

**OFFICIAL PROCEEDINGS  
PENNINGTON COUNTY BOARD OF COMMISSIONERS  
JUSTICE CENTER BOARD ROOM  
APRIL 9<sup>TH</sup>, 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, April 9<sup>th</sup>, 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 Sourdif, seconded by Commissioner Sorenson, to approve the agenda as presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Sorenson, seconded by Commissioner Peterson, to approve the County Board minutes of March 26, 2024, and April 2, 2024, as written. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the Auditor and Manual warrants for March 2024 totaling \$1,600,581.04, and the following Commissioner warrants, including payment to Schmitz Builders, Inc in the amount of \$92,687.58. Motion carried.

County Revenue	\$365,540.74
Road & Bridge	\$ 56,940.07
Solid Waste Facility	\$ 239.30
Ditch Funds	\$ 23,890.00

Meal reimbursements and per diems in the amount of \$2,636.89 were also approved.

Bryanna Grefthen of the Pennington County SWCD presented the 2023 County Feedlot Officer Report. 32 county feedlots were required to register in 2023 and 4 inspections were completed. 6.5 performance credits were received for inspections, registrations, and timeliness, and 100% of minimum program requirements were met. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the 2023 County Feedlot Officer Annual Report and authorize the Chairman to sign the same. Motion carried. The Board thanked Ms. Grefthen for her excellent work on feedlots in 2023.

County constituent Dean Philipp met with the Board regarding his property at 1020 Centennial Drive. He questioned the increase in value and believes there should be no increase if no improvements are made to the property. He referenced an agreement at the time of purchase saying the value would not increase over time. Commissioner

Lawrence questioned such agreement or if he had a statement regarding the value remaining constant. Mr. Philipp replied that the county would have to check with the State regarding the agreement. Mr. Philipp stated there is no other comparable property since it was a college prior to his owning it. He stated that if the county doesn't like collecting the taxes on it and if the property value isn't lowered, he will start removing trees from the property and eventually demolish the home. Commissioners Nelson and Peterson noted that it is too late to appeal 2024 property values but he can attend the County Board of Appeal and Equalization on June 17, 2024, regarding 2025 valuation.

County Engineer Mike Flaagan read aloud the following bids received for SAP# 057-610-011 (milling/overlay of CSAH#10) which were opened on April 8, 2024, as advertised. He noted the Engineer's estimate of \$1,895,430.02 and recommended approval of the bid by Agassiz Asphalt, LLC.

Agassiz Asphalt, LLC	\$1,375,017.05
R.J. Zavoral and Sons, Inc.	\$1,420,179.60
Knife River Materials-Northern MN	\$1,485,638.30
Mark Sand & Gravel Co.	\$1,724,348.90
Duininck, Inc.	\$2,187,288.77

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the bid by Agassiz Asphalt, LLC in the amount of \$1,375,017.05 for SAP# 057-610-011. Motion carried. Mr. Flaagan noted that July 18, 2024, is the anticipated project start date.

Mr. Flaagan stated he would like to add the Dewey Avenue project (milling/overlay of approximately 3 city blocks from 8<sup>th</sup> Street north to the Long's Bridge turn) to the 2024 project list and suggested May 28, 2024, for a bid opening date. Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to authorize the Engineer to advertise for the Dewey Ave. milling/overlay project as described above. Discussion followed with Mr. Flaagan stating the project would have to be postponed if the City of TRF will require utility work for the project. Following discussion, the motion was carried.

The following quotes were received for 2024 county-wide road striping and it was noted that the Engineer's estimate was \$67,857.16.

Kamco Inc.	\$68,546.85
Sir Lines-A-Lot	\$73,429.23

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the quote by Kamco Inc. in the amount of \$68,546.85 for 2024 county-wide road striping. Motion carried.

The following quotes were received for 2024 county-wide crack sealing of roads and it was noted that the Engineer's estimate was \$160,600.00.

Northwest Asphalt and Maintenance	\$156,220.00
Astech Corp.	\$175,200.00

Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to approve the quote by Northwest Asphalt and Maintenance in the amount of \$156,220.00 for 2024 county-wide crack sealing. Motion carried.

Mr. Flaagan noted that following an internal employment transfer, the department no longer has a Sign Technician on staff. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to authorize the County Engineer to post internally for the position of Sign Technician. Following discussion on the position, the motion was carried.

Engineer Flaagan has received notice from the State of MN that the county's LRIP grant application for CR#62 and 150<sup>th</sup> Ave. in Rocksbury Township was approved in the amount of \$1.5M. He will move forward with project engineering and expects at least one public project meeting in the future. The project is likely to be completed in 2025 or 2026. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to accept the \$1.5 LRIP grant from the State of MN as discussed above. Motion carried.

Mr. Flaagan discussed an update needed to the county bridge resolution, which is required by the State and is regarding the county's bridge replacement program. He noted that no county bridges are currently in need of replacement, but one old, wooden bridge over JD#30 in Silverton Township should be removed as it is no longer safe or needed. Motioned by Commissioner Sorenson, seconded by Commissioner Sourdif, to authorize the Engineer to update the county bridge resolution to reflect the plan to remove one wooden bridge over JD#30 in Silverton Township. Motion carried.

Engineer Flaagan noted that the annual highway department report will soon be on the website for the Board's review.

Mr. Flaagan read aloud a request by Kevin Tharaldson for a partial abandonment of the CD#39, Branch 3 ditch system. He recommended we first notify John Kolb of Rinke Noonan regarding the request and then set a Hearing date at the next Board meeting.

Veteran's Service Director John Hamre and former Veteran's Service Officer Stephen Stone met with the Board. Following introductions, Mr. Hamre requested new office space for the department which would allow room for an Assistant and separation for veteran privacy. He noted that Marshall County currently has one Assistant and is working to hire another. Mr. Stone noted that new space is needed and the Assistant must be hired sooner than later as Pennington County has roughly 900 veterans and Marshall County has roughly 500. Mr. Stone stated he is willing to come back in the future to help train the Assistant and Mr. Hamre also, as needed.

Mr. Hamre discussed the recent change to the county's policy regarding compensatory time accrued/overtime for non-union, hourly employees, and requested that his office be exempted from the policy for at least one-year while he is completing his training and certification process for the position. Discussion was held on the new CA/OT policy and how it has affected multiple departments, including that of the Sheriff's office. Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to suspend the county policy on compensatory time/overtime that became effective March 27<sup>th</sup>, 2024, to allow the Personnel Committee and Dept Heads time to meet and further review the policy.

Discussion followed with Commissioner Peterson noting that the Board will revisit the policy in the future. Following discussion, the motion was carried.

County Attorney Seamus Duffy informed the Board that Crime Victim Services Advocate Tamra Pautzke is out on leave and will likely only return to train her successor, so he is requesting approval to advertise for her position. Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to authorize the County Attorney to advertise for the position of full-time Crime Victim Services Advocate. Motion carried.

Commissioners Lawrence and Peterson left the Board meeting at 10:55 a.m.

County Auditor-Treasurer Items:

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve a quote by Garden Valley Technologies in the amount of \$1,060.27 for installation of a fiber optic line to connect the Government Center data rooms on 2<sup>nd</sup> and 3<sup>rd</sup> floor. Motion carried.

Motioned by Commissioner Sorenson, seconded by Commissioner Sourdif, to approve a quote by Garden Valley Technologies in the amount of \$26,485.25 for installation of 12 security door locks with readers and door strikes to 11 interior and 1 exterior door in the Government Center. Discussion followed with it noted that the northwest door/entrance would be the only entrance accessible by key fob. Following discussion, the motion was carried.

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 THE GOODRIDGE  
TRAILBLAZERS SNOWMOBILE CLUB FOR THE 2024-25 GROOMING  
SEASON**

**BE IT RESOLVED**, that the county of Pennington act as the legal sponsor for an application for funding to the State of Minnesota Dept. 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 Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as started in the agreement.

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

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

**RESOLUTION AUTHORIZING SPONSORSHIP OF  
THE SNOMOBILE TRAIL OPERATED BY THE THIEF RIVER FALLS SNO-  
DRIFTERS FOR THE 2024-2025 GROOMING SEASON**

**BE IT RESOLVED**, that the county of Pennington act as the legal sponsor for an application for funding to the State of Minnesota Dept. 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 Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as started 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 the employment transfer of Tony Marsh from Full-Time Custodian II to Full-Time Lead Custodian effective April 10<sup>th</sup>, 2024. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve issuance of a duplicate warrant to Northern State Bank in the amount of \$124.00 to replace lost warrant #195857, dated December 16, 2022, without issuance of an indemnifying bond. Motion carried.

Motioned by Commissioner Sorenson, seconded by Commissioner Sourdif, to approve change orders to the 3<sup>rd</sup> floor Government Center project contract with Schmitz Builders Inc. totaling \$51,812.58, and a Certificate of Substantial Completion for the 3<sup>rd</sup> floor project and authorize the Chairman to sign the same. 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 23<sup>rd</sup>, 2024, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator  
Pennington County

Seth Nelson, Chairman  
Board of Commissioners