerk to Part-Time/Casual Records Clerk effective March 31st, 2023. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the transfer and promotion of Cameron White from Full-Time Corrections Officer to Full-Time Jail Sergeant effective March 20th, 2023, at step 2 of the union wage scale. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve the hire of Manuel Lucero-Deluna as Full-Time Corrections Officer effective March 29th, 2023, contingent upon a BCA fingerprint check and receipt of high school transcripts. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the hire of Jordin Gunderson as Full-Time Deputy Sheriff effective April 12th, 2023, at step 2 of the union wage scale. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Nelson, to approve the purchase of a Lexmark printer from Dataworks at the quoted price of \$1,200. This printer will be used for fingerprinting. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the purchase of the following from Guardian RFID: two Spartan 3 scanners with related software, licensing, and training for employees, and renewal of the annual Guardian

RFID System Fee, at a total cost of \$11,810.25. It was noted that the MN DOH has approved reimbursement of these costs through a COVID-19 grant. Motion carried.

Assistant County Engineer Alex Bladow presented for renewal an annual contract for county surveyor services. Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve a contract between Pennington County and George E.R. Coulombe for County Surveyor services effective April 1st, 2023, with compensation at the rate of \$75.00 per hour. Motion carried.

County Auditor Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve renewal of a three-year maintenance agreement with IBM for the AS400 server and the tape drive at a total cost of \$16,689.76 effective May 1st, 2023. Motion carried.

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

RESOLUTION AUTHORIZING SPONSORSHIP OF SNOWMOBILE TRAILS OPERATED BY GOODRIDGE TRAILBLAZERS SNOWMOBILE CLUB

BE IT RESOLVED, that Pennington County act as the legal sponsor for an application for funding to the State of MN Department of Natural Resources for maintenance for Wapiti, 4-G North, and 4-G River Road Snowmobile trails managed by the Goodridge Trailblazers Snowmobile Club.

BE IT RESOLVED, that upon approval of its application by the state, the County of Pennington may enter into an agreement with the State of MN for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement.

BE IT FURTHER RESOLVED, that the Chairman and County Auditor-Treasurer are authorized to sign such an agreement with the Department of Natural Resources.

BE IT FURTHER RESOLVED, that the County Auditor-Treasurer is hereby authorized to serve as the fiscal agent for the above referenced project.

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

RESOLUTION AUTHORIZING SPONSORSHIP OF SNOWMOBILE TRAILS OPERATED BY THIEF RIVER FALLS SNO-DRIFTERS

BE IT RESOLVED, that the county of Pennington act as the legal sponsor for an application for funding to the State of MN Department of Natural Resources for maintenance of snowmobile trails managed by the Thief River Falls Sno-Drifters.

BE IT RESOLVED, that upon approval of its application by the state, the County of Pennington may enter into an agreement with the State of MN for the above

referenced project and that it will comply with all applicable laws and regulations as stated in the agreement.

BE IT FURTHER RESOLVED, that Jennifer Herzberg, County Auditor-Treasurer, is hereby authorized to serve as the fiscal agent for the above referenced project.

County Coordinator Items:

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve issuance of a duplicate warrant to Connie Hesse in the amount of \$143.84 to replace lost warrant #108941 dated January 15th, 2020, without issuance of an indemnifying bond. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve a salary of \$117,250 for Assistant County Attorney Kristin Hanson effective January 1st, 2023. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve a salary of \$110,500 for Assistant County Attorney Max LaCoursiere effective January 1st, 2023. Motion carried.

County Coordinator Kevin Erickson updated the Board on the Government Center 3rd floor remodel project. He stated that the ceiling in the center stairwell needs to be cut back farther to allow for installation of a required fire/smoke door. The ceiling contains asbestos and ACCT, Inc. has been contacted to complete the project with asbestos containment. They have provided a quote of no more than \$2,500 and can complete the project soon.

County Attorney Items: None.

Committee Reports: None.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to adjourn the Board meeting to April 11th, 2023, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Neil Peterson, Chairman
Board of Commissioners