

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
TUESDAY, JANUARY 2ND, 2024, 10:00 A.M.**

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Amendments to the Agenda**
- 4. Recognition of Citizens** – Individual's present may address the Board about items not on the regular agenda; no action on these items is required at this time.
- 5. Approval of the Board minutes; bills**
- 6. Regular Agenda**
 - 10:05 Reorganization
- 7. County Auditor-Treasurer Items**
- 8. County Coordinator Items**
- 9. County Attorney Items**
- 10. Committee Reports / Commissioner Updates**
- 11. Adjournment**

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
DECEMBER 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 Thursday, December 28th, 2023, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Neil Peterson, David Sorenson, and Roy Sourdif. 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, there was a motion by Commissioner Sorenson, seconded by Commissioner Nelson, to approve the Board agenda as presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Nelson, seconded by Commissioner Sourdif, to approve the Board minutes of December 12th, 2023, as presented. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the Human Services warrants totaling \$477,296.23 and the following Commissioner warrants. Motion carried.

County Revenue	\$272,186.71
Road & Bridge	\$ 48,754.66
Solid Waste Facility	\$ 8,154.24

Per diems and meal reimbursements in the amount of \$847.19 were also approved.

Auditor-Treasurer Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to transfer \$104,443.17 from various ditch maintenance funds to the Road & Bridge Fund for work done by the Highway Department in 2023. Following discussion, the motion was carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to authorize the County Auditor-Treasurer to make temporary transfers, as outlined by Auditor-Treasurer, to bring ditch balances to a positive balance at the end of 2023. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to schedule an Economic Development Tax Abatement Hearing for January 23rd, 2024, at 10:30 a.m. in the Justice Center Board Room regarding the following properties:

<u>Parcel Number:</u>	<u>Property owner:</u>
25.121.024.10	Haven Kuehn

25.121.017.10
25.121.020.10

Kevin Roberts
Rebekah Lion

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve an engagement letter with Baker Tilly to conduct arbitrage monitoring services for our Series 2013A Drainage bonds, General obligation 2016A bonds, and the General obligation Capital improvement plan bonds series 2016B. Motion carried.

County Coordinator Items:

On behalf of the Human Services Director Julie Sjostrand, County Coordinator Kevin Erickson presented the consent agenda from the December 19, 2023, Human Services Committee meeting. On a motion by Commissioner Nelson and seconded by Commissioner Sourdif, the following recommendations of the Pennington County Human Service Committee for December 19, 2023 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the November 21, 2023, Human Service Committee meeting minutes.
- II. To approve the Agency's personnel action as presented.
- III.
 - A. To approve the CY 2024-2025 Child Support Cooperative Agreement between the State of MN, Pennington County Attorney's Office, Pennington County Sheriff's Office, and Pennington County Human Services as presented.
 - B. To approve the Pennington County Inspection Report Certificate of Approval 2023.
 - C. To extend the current CY 2023 Behavioral Health (Temporary Confinement) Purchase of Service Agreement between Sanford Behavioral Health and Pennington County Human Services pending finalization of new agreement for 2024.

SECTION B

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

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve two MOUs between the Pennington County Highway Department and the International Union of Operating Engineers Local #49 (detailed MOUs on file); the first regarding a seasonal work schedule for one current Highway Equipment Operator for December 1 through April 1 of each year, and a \$2.00/hour shift differential, with the MOU sunseting April 1, 2026; the second regarding I.U.O.E. Local #49 member agreement to contribute all unused compensatory time balance at date of retirement or resignation into an employee VEBA Plan. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Nelson, to approve issuance of a duplicate warrant to Jessica Olson to replace lost warrant 113720 issued on May 11, 2023, to in the amount of \$6.42, without issuance of an indemnifying bond. Motion carried.

Mr. Erickson read aloud a letter of resignation and retirement from Veteran's Service Officer Steve Stone. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to accept a letter of resignation/retirement from V.S.O. Steve Stone effective April 5, 2024, and to thank him for his 22+ years of service to Pennington County. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Nelson, to authorize advertising for the position of Full-Time Veteran's Service Officer. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve a Collection Bargaining Agreement between Pennington County and AFSCME Council 65, Local #3452, which includes employees of the Human Services Department, for a three-year period effective January 1st, 2024, to December 31, 2026. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve a Collection Bargaining Agreement between Pennington County and Law Enforcement Labor Services Local #548, which includes the positions of Jail Administrator and Assistant Jail Administrator, for a three-year period effective January 1st, 2024, to December 31, 2026. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve a Collection Bargaining Agreement between Pennington County and MN Teamsters Local #320, which includes the positions of Corrections Officer, Dispatcher/Jailer, Sergeants, Jail Program Director, and Sentence to Serve, for a three-year period effective January 1st, 2024, to December 31, 2026. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to approve a Collection Bargaining Agreement between Pennington County and MN Teamsters Local #320, which includes the positions of Deputy Sheriff, Investigator, Drug Task Force Officer, and Juvenile/Fraud Investigator, for a three-year period effective January 1st, 2024, to December 31, 2026. Motion carried.

The County Coordinator discussed non-union COLAs and wage adjustments. A 2023 pay study showed county employee wages to be below market with area counties and other MN counties of similar size. To stay competitive in the employee market, the Personnel Committee is recommending COLAs and a change to a seven-step wage system for county employees, which would eliminate the current 'start' wage column and add wage steps six and seven. Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve adoption of the new, seven-step wage chart effective January 1, 2024, and also COLAs and wage step adjustments for non-union employees for years 2024, 2025, and 2026 as follows, excepting the positions of County Engineer

and Crime Victim Advocate: 5% COLA and one step increase effective January 1, 2024; 5% COLA effective January 1, 2025 and one step increase effective July 1, 2025; 4% COLA effective January 1, 2026 and one step increase (if applicable) effective July 1, 2026. Discussion followed regarding the pay study results, the need to stay competitive with area wages and to encourage employee longevity. It was noted that wage steps on anniversary dates will not apply during 2024-2026. Following discussion, the motion was carried.

The County Coordinator reviewed proposed changes to the Pennington County Personnel Policy, which are being recommended by the Personnel Committee. Changes include incorporation of MN Earned Sick and Safe Time into sick leave policies; Time Donation Program change allowing non-union employees ability to donate sick leave or comp time to county employees in need; addition of Juneteenth to the holiday schedule; closure of the Government Center at 12:00 p.m. on Christmas Eve and to allow other non-union employees to leave at 12:00 p.m. that day as able; increase to longevity pay and step schedule; updated language (to reflect current practices) regarding health and life insurance, cafeteria plans, meal reimbursements, progressive discipline, offensive conduct/reporting procedures, inclement weather, and Addendum III relating to HRA/VEBA accounts. Motioned by Commissioner Nelson, seconded by Commissioner Sourdif, to approve changes to the Pennington County Personnel Policy as reviewed and mentioned above effective January 1st, 2024 (detailed changes on record). Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the following elected official salaries effective January 1st, 2024: County Attorney - \$140,000, County Sheriff - \$117,800. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to approve an additional 4% COLA for the positions of Assistant County Attorney effective January 1st, 2024. Discussion followed with Commissioner Lawrence noting that current ACA salaries are above step seven of the new wage chart, so the additional COLA is necessary due to market conditions and to be competitive with recent salary increases for attorneys in the MN Public Defenders office. Following discussion, the motion was carried.

County Attorney Items:

Motioned by Commissioner Nelson, seconded by Commissioner Sourdif, to accept a letter of resignation from Assistant County Attorney Max Schafer-LaCoursiere effective January 2nd, 2024, and to thank him for his service to Pennington County. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to authorize the County Attorney to advertise for the position of Assistant County Attorney. Motion carried.

Committee Reports: None.

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to adjourn the Board meeting to January 2nd, 2024, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Neil Peterson, Chairman
Board of Commissioners

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Pennington County Financial System



Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

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Pennington County Financial System



Danielle
1/2/24 8:45AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1308 ASSOCIATION MINNESOTA COUNTIES							
1	01-003-000-0000-6241		9,935.00	2024 ANNUAL DUES	67531	DUES - BOARD	N
2	01-801-000-0000-6801		4,900.00	2024 HR TECH ASSISTANCE	67606	MISCELLANEOUS EXPENSE	N
			14,835.00	2 Transactions			
2322 BRUZEK/CARL							
41	01-106-000-0000-6241		105.00	2024 MAAO MEMBERSHIP DUES		DUES - ASSESSOR	N
42	01-106-000-0000-6330		633.79	MILEAGE - 967.7 MILES	11/13-12/29	TRAVEL & EXPENSE	N
43	01-106-000-0000-6241		105.00	MN ASSOCIATION OF ASSESSORS OFF	ASHLEY	DUES - ASSESSOR	N
			843.79	3 Transactions			
13524 JONES LAW OFFICE							
33	01-011-000-0000-6261		161.50	ATTORNEY FEES 57-P9-05-206	1999166	COURT APPOINTED ATTORNEYS	Y
			161.50	1 Transactions			
12373 LEADSONLINE LLC							
31	01-220-000-0000-6263		1,401.00	INVESTIGATION SYSTEM SERVICE 2	4085.36	COMPUTER SERVICES & SUPPLIES	N
			1,401.00	1 Transactions			
13498 MARCO TECHNOLOGIES LLC							
18	01-801-000-0000-6301		181.23	EQ1019556 MAINTENANCE	INV11975430	MAINTENANCE AGREEMENT	N
			181.23	1 Transactions			
13400 MN ASSOCIATION OF COUNTY OFFICERS							
29	01-041-000-0000-6241		720.00	2024 MACO DUES		DUES - AUDITOR	N
30	01-101-000-0000-6241		360.00	2024 MACO DUES		DUES - RECORDER	N
			1,080.00	2 Transactions			
13033 MN COUNTIES INTERGOVERNMENTAL TRU							
39	01-201-000-0000-6354		47,107.00	2024 WORKMANS COMP	19972R	INSURANCE - WORKMAN'S COMP	N
40	01-201-000-0000-6355		81,413.00	2024 PROPERTY/CASUALTY	19972R	INSURANCE - PROPERTY CASUALT	N
36	01-290-000-0000-6801		1,129.00	2024 PROPERTY/CASUALTIY	19972R	Miscellaneous Expense	N
35	01-801-000-0000-6354		8,706.00	2024 WORK COMP	19972R	INSURANCE - WORKMAN'S COMP	N
34	01-801-000-0000-6355		58,591.00	2024 PROPERTY/CASUALTY	19972R	INSURANCE - PROPERTY CASUALT	N
			196,946.00	5 Transactions			
14320 NATIONAL ASSOCIATION OF COUNTIES							
17	01-003-000-0000-6241		450.00	2024 MEMBERSHIP DUES	202325659	DUES - BOARD	N
			450.00	1 Transactions			

Pennington County Financial System



Danielle
1/2/24 8:45AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
15323 OFFICE DEPOT							
14	01-003-000-0000-6401		114.58	HP TONER 30A	346354214001	SUPPLIES - BOARD	N
15	01-801-000-0000-6401		6.34	DISH SOAP	346354214001	SUPPLIES-UNALLOCATED	N
16	01-132-000-0000-6631		699.98	SCANNERS	346895740001	FURNITURE & EQUIPMENT - MOTO	N
15323 OFFICE DEPOT			820.90	3 Transactions			
15370 ONSOLVE, LLC							
32	01-223-000-0000-6801		6,187.44	CODE RED 2024	15295847	MISCELLANEOUS EXPENSE-E911	N
15370 ONSOLVE, LLC			6,187.44	1 Transactions			
9001 PENNINGTON & RED LAKE COUNTY							
3	01-003-000-0000-6901		15,130.75	2024 1ST QRT ALLOCATION	1194	APPROPRIATIONS	N
9001 PENNINGTON & RED LAKE COUNTY			15,130.75	1 Transactions			
1 Fund Total:			238,037.61	County Revenue	11 Vendors	21 Transactions	

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Pennington County Financial System



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1/2/24 8:45AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9	3359 COMMISSIONER OF TRANSPORTATION 03-330-000-0000-6274		1,517.66	LAB TESTING		LAB TESTING	N
	3359 COMMISSIONER OF TRANSPORTATION		1,517.66	1 Transactions			
10	4353 DLT SOLUTIONS 03-330-000-0000-6554		5,149.24	AUTOCAD RENEWAL 2024		ENGINEERING & SURVEYING SUPPLI	N
	4353 DLT SOLUTIONS		5,149.24	1 Transactions			
4	6313 FALLS TOWING 03-350-000-0000-6564		1,200.00	PULL TRUCK OUT OF DITCH		EQUIPMENT REPAIR PARTS	Y
	6313 FALLS TOWING		1,200.00	1 Transactions			
7	13302 M-R SIGN CO, INC 03-350-000-0000-6551		78.81	911 RESIDENTIAL SIGNS		SIGNS	N
	13302 M-R SIGN CO, INC		78.81	1 Transactions			
5	13033 MN COUNTIES INTERGOVERNMENTAL TRU 03-803-000-0000-6354		29,372.00	2024 WORKMANS COMP		INSURANCE - WORKMAN'S COMP	N
6	03-803-000-0000-6355		36,993.00	2024 PROPERTY/CASUALTY		INSURANCE - PROPERTY CASUALTY	N
	13033 MN COUNTIES INTERGOVERNMENTAL TRU		66,365.00	2 Transactions			
12	16419 PRECISE MRM LLC 03-350-000-0000-6564		330.00	MONTHLY GPS - NOVEMBER		EQUIPMENT REPAIR PARTS	N
	16419 PRECISE MRM LLC		330.00	1 Transactions			
8	16448 PREMIUM WATERS, INC. 03-320-000-0000-6401		69.99	WATER-HIGHWAY DEPT		SUPPLIES	N
	16448 PREMIUM WATERS, INC.		69.99	1 Transactions			
11	17002 QUILL CORPORATION 03-320-000-0000-6401		37.18	CLOCK & PENS		SUPPLIES	N
	17002 QUILL CORPORATION		37.18	1 Transactions			
3 Fund Total:			74,747.88	Road & Bridge	8 Vendors	9 Transactions	

Pennington County Financial System



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1/2/24 8:45AM
32 Solid Waste Facility

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 5

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
37	13033 MN COUNTIES INTERGOVERNMENTAL TRU 32-391-000-0000-6355		7,110.00	2024 PROPERTY/CASUALTY	19972R	INSURANCE - PROPERTY CASUALTY	N
	13033 MN COUNTIES INTERGOVERNMENTAL TRU		7,110.00	1 Transactions			
32 Fund Total:			7,110.00	Solid Waste Facility	1 Vendors	1 Transactions	

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Pennington County Financial System



Danielle

1/2/24

8:45AM

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 6

35 Justice Center Jail Bond Fun

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1450	ASSOCIATED BANK GREEN BAY, N.A.						
27	35-940-000-0000-6704		500,000.00	PRINCIPAL - JC JAIL BOND	99G100003	PRINCIPAL - J.C. JAIL BOND FUND	N
28	35-940-000-0000-6705		109,603.13	INTEREST = JC JAIL BOND	99G100003	INTEREST - J.C. JAIL BOND FUND	N
1450	ASSOCIATED BANK GREEN BAY, N.A.		609,603.13	2 Transactions			
35 Fund Total:			609,603.13	Justice Center Jail Bond Fund	1 Vendors	2 Transactions	

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Pennington County Financial System



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1/2/24 8:45AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 7

36 Justice Center Capital Improv

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1450	ASSOCIATED BANK GREEN BAY, N.A.						
25	36-941-000-0000-6704		250,000.00	PRINCIPAL - JC CAP IMP BOND	99G100003	PRINCIPAL - J.C. CAPITAL IMPR BON	N
26	36-941-000-0000-6705		56,150.00	INTEREST - JC CAP IMP BOND	99G100003	INTEREST - J.C. CAPITAL IMPR BON	N
1450	ASSOCIATED BANK GREEN BAY, N.A.		306,150.00		2 Transactions		
36 Fund Total:			306,150.00	Justice Center Capital Improveme	1 Vendors	2 Transactions	

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Pennington County Financial System



Danielle
1/2/24 8:45AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

40 Ditch Funds

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8356 HOUSTON ENGINEERING INC							
13	40-730-000-0000-6262		11,734.77	JD 30 DITCH REPAIR	68680	OTHER SERVICES - JD #30	N
38	40-759-000-0000-6262		4,000.00	DRAINAGE DB MAINTENANCE	68753	OTHER SERVICES	N
			15,734.77	2 Transactions			
14323 NORTHLAND TRUST SERVICES INC							
19	40-784-000-0000-6704		30,000.00	PRINCIPAL - RLWD #14	PENNCTY 13A	PRINCIPAL - RLWD 14	N
20	40-784-000-0000-6705		4,043.75	INTEREST - RLWD #14	PENNCTY 13A	INTEREST - RLWD 14	N
23	40-784-000-0000-6706		247.50	FEE - RLWD #14	PENNCTY 13A	COSTS - RLWD 14	N
21	40-785-000-0000-6704		25,000.00	PRINCIPAL - RLWD #15	PENNCTY 13A	PRINCIPAL - RLWD 15	N
22	40-785-000-0000-6705		3,468.75	INTEREST - RLWD #15	PENNCTY 13A	INTEREST - RLWD 15	N
24	40-785-000-0000-6706		247.50	FEE - RLWD #15	PENNCTY13A	COSTS - RLWD 15	N
			63,007.50	6 Transactions			
40 Fund Total:			78,742.27	Ditch Funds	2 Vendors	8 Transactions	
Final Total:			1,314,390.89	24 Vendors	43 Transactions		

Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	238,037.61	County Revenue
3	74,747.88	Road & Bridge
32	7,110.00	Solid Waste Facility
35	609,603.13	Justice Center Jail Bond Fund
36	306,150.00	Justice Center Capital Improve
40	78,742.27	Ditch Funds
All Funds	1,314,390.89	Total

Approved by,

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Pennington County Financial System



Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

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Pennington County Financial System



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12/29/23 4:35PM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 2

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
14478	NELSON/SETH						
5	01-003-000-0000-6103		75.00	TECH COMMITTEE	12/11/23	PER DIEMS - BOARD	N
6	01-003-000-0000-6103		75.00	TRAFFIC ADVISORY COMMITTEE	12/12/23	PER DIEMS - BOARD	N
1	01-003-000-0000-6103		125.00	AMC ANNUAL MEETING	12/3/23	PER DIEMS - BOARD	N
2	01-003-000-0000-6103		125.00	AMC ANNUAL MEETING	12/4/23	PER DIEMS - BOARD	N
3	01-003-000-0000-6103		125.00	AMC ANNUAL MEETING	12/5/23	PER DIEMS - BOARD	N
4	01-003-000-0000-6103		75.00	AMC ANNUAL MEETING	12/6/23	PER DIEMS - BOARD	N
14478	NELSON/SETH		600.00	6 Transactions			
1 Fund Total:			600.00	County Revenue		1 Vendors	6 Transactions
Final Total:			600.00	1 Vendors		6 Transactions	

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Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	600.00	County Revenue
All Funds	600.00	Total

Approved by,

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**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.

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

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

County Revenue	\$
Road & Bridge	\$

Meal reimbursements and per diems in the amount of \$XX 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 _____ nominated Commissioner Nelson as Chairman for 2024. Motioned by Commissioner _____, seconded by Commissioner _____, 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 _____ nominated Commissioner Sourdif as Vice-Chairman for 2024.

Motioned by Commissioner _____, seconded by Commissioner _____, that nominations cease and that a unanimous ballot be cast for Commissioner Sourdif as Vice-Chairman for 2024. Motion unanimously carried.

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

Moved by Commissioner _____, seconded by Commissioner _____, 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 _____, seconded by Commissioner _____, 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 _____, seconded by Commissioner _____, 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 _____ 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 _____, and upon vote was unanimously adopted.

Commissioner _____ 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 _____, 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 _____ moved, seconded by Commissioner _____, 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 _____, seconded by Commissioner _____, 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 _____, seconded by Commissioner _____, 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 _____, seconded by Commissioner _____, to appoint Jennifer Herzberg as MnCCC delegate with Lucas Fornshell as alternate. Motion unanimously carried.

Moved by Commissioner _____, seconded by Commissioner _____, to appoint _____ and _____ to a

three-year term on the Pennington County Extension Committee effective January 1st, 2024. Motion Carried.

Motioned by Commissioner _____, seconded by Commissioner _____, to appoint Scott Petrescue as the County Coroner for a one-year term ending December 31, 2024, as per MN Statutes 3901.005. Motion carried.

Moved by Commissioner _____, seconded by Commissioner _____, 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 Nelson
- **Building & Maintenance Committee**
Government Center - 101 Main Ave. N:
Commissioner _____
Commissioner _____
County Coordinator Kevin Erickson
Auditor-Treasurer Jennifer Herzberg
Human Services Building:
Commissioner _____
Commissioner Lawrence
County Coordinator Kevin Erickson
Human Services Director Julie Sjostrand
LEC/ Justice Center:
Commissioner _____
Commissioner Lawrence
County Coordinator Kevin Erickson
Sheriff Seth Vettleon

- Thief River Falls Airport Zoning Commission
Commissioner Nelson
- Thief River Falls Chamber of Commerce Representative
Commissioner Nelson
- Inter-County Community Council Board
Commissioner Nelson
Commissioner _____, alternate
- NW Regional Development Transportation Committee
Commissioner Peterson
- Job's Inc. Advisory Board
Commissioner Nelson
Commissioner Sorenson, Alternate
- 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 Lawrence
Commissioner Nelson, Alternate
- Land of the Dancing Sky Area Agency Aging Board / Region 1 Aging Advisory
Commissioner Sorenson
Commissioner _____, 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 _____

Minnesota Rural Counties Board

Commissioner Peterson
Commissioner Lawrence, Alternate

- Northern Counties Land Use Coordinating Board
Commissioner Peterson
Commissioner _____

- 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 _____

- Emergency Management Committee
Commissioner Peterson
Commissioner Lawrence
(usually Chairman & Vice Chairman)

- 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 _____

- TVF Regional Airport Authority
Commissioner Peterson
Commissioner _____

- 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 _____, 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 _____, Alternate
- Advance Thief River Committee
Commissioner _____

(SCHEDULED BOARD AGENDA ITEMS TO FOLLOW)

County Auditor-Treasurer Items:

Motioned by Commissioner _____, seconded by _____, 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 _____, seconded by Commissioner _____, 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%

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

County Coordinator Items: None.

County Attorney Items:

Committee Reports / Commissioner Updates:

Adjournment:

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

_____, Chairman
Board of Commissioners

DRAFT