

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
APRIL 8, 2025 – 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, April 8, 2025, 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 Sourdif 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 Nelson, seconded by Commissioner Lawrence, to approve the agenda as presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Sorenson, seconded by Commissioner Lawrence, to approve the County Board minutes of March 25, 2025, as written. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve the Auditor & Manual warrants for March 2025 totaling \$1,521,014.01, and the following Commissioner warrants, to include two invoices from H2Overviewers LLC totaling \$7,312.92 (January and February viewers fees for CD #46, #70). Discussion followed with Commissioner Peterson questioning the ReditTech IT Solutions bills. Auditor-Treasurer Herzberg replied that those are due to billing discrepancies and she is working to resolve them. Following discussion, the motion carried.

County Revenue	\$101,210.26
Road & Bridge	\$ 21,887.81
Solid Waste Facility	\$ 5,500.00

Meal reimbursements and per diems in the amount of \$2,361.69 were also approved.

Mike Flaagan – County Engineer

Mr. Flaagan stated that bids for 2025 construction projects were opened on April 7, 2025, at 1:00 p.m. as duly advertised. The following bids for SAP 57-610-012 (CSAH #10) were received and it was noted that the Engineer's estimate was \$739,529.14:

RJ Zavoral & Sons, Inc.	\$708,023.26
Knife River Materials	\$737,723.31
Mark Sand & Gravel Co.	\$871,696.43

Mr. Flaagan recommended approval of the bid by RJ Zavoral & Sons, Inc. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the low bid of RJ Zavoral & Sons, Inc. in the amount of \$708,023.26 for SAP 57-610-012. Motion carried.

The following bids were received for CP 57-25-08 (full reclamation of CSAH #26), SAP 057-627-013 (mill & overlay of CSAH #27), SAP 057-628-005 (mill and overlay of CSAH #28), SAP 057-631-008 (mill and overlay of CSAH #31/ Dewey Ave). The Engineer's estimate was \$2,454,217.41.

RJ Zavoral & Sons, Inc.	\$2,395,026.17
Knife River Materials	\$2,558,884.58
Mark Sand & Gravel Co.	\$3,031,237.59

Mr. Flaagan recommended approval of the bid by RJ Zavoral & Sons, Inc. Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve the low bid of RJ Zavoral & Sons, Inc. in the amount of \$2,395,026.17 for CP 57-25-08, SAP 057-627-013, SAP 057-628-005, and SAP 057-631-008. Motion carried.

Engineer Flaagan received the following five quotes for 2025 spraying and weed control:

- Larson Helicopters, LLC (Perham, MN): \$275.00 per aerial spray mile (chemical not included).
- Carr's Tree Service (Ottertail, MN): \$49.90 per mile (gravel road); \$24.95 per aerial mile (via drone).
- B&P Weed Control (Bemidji, MN): \$69.00 per ground mile; \$70.00 per aerial mile (done by ATV).
- L&M Road Services LLC (Ulen, MN): \$75.00 per ground mile; \$250.00 per aerial mile.
- JH Lawn Solutions (Solway, MN): \$85.00 per ground mile; no aerial bid.

Motioned by Commissioner Peterson, seconded by Commissioner Nelson, to accept the bids received and authorize the Engineer to use the bidders as needed. Motion carried.

Engineer Flaagan requested the Board set a date and time for a Five-Year Road & Bridge Plan Hearing. Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to schedule a Five-Year Road & Bridge Plan Hearing for May 13, 2025, at 9:00 a.m. in the Justice Center Board Room. Motion carried.

Mr. Flaagan stated a petition has been received to clean JD #13 for 5 miles along Sections 35 and 36 of Goodridge Township and Sections 31-33 of Reiner Township. The request will need to be addressed at a JD ditch meeting, so he will reach out to Marshall County for potential dates and times.

NW Regional Development Commission - Darla Waldner and Sean Ranum

Darla Waldner introduced herself as Executive Director and Sean Ranum as Loan Fund Manager/Economic Development. Ms. Waldner presented the 2024 annual report, noting a budget of \$8.6M and a levy of \$36,932 in Pennington County. She discussed Dancing Sky - Area Agency on Aging, which includes the Senior Linkage line for seniors to discuss long-term care, healthcare, nursing homes, health insurance, etc. 277 Pennington County seniors were served by the program in 2024, and 50 received assistance with nursing home placement. The agency is also grant administrator for programs such as the

senior meal program, legal services for older adults, Title 3B services, homemaker, and caregiver support.

Mr. Ranum noted there were no new loans in Pennington in 2024, but they currently have 19 loans here totaling \$2.1M. The county hasn't been eligible for their economic development services but recent work includes a stormwater project in Roseau and lot development in Crookston, and he noted that Jim Retka has been working on the new daycare facility on the Valley Home property. He reviewed the Northstar Neighbors program and noted the agency is drafting a ten-year, regional solid waste plan for six counties in NW MN. Commissioner Nelson asked about senior insurance enrollments and how the federal and state budget cuts will affect the NWRDC. Ms. Waldner discussed senior insurance, noting they aren't tied to providers so they seek the best options for seniors. Regarding cuts, she expects any received to be tied to Older Americans Act funds. The Board thanked them for their report.

County Auditor-Treasurer Items:

Ms. Herzberg discussed a Tax Increment Financing (TIF) plan proposed by the City of TRF for a 65-unit, workforce rental housing project. The County must pass a resolution of support for such TIF plan. The following resolution was introduced by Commissioner Lawrence, seconded by Commissioner Nelson, and upon vote was unanimously carried.

RESOLUTION APPROVING A TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 1-16: 1926 SANFORD PKWY.

BE IT RESOLVED by the Board of County Commissioners (the "Board") of Pennington County, Minnesota (the "County"), as follows:

Section 1. Recitals

1.01. The City Council of the City of Thief River Falls (the "City") has heretofore established Development District No. 1 and adopted the Development Program therefor. It has been proposed by the City that the City adopt a Modification to the Development Program (the "Development Program Modification") for Development District No. 1 (the "Development District") and establish Tax Increment Financing District No. 1-16: 1926 Sanford Pkwy. (an economic development for workforce housing district) therein (the "TIF District") and adopt a Tax Increment Financing Plan (the "TIF Plan") therefor (the Development Program Modification and the TIF Plan are referred to collectively herein as the "Program and Plan"); all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.124 to 469.133 and Sections 469.174 to 469.1794, all inclusive, as amended, (the "Act") all as reflected in the Program and Plan.

1.02. The City has represented that it investigated the facts relating to the Program and Plan and has caused the Program and Plan to be prepared.

1.03. The City is required by law, prior to the establishment of the TIF District and the adoption and approval of the proposed Program and Plan, to provide the County Auditor/Treasurer and the clerk of Independent School District No. 564 (Thief River Falls), Minnesota, with the proposed TIF Plan and the City's estimate of the fiscal and economic implications of the proposed TIF District at least 30 days before the public hearing required by Minnesota Statutes, Section 469.175, subdivision 3.

1.04. To qualify for a workforce housing project, the governing bodies of the County and the School District, following receipt, review, and discussion of the materials required in paragraph 1.03, are each required to approve the TIF Plan by resolution.

1.05. This Board has received from the City the TIF Plan, including the fiscal and economic implications of the TIF District.

Section 2. Approval of the TIF Plan.

2.01. This Board has reviewed and discussed the TIF Plan, as presented to the Board on this date, including without limitation the fiscal and economic implication of the TIF District contained therein, and hereby approves the TIF Plan.

County Coordinator Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to approve the hire of Ashley Ann Nelson as Assistant County Attorney – Senior at the Step 1 salary of \$116,997, with an effective starting date of May 5, 2025. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve issuance of a duplicate warrant to Alex Henningsen in the amount of \$8.42 to replace lost warrant 197155 dated June 15, 2023, without issuance of an indemnifying bond. Motion carried.

Motioned by Commissioner Nelson, seconded by Commissioner Lawrence to approve issuance of a duplicate warrant to TRF Lock & Key in the amount of \$1,680.00 to replace lost warrant 200111 dated June 14, 2024, without issuance of an indemnifying bond. Motion carried.

County Attorney Items:

Interim County Attorney Nathan Haase expressed his appreciation to the Board for their hire of a new Assistant County Attorney.

Mr. Haase discussed hiring a summer intern in the attorney's office. Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to approve the hire of Blake Klostermeyer as an intern in the County Attorney's office at the rate of \$18.00 per hour. Discussion followed with Mr. Haase noting the position will feature only required benefits and will work from mid-May to August. Following discussion, the motion was carried.

Committee Reports / Commissioner Updates:

Commissioner Peterson provided a legislative update from MN Rural Counties. The legislature is in process and budget targets have been sent from the House and Senate, and they are not looking good for MN counties. Payments in Lieu of Tax (PILT) and the STS program were discussed in detail.

Commissioner Lawrence asked the County Coordinator to attend the Annual Township Meeting being held this evening at the Joint Use Facility. Mr. Erickson stated he will do so and will discuss cannabis and what the townships should be considering. He has been communicating with the town clerks on cannabis and so has the Township Association. State licensing of cannabis businesses will start soon now that the rules have now been adopted.

Commissioner Nelson reminded the Board that the Human Service Committee meeting on April 15, 2025, will be held at the Juvenile Training Center in Bemidji.

Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to adjourn the Board meeting to April 22, 2025, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Roy Sourdif, Chairman
Board of Commissioners