

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING
JANUARY 8th, 2019 – 10:00 A.M.**

Pursuant to M.S. 375.07, the Board of Commissioners of Pennington County met in the Justice Center County Board Room in Thief River Falls, Minnesota, on Tuesday, January 8th, 2019 at 10:00 a.m. Members present: Donald Jensen, Cody Hempel, Neil Peterson, Darryl Tveitbakk, and Bruce Lawrence. Members absent: None

The Pledge of Allegiance was recited.

The County Board proceeded to organize for the year 2019 with the County Auditor-Treasurer assisting by calling for nominations for Chairman. Commissioner Hempel nominated Commissioner Lawrence as Chairman for 2019. Commissioner Jensen moved, seconded by Commissioner Tveitbakk, that nominations cease and that a unanimous ballot be cast for Commissioner Lawrence as Chairman. Motion unanimously carried.

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

Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk, that the County Board express their appreciation to Commissioner Peterson for serving as Chairman in 2018. Motion carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson, 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 January meeting that is set by law. Motion unanimously carried.

Moved by Commissioner Hempel, seconded by Commissioner Jensen, 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 Jensen, 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 Tveitbakk 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 2019, published weekly, each Wednesday, in Thief River Falls.

The foregoing resolution was duly seconded by Commissioner Hempel, 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 Hempel, 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 Jensen moved, seconded by Commissioner Tveitbakk, to approve the insurance premium rates for 2019 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 Hempel, seconded by Commissioner Jensen, 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.

- 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
Justice Center Construction Committee
Juvenile Training Center Board
Law Enforcement Committee
Law Library Committee
Government Relations
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
NWRDC Board
NWRDC Transportation Committee
Pennington County Housing Loan Fund
Personnel Committee
Pine to Prairie Drug Task Force
Pioneer Village 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
Special County Board Meetings
TRF Community Fund
Thief River Falls Library Board
Pennington County Water Resource Advisory Committee
Thief River 1 Watershed 1 Plan Policy Committee
Red Lake 1 Watershed 1 Plan Policy Committee

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

The following resolution was motioned by Commissioner Jensen, seconded by Commissioner Peterson, 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 and not the maximum amount allowed; tips allowed up to 15%, 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, 2019 and shall be reviewed at the County Board's discretion.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Jensen, to appoint Nicole Peterson to represent Pennington County on the NW Juvenile Training Center Board for a four-year term (January 1, 2019 to December 31, 2022). Motion unanimously carried. Commissioner Peterson abstained from voting.

Motioned by Commissioner Jensen, seconded by Commissioner Peterson, to appoint Corie Erickson-Oliver and Linda Helgeland to a three-year term on the Pennington County Extension Committee effective January 1st, 2019. Motion carried.

Motioned by Commissioner Jensen, seconded by Commissioner Tveitbakk, to appoint Scott Petrescue as the County Coroner for a one-year term ending December 31, 2019, as per MN Statutes 3901.005. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Hempel, to appoint Commissioner Jensen to a three-year term on the Thief River Falls Regional Airport Authority Board effective January 1, 2019. Motion carried.

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

- Road, Bridge, and Culvert Committee
Commissioners: Jensen, Hempel, Peterson, Tveitbakk, and Lawrence
- Human Service Committee
Commissioners: Jensen, Hempel, Peterson, Tveitbakk, and Lawrence
- Law Library Committee
Commissioner Lawrence
- Building & Maintenance Committee
 - Old Courthouse- 101 Main Ave. N:**
Commissioner Tveitbakk
Commissioner Lawrence
County Auditor-Treasurer Ken Olson
 - Human Services Building:**
Commissioner Tveitbakk
Commissioner Lawrence
County Auditor-Treasurer Ken Olson
Human Services Director Ken Yutrzenka
 - LEC/ Justice Center:**
Commissioner Tveitbakk
Commissioner Lawrence
County Auditor- Treasurer Ken Olson
Sheriff Ray Kuznia
- Thief River Falls Airport Zoning Commission
Commissioner Peterson
County Auditor-Treasurer Ken Olson
Thief River Falls Chamber of Commerce Representative
Commissioner Hempel
- Inter-County Community Council Board
Commissioner Jensen
- Northwest Regional Development Commission Transportation Committee
Commissioner Jensen
- Job's Inc. Advisory Board
Commissioner Hempel
Commissioner Tveitbakk, Alternate
- County Extension Committee
Commissioner Peterson
Commissioner Lawrence
- Pennington County Historical Society
Commissioner Lawrence
- Pennington County Water Resource Advisory Committee
Commissioner Peterson
- Thief River 1 Watershed 1 Plan Policy Committee
Commissioner Peterson
- Solid Waste Committee
Commissioner Peterson
Commissioner Lawrence

- Highway Committee
 - Commissioner Jensen
 - Commissioner Peterson
- Household Hazardous Waste Joint Powers Board
 - Commissioner Lawrence
 - Commissioner Jensen, Alternate
- Land of the Dancing Sky Area Agency of Aging Board & Region 1 Aging Advisory Committee
 - Commissioner Lawrence
 - Commissioner Jensen, Alternate
- Regional Insurance Advisory Board of the Northwest Service Cooperative
 - County Auditor-Treasurer Ken Olson
 - Deputy Auditor-Treasurer Kevin Erickson, Alternate
- Northwest Regional Library Board and Thief River Falls Library Board
 - Commissioner Tveitbakk
- Minnesota Rural Counties Board
 - Commissioner Jensen
 - Commissioner Peterson, Alternate
- Northern Counties Land Use Board
 - Commissioner Peterson
 - Commissioner Jensen
- Northwest Regional Emergency Communications Board
 - Commissioner Lawrence
 - Commissioner Hempel, Alternate
- Pennington County Affordable Housing Fund Advisory Board
 - Commissioner Peterson
- Inter County Nursing Service
 - Commissioner Tveitbakk
- Personnel Committee
 - Commissioner Jensen- Chairman
 - Commissioner Tveitbakk
- Pennington County Safety Committee
 - Commissioner Lawrence
- Technology Committee
 - Commissioner Hempel
 - Commissioner Lawrence
- Gravel Tax Committee
 - Commissioner Peterson
- Law Enforcement Committee
 - Commissioner Jensen
 - Commissioner Tveitbakk
- Emergency Management Committee
 - Commissioner Lawrence
 - Commissioner Tveitbakk
 - (usually Chairman & Vice Chairman)
- 2019 AMC Policy Committee Appointments
 - Environment & Natural Resources - Neil Peterson
 - General Government - Darryl Tveitbakk
 - Health & Human Services - Cody Hempel
 - Public Safety - Bruce Lawrence

- Transportation & Infrastructure - Don Jensen
- Pine to Prairie Drug Task Force Joint Powers Governing Board
Commissioner Jensen
- Northwest Regional Development Commission Board
Commissioner Hempel
- Government Relations Committee
Commissioner Jensen
Commissioner Tveitbakk
- Justice Center Construction Committee
Commissioner Jensen
Commissioner Tveitbakk
- Red Lake Corridor
Commissioner Lawrence

Pete Filippi of Contegrity Group reviewed the Justice Center Budget. Overruns are seen in the Contingency and General Conditions line items.

The County Board discussed two quotes for epoxy flooring in the Area 1, Booking/Intake Commons area, and Area 2, Indoor Recreation Room. Quotes were received from Steinbrecher and Concrete Designs.

Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk, to award the epoxy flooring to Concrete Design for \$15,281.25. The bid specifies a \$6,000.00 down payment to be paid by the Auditor Warrants. Motion carried.

Mr. Filippi provided a quote to provide battery lowering units for each elevator in case of a power outage. MEI Total Elevator Solutions will provide the unit and for field labor to install the units. Total cost is \$7,275.00. per unit. Moved by Commissioner Jensen, seconded by Commissioner Hempel, to approve installation of two battery-powered lowering units from MEI Total Elevator Solutions. Motion carried.

The County Board then reviewed the pricing from Bessler/Weibolt Electric to connect the remaining equipment in the existing Law Enforcement Center to the backup generator. Commissioner Tveitbakk felt this should have been part of the original contract. Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen, to approve a change order for Bessler/Weibolt Electric of \$21,143.00 to hook up the existing LEC electrical equipment and power supply to the backup generator. Motion carried.

BKV will be here on the January 22, 2019 meeting.

Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk, to approve the following change orders. Motion carried.

CO#6 Cab Construction Company:	Delete two steel beams	-\$2360.93
CO#10 Comstock Construction Inc:	Selectory demolition	-\$600.00
CO#4 Anderson Steel Erection & Crane:	Eliminate four beams	-\$660.00

Moved by Commissioner Jensen, seconded by Commissioner Peterson, to approve the Certificate of Substantial Completion for the interior portion of the building, outside the secure perimeter, and the exterior of building B. Motion carried.

We are still holding on providing a night light feature in the two holding cells.

County Sheriff, Ray Kuznia, then met with the County Board for personnel matters.

Moved by Commissioner Jensen, seconded by Commissioner Hempel, to accept the resignation of Damion Oberg from the position of Part-Time Corrections Officer. Motion carried.

Commissioner Jensen moved, seconded by Commissioner Tveitbakk, to authorize the County Sheriff to post/advertise to fill the vacant Part-Time Corrections Officer position. Motion carried.

Sheriff Kuznia then made a recommendation to hire Kevin Lanning to fill the position of Part-Time Dispatcher/Corrections Officer beginning January 9th, 2019. Moved by Commissioner Jensen, seconded by Commissioner Hempel, to approve hiring Kevin Lanning to fill the position of Part-Time Dispatcher/Corrections Officer. Motion carried.

County Sheriff, Ray Kuznia, requested that his leave of absence from his former Deputy Sheriff position be granted under M.S. 3.088. This allows a sheriff to return to a Deputy Sheriff position upon completion of his/her elected officer term. Moved by Commissioner Hempel, seconded by Commissioner Peterson, to approve the leave of absence for Ray Kuznia under M.S. 3.088. Motion carried.

Human Services Director Ken Yutzenka and Social Services Supervisor Julie Sjostrand reviewed the policy on Family Child Care Licensing Inspection and Background Study Fees. It was approved that the Child Care Licensing Home Inspection would be \$50.00 for the first year and \$75.00 for two years after the first year.

County Engineer Mike Flaagan reviewed the petition to be presented to the Red Lake Watershed District Board of Managers to allow for realignment of RLWD Ditch #122 from the Red Lake River east to CSAH#17. Moved by Commissioner Jensen, seconded by Commissioner Peterson, to approve presenting the petition for realignment of RLWD Ditch #122 to the Red Lake Watershed District Board of Managers. Motion carried.

Levy Bergstrom, representing the Soil & Water Conservation District, asked the County Board to approve the Bi-Annual Aquatic Invasive Species plan. The plan outlines how we use the Aquatic Invasive appropriation to educate anyone using the waterways on how to prevent the spread of Aquatic Invasive Species. Moved by Commissioner Peterson, seconded by Commissioner Jensen, to approve the Bi-annual Aquatic Invasive Species Plan. Motion carried.

The following resolution was introduced by Commissioner Hempel, seconded by Commissioner Jensen, and upon vote was unanimously carried.

**RESOLUTION AUTHORIZING APPLICATION FOR MN HOUSING AND
FINANCE AGENCY FAMILY HOMELESSNESS PREVENTION AND
ASSISTANCE PROGRAM**

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and,

WHEREAS, Tri-Valley Opportunity Council, Inc. in the nine-county region of northwest Minnesota has developed an application for the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program; and

WHEREAS, Tri-Valley Opportunity Council, Inc. have demonstrated the ability to perform the required activities of Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program;

NOW, THEREFORE, BE IT RESOLVED, that Tri-Valley Opportunity Council, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program in the **County of Pennington**, in Minnesota.

Moved by Commissioner Peterson, seconded by Commissioner Hempel, to hold an Economic Development Tax Abatement Hearing on February 12th, 2019 at 10:00 a.m. on the following properties approved by the City of Thief River Falls City Council. Motion carried.

25.11400100 Alexander Schmidt
25.00337030 Aaron Joppru
25.04702900 Thomas Zingsheim
25.06208300 Tammy Jacka
25.11100410 Mark Borseth
25.11400200 Shannon McCloskey
25.11400400 Kevin Brown
25.11400500 Kathryn Renwick
25.11400600 James Svir
25.11400700 Lois Bergland
25.04703602 Esther Johnson
25.12101110 Christina Pribyl
25.11100510 Duane Horras
25.11100920 Margaret Kaste
25.11400300 Marcellene Franson
25.06204100 Karen Berggren

County Auditor-Treasurer, Ken Olson, reviewed the donations received in 2018 for the DARE Program and the Sentence to Serve Program. It was recommended from the State Audit team that all donations received be approved by the County Board. It was moved

by Commissioner Hempel, seconded by Commissioner Jensen, to approve and accept the \$3009.00 of donations made to the DARE Program in 2018 and the \$32,136.00 of donations made to the Sentence to Serve Program in 2018 for miscellaneous services provided and wood sales. Motion carried.

Moved by Commissioner Hempel, seconded by Commissioner Jensen, that all donations made to the Dare Program and the Sentence to Serve Program in 2018 and in the future years be used to supplement the budgets for those programs. Motion carried.

The County Board then reviewed the individual ditch levies as recommended by the committee. Moved by Commissioner Peterson, seconded by Commissioner Jensen, that a levy be made for ditch maintenance purposes and property assessed to various ditches in 2018, payable in 2019, in the following amounts. Motion unanimously 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#73-10%	JD#1-25%
CD#75-30%	CD#77-5%	CD#96-4%	JD#18-20%
JD#11-10%	JD#13-15%	JD#15-20%	JD#60-5%
JD#25-3-1%	JD#30-5%	JD#31-4%	JD#30BrA-2%

Moved by Commissioner Hempel, seconded by Commissioner Tveitbakk, to approve the issuance of a replacement warrant in the amount of \$245.26 for a destroyed warrant #184849 issued to Verizon on December 20th, 2018 without furnishing of an indemnifying bond. Motion carried.

Moved by Commissioner Jensen, seconded by Commissioner Hempel, to approve the issuance of a replacement warrant in the amount of \$1,486.25 issued to Red River Testing and Inspection LLC, on May 12th, 2017 without furnishing an indemnifying bond. Motion carried.

Moved by Commissioner Jensen, seconded by Commissioner Hempel, to approve the minutes of the December 27th, 2018 County Board meeting as written. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Tveitbakk, to approve payment of the Human Services warrants totaling \$66,480.05 and also the following Commissioner warrants. Motion carried.

County Revenue	\$679,838.12
Road & Bridge	\$127,665.36
Solid Waste	\$4,453.40

Per diems and meal reimbursements in the amount of \$1,615.00 were also approved.

Commissioner Jensen moved, seconded by Commissioner Tveitbakk, to approve the verbal resignation of Scott Besserud effective December 31st, 2018. Motion carried.

Commissioner Tveitbakk moved, seconded by Commissioner Jensen, to approve advertising for applications to fill the vacant Custodian position. Motion carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen, to approve up to 20 hours of overtime for Kevin Erickson for the period of 12/26/18-02/28/19. Motion carried.

Moved by Commissioner Peterson, seconded by Commissioner Hempel, to adjourn to 5:00 P.M. on Tuesday, January 22nd, 2019. Motion carried.

ATTEST:

Kenneth Olson, Auditor-Treasurer
Pennington County

Bruce Lawrence, Chairman
Board of Commissioners