

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
COUNTY BOARD ROOM
TUESDAY, AUGUST 28TH, 5:00 P.M.**

AGENDA

- 5:00 Human Services - Consent agenda
 - 5:10 Pennington County SWCD - 2013 Budget
 - 5:30 Thief River Falls Airport Authority – Joe Hedrick
 - 5:45 County Assessor – 2013 Budget, Abatement
 - 6:00 County Engineer – Highway Dept. Items
 - 6:15 County Treasurer – 2013 Budget
 - 6:30 Dept. of Motor Vehicle – 2013 Budget
 - 6:45 County Extension – 2013 Budget
 - 7:00 Veteran's Service Office – 2013 Budget
 - 7:15 County Recorder – Credit Card Acceptance
 - 7:30 Pennington County Attorney, Crime Victim Adv.
- 2013 Budgets
- County Auditor Budgets; Other Items

(This agenda is subject to change)

PENNINGTON SWCD PROPOSED BUDGET - 2013

EXPENDITURES:	2011	2012	2013
PERSONNEL SERVICES:	Actual	To Co. Bd. 8/2011	To Co. Bd. 8/2012
Employee Salaries	\$ 122,283	\$ 122,849	\$ 133,735
Employee Insurance Allowance	\$ 7,200	\$ 7,200	\$ 18,000
Supervisor Compensation	\$ 4,380	\$ 6,500	\$ 6,500
Employer Contribution DCP	\$ 48	\$ 65	\$ 65
Employer Contribution FICA/Med.	\$ 10,167	\$ 10,347	\$ 12,006
Employer Contribution PERA	\$ 8,767	\$ 8,855	\$ 9,644
TOTAL PERSONNEL SERVICES	\$ 152,845	\$ 155,816	\$ 179,950
OTHER SERVICES & CHARGES:			
Advertising	\$ 736	\$ 500	\$ 500
Education & Promotion	\$ 6,294	\$ 6,000	\$ 6,500
Employee Expenses	\$ 1,807	\$ 1,000	\$ 2,000
Employee Training	\$ 2,294	\$ 3,000	\$ 4,000
Equipment, Field	\$ 45	\$ 300	\$ 100
Equip., Office	\$ 5	\$ 700	\$ 100
Fees & Dues	\$ 3,631	\$ 3,500	\$ 3,700
Miscellaneous Exp.	\$ 367	\$ 200	\$ 200
Newsletter/ Brochure Expense	\$ 1,112	\$ 950	\$ 1,125
Phone Expense	\$ 959	\$ 1,000	\$ 1,000
Postage	\$ 552	\$ 800	\$ 600
Professional Services	\$ 2,475	\$ 2,000	\$ 2,500
Rent	\$ 8,223	\$ 8,223	\$ 8,223
Supervisor Expense	\$ 2,565	\$ 2,500	\$ 3,000
Vehicle Expense	\$ 3,246	\$ 4,000	\$ 3,500
WRAC Expense	\$ 250	\$ 500	\$ 500
TOTAL OTHER SERVICES & CHARGES	\$ 34,561	\$ 35,173	\$ 37,548
SUPPLIES (OFFICE & FIELD)	\$ 1,911	\$ 1,000	\$ 1,500
CAPITAL OUTLAY	\$ 1,787	\$ 27,774	\$ 9,362
PROJECT EXPENSES DISTRICT	\$ 31,065	\$ 30,000	\$ 32,000
PROJECT EXPENSE STATE			
State Cost-share Projects	\$ 815	\$ 11,480	\$ 11,480
Red River Set Aside	\$ 28,257	\$ -	\$ -
Clean Water Fund - Erickson	\$ -	\$ -	\$ -
CWF Technical RRVCSA - Erickson	\$ -	\$ -	\$ -
Clean Water Fund - Halvorson	\$ -	\$ 28,906	\$ -
CWF Technical RRVCSA - Halvorson	\$ -	\$ 1,500	\$ -
Clean Water Fund - REA	\$ -	\$ 74,573	\$ -
CWF Technical (Consultant & Mileage)-REA	\$ 1,482	\$ 7,912	\$ -
Clean Water Fund - JD#30	\$ -	\$ 78,914	\$ -
Clean Water SSTS Grant	\$ -	\$ -	\$ 18,812
TOTAL PROJECT EXP. STATE	\$ 30,554	\$ 203,285	\$ 30,292
PROJECT EXPENSE COUNTY			
Well Water Testing	\$ 620	\$ 600	\$ 600
Surface Water Monitoring	\$ 6,388	\$ 7,500	\$ 7,500
TOTAL PROJECT EXP. COUNTY	\$ 7,008	\$ 8,100	\$ 8,100
PROJECT EXPENSE FEDERAL	\$ 1,093		\$ -
TOTAL EXPENDITURES	\$ 260,824	\$ 461,148	\$ 274,618

REVENUES:

	2011	2012	2013
	Actual	Proposed 8/2011	Proposed 8/2012
INTERGOVERNMENTAL - COUNTY			
County	\$ 92,781	\$ 92,781	\$ 94,000
Water Plan	\$ 17,163	\$ 15,341	\$ 17,871
Wetland Conservation Act (WCA)	\$ 16,170	\$ 16,447	\$ 16,447
Shoreland	\$ 2,786	\$ 2,833	\$ 2,833
SSTS Funds	\$ 9,931	\$ 18,941	\$ 18,941
TOTAL INTERGOV. REV. COUNTY	\$ 138,831	\$ 146,343	\$ 150,092
INTERGOVERNMENTAL - STATE			
BWSR General Service Grants	\$ 18,106	\$ 18,710	\$ 18,710
BWSR Cost-share - Regular	\$ 815	\$ 11,480	\$ 11,480
BWSR Cost-share - Tech. & Adm.	\$ 160	\$ 2,870	\$ 2,870
BWSR RIM Funds	\$ 56	\$ 219	\$ 214
BWSR RIM/WRP Funds - Tech. & Adm.	\$ 6,000	\$ -	\$ -
BWSR Red River Set Aside	\$ 28,257	\$ -	\$ -
BWSR Red River Set Aside T & A	\$ 7,064	\$ -	\$ -
Clean Water Fund - Erickson	\$ -	\$ -	\$ -
CWF Tech & Admin SWCD - Erickson	\$ 532	\$ -	\$ -
CWF Technical RRVCSA - Erickson	\$ -	\$ -	\$ -
Clean Water Fund - Halvorson	\$ -	\$ 28,906	\$ -
CWF Tech & Admin SWCD - Halvorson	\$ 253	\$ 3,969	\$ -
CWF Technical RRVCSA - Halvorson	\$ -	\$ 1,500	\$ -
Clean Water Fund - REA	\$ -	\$ 74,573	\$ -
CWF Tech & Admin SWCD - REA	\$ 944	\$ 4,714	\$ -
CWF Technical (Consultant) - REA	\$ 1,483	\$ 7,912	\$ -
Clean Water Fund - JD#30	\$ -	\$ 78,914	\$ -
CWF Tech & Admin SWCD - JD#30	\$ 466	\$ 14,930	\$ -
Clean Water SSTS Grant	\$ 790	\$ -	\$ 18,812
Clean Water SSTS Grant - T & A	\$ 789	\$ -	\$ 2,090
MPCA Surface Water Assess. Grant	\$ 1,335	\$ -	\$ -
PERA AID	\$ 468	\$ 468	\$ 468
Observation Wells	\$ 840	\$ 840	\$ 840
TOTAL INTERGOV. REV. STATE	\$ 68,358	\$ 250,005	\$ 55,484
CHARGES FOR SERVICES	\$ 58,849	\$ 58,000	\$ 60,000
TOTAL INTERGOV. REV. LOCAL (RLWD SWAG)	\$ 2,901	\$ 2,000	\$ 6,242
INTERGOVERNMENTAL REV. FEDERAL	\$ 11,326	\$ 2,000	\$ -
MISCELLANEOUS			
Interest	\$ 4,213	\$ 2,500	\$ 2,500
Banquet Tickets	\$ 290	\$ 300	\$ 300
Misc.	\$ -	\$ -	\$ -
TOTAL MISCELLANEOUS	\$ 4,503	\$ 2,800	\$ 2,800
TOTAL REVENUES	\$ 284,768	\$ 461,148	\$ 274,618

Airport - 2013 Operations			
REVENUE			
TAXES			\$242,500.00
Current Ad Valorem Taxes		\$242,500.00	
\$250000 x 97% collection rate	\$242,500.00		
INTERGOVERNMENTAL REVENUES			\$111,506.00
Federal Grants		\$0.00	
State Grants		\$111,506.00	
Annual State Airport Maintenance Aid	\$104,506.00		
State Grant for Advertising - 70/30	\$7,000.00		
County Grants		\$0.00	
Operational support	\$0.00		
City Grants		\$0.00	
Operational support	\$0.00		
MISCELLANEOUS REVENUES			\$0.00
Interest Earnings/Investments		\$0.00	
ENTERPRISE FUND REVENUE			\$258,002.89
Land Rent		\$12,522.09	
James Rondorf - 282 acres @ \$35/acre	\$9,870.00		
James Rondorf - Pasture Land \$100/yr.	\$100.00		
Kyle Mehrkens - 75.5 acres @ variable rates	\$2,352.09		
Leonard Geske - 1 acres @ \$20/acre	\$20.00		
Harlow Johnson - 6 acres @ \$30/acre	\$180.00		
Archery Club - One time rent (April 2007) for \$1	\$0.00		
Air Carrier Revenue		\$50,810.00	
Commercial Service Lease \$1,979.75 x 12 mos	\$23,757.00		
Commercial Service - 12 landings per week x \$14.00 per landing	\$8,736.00		
IFL Group - 9 landings per week x \$14.25 per landing	\$6,669.00		
Bemidji Airlines - 5 landings per week x \$14.00 per landing	\$3,640.00		
Encore Air Cargo - 5 landings per week x \$14.00 per landing	\$3,640.00		
Martinaire - 5 landings per week x \$14.00 per landing	\$3,640.00		

EXPENSES			
SALARIES AND WAGES			\$254,765.00
<u>Full-Time</u>			\$141,335.00
3 employees	\$141,335.00		
<u>Part-Time</u>			\$23,534.00
1 employee based on 1400 hours/year	\$23,534.00		
PAYROLL TAX/FRINGE BENEFITS			\$89,896.00
Payroll Taxes	\$14,306.00		
PTO	\$16,450.00		
PERA	\$13,500.00		
Health Insurance (100% Single Policies 70% Family Policies)	\$45,140.00		
Life Insurance (4 employees)	\$500.00		
UTILITIES FOR OPERATIONS			\$79,900.00
<u>Communications</u>			\$3,600.00
Cell phone	\$1,200.00		
Internet, Local, Long Distance, and Emergency - 3 lines 681-7680, 683-5451, 683-5450	\$2,400.00		
<u>Utilities</u>			\$76,300.00
TRF utilities (Water & Sewer)	\$1,300.00		
Natural Gas	\$17,000.00		
Red Lake Electric	\$58,000.00		
SUPPLIES			\$26,840.00
<u>Office Supplies</u>			\$2,000.00
Misc. Office Supplies	\$2,000.00		
<u>Shop Supplies</u>			\$24,840.00
Oil & Lube (9 vehicles)	\$1,200.00		
Fuel purchases for sales to FBO, Airline, and Airport use	\$20,000.00		
PPE	\$500.00		
Small Tools and Minor Equipment	\$500.00		
Janitorial	\$2,500.00		
Miscellaneous Operating Supplies	\$140.00		

REPAIRS AND MAINTENANCE			\$31,132.00
<u>Equipment Maintenance and Repair</u>		\$18,400.00	
ARFF equipment supply - AFFF, Dry Chemical, Air Tanks, Turnout Gear	\$900.00		
Plow cutting edges and snow brooms	\$8,000.00		
Recalibration of friction meter	\$500.00		
Repairs to 9 vehicles	\$9,000.00		
<u>Building Maintenance and Repair</u>		\$4,000.00	
Hangar door repairs	\$1,500.00		
Other maintenance	\$2,500.00		
<u>Runway/Taxiway/Airfield Maintenance and Repair</u>		\$7,232.00	
Replace runway & taxiway light bulbs	\$2,000.00		
Paint Striping 13/31 & Twy A	\$2,232.00		
Miscellaneous repairs	\$3,000.00		
<u>Electrical Work</u>		\$1,500.00	
Fisher Electric	\$1,500.00		
INSURANCE			\$42,152.00
<u>Airport Insurance</u>		\$42,152.00	
Property Ins.	\$18,890.00		
Mobile Property	\$3,816.00		
Auto Ins.	\$2,827.00		
Liability	\$5,016.00		
Professional Liability (Errors and Omissions)	\$4,620.00		
Umbrella	\$1,375.00		
Machinery and Equipment	\$720.00		
Work Comp.	\$4,888.00		
ADVERTISING (\$7,000 will be reimbursed by State Advertising Grant)			\$10,195.00
<u>Airport Advertising</u>		\$10,195.00	
KTRF, KKAQ, KKDQ	\$3,215.00		
TRF Times/Watch	\$4,755.00		
Ralph Englestad Arena Banner	\$1,500.00		
Visitor's Guide (Think Tourism)	\$530.00		
Northern Flights, CAP Mag.	\$195.00		
TRF Cinema Commercial?	\$0.00		
LICENSE, TAX AND OTHER			\$29,981.00

<u>Audit</u>		\$1,000.00	
<u>Contracts/Agreements</u>		\$10,001.00	
Accounting Service (Brady Martz)	\$10,000.00		
Airport Facility/Equipment Rent from City of TRF	\$1.00		
<u>Legal</u>		\$2,500.00	
Attorney Fees (Mike Jorgenson)	\$2,500.00		
<u>Printing and Publication</u>		\$500.00	
<u>Professional Memberships</u>		\$395.00	
MCOA dues	\$250.00		
LASAC dues	\$0.00		
Northwest Service Cooperative	\$90.00		
Misc.	\$55.00		
<u>Taxes and Licenses</u>		\$5,450.00	
Land rent taxes	\$4,700.00		
MPCA Permit - Storm Water	\$400.00		
MN equipment permits	\$250.00		
Misc.	\$100.00		
<u>Safety Training</u>		\$850.00	
MMU Safety Training for 4 employees	\$850.00		
<u>Travel, Conference, School, Hotel</u>		\$7,385.00	
MCOA Airports Conference	\$840.00		
AirTAP Fall Forum	\$445.00		
FAA Regional Conference (Desired)	\$0.00		
Annual ARFF Certification	\$1,600.00		
Misc. Travel	\$4,500.00		
<u>Miscellaneous Operating Expense</u>		\$1,900.00	
Postage/Freight	\$200.00		
Bank Service Charges	\$200.00		
Garbage	\$1,500.00		
TOTAL AIRPORT EXPENSE BUDGET			\$474,965.00

Debt Application		
Total Revenues		\$612,008.89
Total Expenses		\$474,965.00
Net Income/Deficit (Before Debt)		\$137,043.89
DEBT REPAYMENT		
		\$135,391.66
City Loan Repayment - Multi-Purpose Hangar 10 yr. loan for \$452,369.04	\$53,679.48	
Bond Repayment - Runway Project 2011 10 yr. loan for \$357,138.40	\$41,712.18	
Bond Repayment - Taxiway Project/Snowblower 2012 10 yr loan for \$340,000 (Estimate)	\$40,000.00	
Net Income/Deficit (Before Debt)		\$137,043.89
Total Debt Repayments		\$135,391.66
Total Income/Deficit		\$1,652.23

THIEF RIVER FALLS REGIONAL AIRPORT AUTHORITY

RESOLUTION NO. 2012-8-11: REQUEST TO AMEND THE JOINT POWERS AGREEMENT

Following Discussion, Commissioner Tveitbakk introduced Resolution No. 2012-8-11 being seconded by Commissioner Jensen, that:

WHEREAS, the Airport Authority must levy an additional \$50,000 over the past year's levy of \$200,000 and,

WHEREAS, current language in the Joint Powers Agreement forming the Airport Authority sets a levy limit of \$200,000,

THEREFORE BE IT RESOLVED, the Airport Authority requests the City of Thief River Falls and Pennington County approve a co-resolution amending the Joint Powers Agreement to exclude language limiting the Authority's power to set an annual levy of over \$200,000.

On vote being taken, the motion unanimously carried.

RESOLUTION NO. 2012-8-12: APPROVE 2013 AIRPORT AUTHORITY LEVY

Following discussion, Commissioner Tofte introduced Resolution No. 2012-8-12, being seconded by Commissioner Tveitbakk, that:

WHEREAS, the Airport Authority is empowered as a special taxing district as outlined in the Joint Powers Agreement pursuant to Minnesota Statute 275.066,

THEREFORE BE IT RESOLVED, the Authority hereby imposes a levy of \$250,000 for calendar year 2013.

BE IT FURTHER RESOLVED, the levy is contingent upon amending the Airport Authority's Joint Powers Agreement to exclude levy limits or a \$50,000 increase in the levy limit.

On vote being taken, the motion unanimously carried.

RESOLUTION NO. 2012-8-14: APPROVE AIRPORT AUTHORITY 2013 BUDGET

Following discussion, Commissioner Tveitbakk introduced Resolution No. 2012-8-14, being seconded by Commissioner Tofte, that:

WHEREAS, the Authority's Budget and Finance Committee has met, reviewed, and recommends adoption of the 2013 budget as presented,

THEREFORE BE IT RESOLVED, the Authority approves the Airport's 2013 budget as presented.

On vote being taken, the motion unanimously carried.

Commission Meeting
August 28, 2012
6:00 PM

1. Final Bridges

- SAP 57-598-047 Total project costs \$53,228.20
Final payment \$3,728.45
- SAP 57-598-048 Total project costs \$47,026.70
Final payment \$3,418.38
- SAP 57-598-049 Total project costs \$44,143.20
Final payment \$4,461.70
- SAP 57-598-050 Total project costs \$52,462.80
Final payment \$5,459.65
- SAP 57-598-046 Total project costs \$52,742.05
Final payment \$3,407.60
- SAP 57-598-051 Total project costs \$3,377.08
final payment \$ 237.33

2. Update on SAP 57-631-05

3. Crushing

4. Other

ENGINEER'S REPORT

Ditch System: CD 25

Type of Work: Maintenance Cleaning

By: Michael Flaagan, P.E. MF

Date: August 23, 2012

Introduction:

A petition to clean County Ditch 25 along Sections 7, 18, 19, and 30 of Norden Township was received in May 3rd 2012. The ditch was surveyed and inspected in August of 2012. Records show that the area that was petitioned is part of the CD 25 system.

Survey and Inspection:

The inspection revealed the need to remove sediment in the bottom of the ditch which will improve the efficiency of the ditch. Also, the ditch is choked with tall grass and cattails that obstructs flow. Another problem exists in Section 18 where the pipeline crosses the ditch system. One of the lines is exposed and the top of the pipe is about 2 feet above the profile line I estimate as a good fit for the existing ditch grade. The top of the pipeline is 0.3 feet lower than the culvert that is about a ¼ mile upstream. We will be in contact with the Enbridge during the cleaning process and will discuss the chance of lowering the line in the future.

Recommendation:

My recommendation is to clean as requested in the petition. The estimate to clean and level the spoil is \$6,500 per mile or roughly \$19,500. The ditch spreadsheet shows the system had a balance of nearly \$50,000 as of 11/30/12.

PENNINGTON~RED LAKE COUNTY CRIME VICTIM SERVICES



Karla Stavnes
Pennington Co. Courthouse
PO Box 616
Thief River Falls, MN 56701
Phone [218] 681-0881
Fax [218] 681-0765
kstavnes@co.pennington.mn.us

Deanna Sorvig
Red Lake County Courthouse
PO Box 416
Red Lake Falls, MN 56750
Phone [218] 253-4668
Fax [218] 253-4389
dsorvig@co.red-lake.mn.us

August 2012

Re: Funding for Pennington County General Crime Victim Services Program

In my letter that I received from the State I was told that the Crime Victim Services grant application process was highly competitive, with over 150 applicants requesting more than \$39 million. For FY13 OJP awarded approximately \$30.7 million in funds to 126 programs across the state. Norman, Polk, & Roseau received less as well with Kittson County receiving no funds from the state at all.

Pennington County started serving Victims of Crime in 1993; until now all funding has come from State and Federal, the Federal funding stopped awhile ago leaving just the State Funding and the amount of dollars received from the State has been going down for awhile. Then of course this year there was a drastic change.

Pennington and Red Lake County Victim Services will not be together this coming FY. I am asking for \$20,000 to keep me at part time (however this position is a full time position). The \$25,000 from the State and \$20,000 from the County would cover; Gross Salary, Medicare Withholding, Life & Health Insurance, Employers share PERA and FICA, Telephone, Repairs & Maintenance, Travel & Training, Supplies and Equipment.

Last year (2010-2011) Pennington County Crime Victim Services served 250 victims.

This year the number of Victims Served is at 219, (90 of those victims were in this last quarter alone) and there is still another quarter to go. The number of victims seems to be increasing each year.

I have been the General Crime Victim Advocate here in Pennington County since 1999; I remember the John Russell Heden case in 2004 and the trial for Murder in the 1st degree of little baby Rose Heden that took place in 2005. The victim was a 3 month old baby; those who mourned her loss, Mother, Sister, Grandparents, Sister of the defendant plus EMT's and others in the Goodridge community many of them were witnesses in the trial. Yes the Attorney Generals office along with Mr. Rogalla prosecuted this case but there was no one else that came to work with the victims. That was a lot of people to work with and be there for. I remember Judge Murphy who resided over this case saying that in all his years on the bench he had not witnessed such an emotional trial. If the Victim Services program hadn't been here I don't know who would have helped them. Mr.

Rogalla couldn't he was busy getting ready to prosecute the case, working with the Coroner, law enforcement officers and preparation for trial, no way could he find enough time during the day to listen to what all those people had to say and keep them up to date with what was going on with different court dates.

Victims are tax paying citizens too and have every right to be represented in court and know their rights just as defendants do, but if there isn't a victim advocate to make sure that happens many people will go unhelped. Not because Mr. Rogalla and Ms Hanson don't care but because they have so many cases and hats to wear.

This program has become part of the wheel of justice – only this is justice for the victims. I know that you all have to answer to people in your district and maybe the best answer is with a question. If you were a victim of a crime wouldn't you want someone to turn to - to help you navigate through the court system?

Fees Receivable Report

As Of: 07/13/2012 Sorted By: By case number Include: Subtotals

Pennington County

Financial Category: Case Fines and Fees

Restitution	Charges	Payments	Credits	Balance
Subtotals	\$712,105.05	\$113,717.80	\$5,563.83	\$592,823.42
Case Fines and Fees Total	\$712,105.05	\$113,717.80	\$5,563.83	\$592,823.42
Totals	\$712,105.05	\$113,717.80	\$5,563.83	\$592,823.42

* Joint and Several fees

Note! The total restitution due and owing as of 7/13/12 is \$592,823.42. Kathy Narlock, Court Administrator

District Court of Minnesota

State of Minnesota



NINTH JUDICIAL DISTRICT

JUDGE MICHAEL J. KRAKER
P.O. BOX 435
MAHNOMEN COUNTY COURTHOUSE
MAHNOMEN, MN 56557

TELEPHONE (218) 935-5956

FAX NUMBER (218) 935-2851

August 16, 2012

Pennington County Board of Commissioners
Pennington County Courthouse
101 N. Main
Thief River Falls, MN 56701

RE: Crime Victim Services

Dear Commissioners:

Please be advised I was contacted by Karla Stavnes from Pennington County Victim Services relative to the current financial situation facing her agency. She has informed me that the grants previously used to fund her program, as well as a similar program in Red Lake County, have been substantially cut in that she is fearful that the Victim Services Program may not be adequately funded.

This letter should be considered by you as my unequivocal support for the Victim Services Program currently serving Pennington County. As I am sure you are aware, we see headlines every day which point out the fact that victims are being underrepresented in criminal court proceedings. Many victims are reluctant to testify or to speak up at time of sentencing. This reluctance may be the result of a number of factors, but it has been my experience that Victim Services personnel are able to put to rest some of the fears that victims generally experience and, thus, enable these victims to address the Court with their concerns and what they would like to see the Court consider as far as a sentence for the individual defendant. Without the assistance of the Victim Services Program, the Court would often be left in the dark as to how a particular victim might feel relative to a sentence to be imposed. Accordingly, I would request that you strongly consider and do everything possible to adequately fund the Pennington County Victim Services Program.

If any of the Commissioners would like to speak with me on a more personal level with regard to my thoughts, you may feel free to contact me.

Thank you for your time and effort in this matter.

Very truly yours,

A handwritten signature in blue ink, appearing to read "MJK", written over a horizontal line.

Michael J. Kraker
Judge of District Court

MJK/ps

District Court of Minnesota
Ninth Judicial District

Judge Kurt Marben
Pennington County Courthouse
101 North Main
Thief River Falls, MN 56701
218/681-0905

Judge Tamara Yon
Polk County Justice Center
816 Marin Avenue
Crookston, MN 56716
218/470-8020

August 24, 2012

Karla Stavnes
Pennington-Red Lake County Crime Victim Services
P.O. Box 616
Thief River Falls, MN 56701

Dear Ms. Stavnes:

We understand that the Pennington-Red Lake County Crime Victim Services program is facing funding cuts, and that you plan to appear before the Pennington County Board of Commissioners next week.

The Crime Victim Services program provides an extremely important function for the courts. Whenever we are asked to decide an issue, it is critical for us to have facts and input from all parties, including those who are directly affected by our decisions. Your office facilitates this, by working with victims and giving them a voice on issues ranging from no-contact orders to restitution to sentencing. The more facts we have in a case, the better informed we are and the better we serve the public.

The Crime Victim Services program is an invaluable program and its loss would be extremely unfortunate to the courts.

Very Truly Yours,



Kurt Marben
Judge of District Court



Tamara Yon
Judge of District Court

August 22th, 2012

Karla Stavnes
Pennington County Crime Victim Advocate
Pennington County Courthouse
P.O. Box 616
Thief River Falls, MN 56701

RE: Letter of Support for Services

To whom it may concern:

The Thief River Falls Probation/Parole office has worked closely with the Pennington County Victim Advocacy Program since inception. The services provided by the victim advocate's office are a constant and extremely valuable service to all victims and service agencies in our communities. Ms. Stavnes has served hundreds of victims in many ways. She not only works with victims of domestic violence and sexual assault, but also with those who have had property stolen or damaged, have experienced a home invasion, or need assistance regarding protection orders and other court related questions.

During pre-sentence activities she assists victims with navigating their way through the Court process, something that can be very difficult and hard to understand. We have found victims typically are re-victimized through this process without the services of the advocate's program. Our office relies heavily on her assistance in order to help hold offenders accountable for what they have done.

Ms. Stavnes also collaborates, and is a key partner with, many other agencies in the system to ensure the victim's rights are upheld and their voices are heard. She works hard to ensure paperwork is completed in a timely manner, resulting in financial restoration to victims; she maintains good communication with not only our office, but with other service agencies that assist victims; she has a good understanding of the court process and can explain this clearly to victims; and she works very well with law enforcement officers to assist victims.

All Probation Agents in the Thief River Falls office support Ms. Stavnes and the Victim Advocate's crucial role in the criminal justice system. We respectfully ask you to support the request for funding to continue these services.

Sincerely,


Thief River Falls Probation Office

Agents Tiffany Rivard, Jeremy Rychlock, Ellen Johnson, Wayne Nomeland, Terry Bayne, and Mary Gerardy

Karla Stavnes

From: Laura Nelson [Laura@westsidemotors.net]

Sent: Friday, April 20, 2012 1:22 PM

To: Karla Stavnes

Subject: Thank you

Hi Karla,

Today we received full payment from the Court Administrator for Logan Swenson! (I tried to get the afternoon off to celebrate- no luck) I've been working on this since 2008, and it sure is a great feeling to finally get paid.

I wanted to say "Thank you" to you and your office for all the help on this matter. I guess this does restore some faith in the system. I'm glad that he came around and made it a priority.

You were a lot of help, and I appreciated it so much.

Thanks again,
Laura Nelson
Westside Motors of TRF, Inc.
1730 3rd St W
Thief River Falls, MN 56701
218-681-4303
laura@westsidemotors.net

good things



Pennington County Human Services

PO Box 340

Thief River Falls, MN 56701-0340

218-681-2880

FAX: 218-683-7013

August 23, 2012

Karla Stavnes
Pennington-Red Lake County Crime Victim Services
P.O. Box 616
Thief River Falls, MN 56701

RE: Letter of Support

Dear Karla:

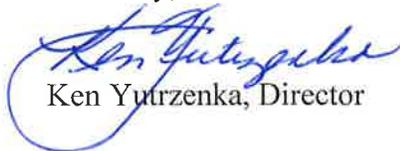
Thank you for the conversation this afternoon and answering the numerous questions I posed concerning crime victim services.

It was interesting to learn of the number of victims referred to your program as well as the varying agencies making those referrals. I also appreciated the information on the numerous activities that fall under your umbrella of duties. As I mentioned later on in our conversation, your office seems to quietly but efficiently go about providing needed services to crime victims and their families.

It is disheartening, but not surprising, to learn that funding for local crime victim services is also experiencing cutbacks. There seems to be more and more competition for everyone these days in vying for available resources. However, as a provider of services ourselves, we rely upon and collaborate with other experts where expertise is needed. This would include your program. If crime victim services were not available crime victims and the community would be at loss of a valuable resource.

Karla, I am hopeful crime victim services will continue to be available locally. I extend my support in your efforts to secure additional funding. If I can further be of help, don't hesitate to ask.

Sincerely,



Ken Yutzenka, Director

PENNINGTON COUNTY ATTORNEY'S OFFICE

P.O. Box 616 101 N. Main Thief River Falls, MN 56701 218 681-0773 FAX 218 681 0765

Alan G. Rogalla, County Attorney Kristin J. Hanson, Assistant County Attorney
Karla Stavnes, Crime victim advocate

RE: Karla Stavnes

To whom it may concern:

I am writing you to ask for your support for our crime victim program here in Pennington County. The crime victim program is an essential part of the Pennington County Attorney's office. Karla Stavnes, our crime victim advocate, provides our crime victims with support during the prosecution of their case and after. Under Minnesota law, the Pennington County Attorney's office is obligated to provide these victims with these services and keep them updated on all aspects of their ongoing case. Karla has done this for many years. She is usually the first person to contact them to see how they are doing and answer any questions they may have. She informs them of their rights and keeps them apprised of all updates happening with the case. She also provides them with information regarding programs that victims qualify for and she even has funds available to help victims with immediate needs. She coordinates the victim's presence during trials and sits with them in the waiting room to provide support. She also coordinates meetings with the victims and AL or I so that we can talk about the case, prepare for trial and discuss any possible resolutions. Karla also does all of the leg work on any cases with restitution involved. This includes talking to law enforcement and the victims to make sure that we have the right restitution amount and often includes contacting service providers who have been hired to repair items to verify numbers. Karla also provides them with information regarding their right to give a victim impact statement at sentencing and answers any questions that they may have.

Due to funding issues, Karla has been cut hours and a large part of her grant money has been transferred to VIP to work with domestic assault victims and sexual assault victims, Both domestic assault and sexual assault cases are only a small part of the Pennington County Attorney's caseload and it has been very concerning to me that our general crime victim's will be left with no support. As you are all aware, the caseload of the Pennington County Attorney's office has grown significantly in the past couple years and we are struggling to keep up. Without Karla's help, the current backlog issues will only get worse. If we lose Karla, the victims will not receive the mandated attention that we are required to give. Please consider supporting this very important program!
Thank you for your time and consideration.

Sincerely,

Kristin J. Hanson
Asst. County Atty.

Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Print List in Order By: 2
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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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 County Revenue

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
3	DEPT			Board County Commissioners		
	8014 HUGOS #7					
60	01-003-000-0000-6330		12.97	FOOD FOR MEETING		TRAVEL & EXPENSE
	8014 HUGOS #7		12.97	1 Transactions		
3	DEPT Total:		12.97	Board County Commissioners	1 Vendors	1 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11	DEPT			District Court		
	19326 SATHER LAW LTD					
49	01-011-000-0000-6261		30.00	ATTORNEY FEES	57-PR-12-463	COURT APPOINTED ATTORNEYS
	19326 SATHER LAW LTD		30.00	1 Transactions		
11	DEPT Total:		30.00	District Court	1 Vendors	1 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
16	DEPT			Law Library		
14378	LEXISNEXIS MATTHEW BENDER					
52	01-016-000-0000-6242		122.94	JULY SUBSCRIPTIONS	6567516001	SUBSCRIPTIONS - LAW LIBRARY
14378	LEXISNEXIS MATTHEW BENDER		122.94	1 Transactions		
23303	WEST GROUP PAYMENT CENTER					
51	01-016-000-0000-6242		365.81	JULY WEST LAW ACCESS	825406837	SUBSCRIPTIONS - LAW LIBRARY
53	01-016-000-0000-6242		83.50	JULY SUBSCRIPTIONS	825494351	SUBSCRIPTIONS - LAW LIBRARY
23303	WEST GROUP PAYMENT CENTER		449.31	2 Transactions		
16	DEPT Total:		572.25	Law Library	2 Vendors	3 Transactions

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
61	DEPT			Election		
	8014 HUGOS #7					
59	01-061-000-0000-6330		102.83	ELECTION NIGHT FOOD		TRAVEL & EXPENSE
	8014 HUGOS #7		102.83	1 Transactions		
61	DEPT Total:		102.83	Election	1 Vendors	1 Transactions

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
63	DEPT			Assistive Voting Grant		
	5053 ELECTION SYSTEMS & SOFTWARE					
50	01-063-000-0000-6301		149.09	M100 MEMORY CARD BATTERY	824751	MAINTENANCE AGREEMENT
39	01-063-000-0000-6262		3,118.66	CODING SERVICES - PRIMARY	825729	OTHER SERVICES
	5053 ELECTION SYSTEMS & SOFTWARE		3,267.75	2 Transactions		
63	DEPT Total:		3,267.75	Assistive Voting Grant	1 Vendors	2 Transactions

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
91	DEPT			County Attorney		
	13361 MN BUREAU OF CRIMINAL APPREHENSIC					
61	01-091-000-0000-6241		95.00	LE COURSE - K HANSON	16	DUES
	13361 MN BUREAU OF CRIMINAL APPREHENSIC		95.00	1 Transactions		
91	DEPT Total:		95.00	County Attorney	1 Vendors	1 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #
				On Behalf of Name
101 DEPT			County Recorder	
2323 BEAR GRAPHICS				
41 01-101-000-0000-6401		204.43	MARRIAGE LICENSE BOOK & PAPER	0633070
2323 BEAR GRAPHICS		204.43	1 Transactions	SUPPLIES - RECORDER
14395 NACRC				
55 01-101-000-0000-6241		55.00	2013 MEMBERSHIP DUES	
14395 NACRC		55.00	1 Transactions	DUES - RECORDER
20361 TYLER TECHNOLOGIES, INC				
27 01-101-000-0000-6401		72.00	THERMAL TRANSFER LABELS	025-49068
20361 TYLER TECHNOLOGIES, INC		72.00	1 Transactions	SUPPLIES - RECORDER
101 DEPT Total:		331.43	County Recorder	3 Vendors
				3 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
111	DEPT			Courthouse		
54	5031 ELECTRONICS PLUS 01-111-000-0000-6634		2,127.06	INSTALL PANIC BUTTONS	82250	OTHER IMPROVEMENTS - COURTHOUSE
	5031 ELECTRONICS PLUS		2,127.06	1 Transactions		
40	5300 EVERGREEN IMPLEMENT COMPANY 01-111-000-0000-6300		50.26	OIL & FILTER	486560	REPAIRS & MAINTENANCE
	5300 EVERGREEN IMPLEMENT COMPANY		50.26	1 Transactions		
43	16079 PETERSON LUMBER 01-111-000-0000-6300		11.12	CONCRETE MIX		REPAIRS & MAINTENANCE
	16079 PETERSON LUMBER		11.12	1 Transactions		
111	DEPT Total:		2,188.44	Courthouse	3 Vendors	3 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
201	DEPT		Sheriff		
	16055 PENNINGTON COUNTY SHERIFF				
3	01-201-000-0000-6304		#7 - REGISTRATION		REPAIR & MAINTENANCE - SQUADS
	16055 PENNINGTON COUNTY SHERIFF				
			1 Transactions		
	16341 PUBLIC SAFETY WAREHOUSE				
4	01-201-000-0000-6405		1 RADAR - #5	60779	GENERAL SUPPLIES
	16341 PUBLIC SAFETY WAREHOUSE				
			1 Transactions		
	21008 UNIVERSAL SCREEN PRINT				
5	01-201-000-0000-6450		2 SHIRTS - JF	26434	PART-TIME DEPUTY'S UNIFORMS
	21008 UNIVERSAL SCREEN PRINT				
			1 Transactions		
201	DEPT Total:		Sheriff	3 Vendors	3 Transactions
		345.04			

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
206 DEPT			County Coroner	
13304 M.B. MCGEE				
28 01-206-000-0000-6262		500.00	AUTOPSY - R LAWLOR	1644 OTHER SERVICES-CORONER
13304 M.B. MCGEE		500.00	1 Transactions	
18323 RAMSEY COUNTY				
30 01-206-000-0000-6262		1,400.00	AUTOPSY - R LAWLOR	MEDEX 0155683 OTHER SERVICES-CORONER
18323 RAMSEY COUNTY		1,400.00	1 Transactions	
18376 REGIONS HOSPITAL				
31 01-206-000-0000-6262		379.00	AUTOPSY - R LAWLOR	ME12-0964 OTHER SERVICES-CORONER
18376 REGIONS HOSPITAL		379.00	1 Transactions	
206 DEPT Total:		2,279.00	County Coroner	3 Vendors 3 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
219	DEPT			Law Enforcement Center Building		
12037	LEE PLUMBING & HEATING					
11	01-219-000-0000-6300		9.90	WACUUM BREAKERS FOR GARAGE	60817	REPAIRS & MAINTENANCE
10	01-219-000-0000-6300		21.27	HANDLE KIT FOR OFFICE AREA	60851	REPAIRS & MAINTENANCE
12037	LEE PLUMBING & HEATING		31.17	2 Transactions		
12311	LYNN'S REFRIGERATION					
9	01-219-000-0000-6300		763.86	SERVICE ON AIR CONDITIONER-LEC	6616	REPAIRS & MAINTENANCE
12311	LYNN'S REFRIGERATION		763.86	1 Transactions		
14312	NORTHWEST POWER SYSTEMS					
7	01-219-000-0000-6300		26.78	BEARINGS	T207047	REPAIRS & MAINTENANCE
14312	NORTHWEST POWER SYSTEMS		26.78	1 Transactions		
219	DEPT Total:		821.81	Law Enforcement Center Building	3 Vendors	4 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
220	DEPT			Law Enforcement - Shared		
4316	DEAN FOODS					
12	01-220-000-0000-6801		77.00	NITE TO UNITE - ICE CREAM	40005775	MISCELLANEOUS EXPENSE
4316	DEAN FOODS		77.00	1 Transactions		
20109	THIEF RIVER JOBBING					
6	01-220-000-0000-6801		132.84	LEMONADE	1039	MISCELLANEOUS EXPENSE
20109	THIEF RIVER JOBBING		132.84	1 Transactions		
220	DEPT Total:		209.84	Law Enforcement - Shared	2 Vendors	2 Transactions

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
222	DEPT			D.A.R.E Program		
	13433 MILLER/KYLE					
42	01-222-000-0000-6330		40.16	MEALS FOR DARE CONFERENCE		TRAVEL & EXPENSE
	13433 MILLER/KYLE		40.16	1 Transactions		
222	DEPT Total:		40.16	D.A.R.E Program	1 Vendors	1 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
251	DEPT			Jail		
5308	ECOLAB PEST ELIMINATION DIVISN					
13	01-251-000-0000-6403		280.31	2 JUGS SHOWER CLEANER	9470272	JANITORIAL SUPPLIES - JAIL
5308	ECOLAB PEST ELIMINATION DIVISN		280.31	1 Transactions		
13483	MCF - LINO LAKES					
8	01-251-000-0000-6801		1,185.00	STS WAGES - JULY	92743	MISCELLANEOUS EXPENSE - JAIL
13483	MCF - LINO LAKES		1,185.00	1 Transactions		
251	DEPT Total:		1,465.31	Jail	2 Vendors	2 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
259	DEPT		Canteen Collections		
	16055 PENNINGTON COUNTY SHERIFF				
1	01-259-000-0000-6405		DOLLAR TREE - DEODORANT,SOAP		GENERAL SUPPLIES - CANTEEN
2	01-259-000-0000-6405		DOLLAR TREE-SHAMPOO,TOOTHPASTE		GENERAL SUPPLIES - CANTEEN
	16055 PENNINGTON COUNTY SHERIFF		2 Transactions		
259	DEPT Total:		Canteen Collections	1 Vendors	2 Transactions
		153.49			

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
280	DEPT			Civil Defense		
	7333 GEO-COMM CORPORATION					
14	01-280-000-0000-6405		375.00	LICENSING FOR NARROWBAND	29238	GENERAL SUPPLIES
	7333 GEO-COMM CORPORATION		375.00	1 Transactions		
280	DEPT Total:		375.00	Civil Defense	1 Vendors	1 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
501	DEPT		Auditorium		
	13460 MN ENERGY RESOURCES CORP				
57	01-501-000-0000-6251		SERVICES - AUDITORIUM	40508582	NATURAL GAS
56	01-501-000-0000-6251		SERVICES - AUDITORIUM	49207756	NATURAL GAS
	13460 MN ENERGY RESOURCES CORP				
			2 Transactions		
501	DEPT Total:		Auditorium	1 Vendors	2 Transactions
		30.66			

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
601	DEPT			County Extension		
32	9304 INCONTACT INC 01-601-000-0000-6202		11.43	JULY PHONE - 800#	124005207	TELEPHONE - EXTENSION
	9304 INCONTACT INC		11.43	1 Transactions		
34	13498 MARCO, INC 01-601-000-0000-6301		41.53	MAY COPIER MAINTENANCE	1056895	MAINTENANCE AGREEMENT
35	01-601-000-0000-6301		102.27	JUNE COPIER MAINTENANCE	1082158	MAINTENANCE AGREEMENT
	13498 MARCO, INC		143.80	2 Transactions		
33	15051 OFFICE MAX 01-601-000-0000-6401		76.74	OFFICE SUIPLIES	327919	SUPPLIES - EXTENSION
	15051 OFFICE MAX		76.74	1 Transactions		
36	16313 PENNINGTON COUNTY AUDITOR 01-601-000-0000-6209		283.87	JUNE POSTAGE	3144	POSTAGE
37	01-601-000-0000-6209		134.67	JULY POSTAGE	3151	POSTAGE
	16313 PENNINGTON COUNTY AUDITOR		418.54	2 Transactions		
38	20027 THE TIMES 01-601-000-0000-6240		39.00	TIMES SUBSCRIPTION		SUBSCRIPTIONS
	20027 THE TIMES		39.00	1 Transactions		
601	DEPT Total:		689.51	County Extension	5 Vendors	7 Transactions

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		<u>Amount</u>			
801	DEPT		Unallocated Revenue		
	13498 MARCO, INC				
29	01-801-000-0000-6301	174.55	EQ238936 MAINTENANCE AGREEMENT	INV1116975	MAINTENANCE AGREEMENT
	13498 MARCO, INC	174.55	1 Transactions		
	16328 PEPSI COLA BOTTLING CO				
58	01-801-000-0000-6838	120.85	PEPSI PRODUCTS	23341703	POP MACHINE EXPENSE
	16328 PEPSI COLA BOTTLING CO	120.85	1 Transactions		
801	DEPT Total:	295.40	Unallocated Revenue	2 Vendors	2 Transactions
1	Fund Total:	13,305.89	County Revenue		44 Transactions

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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
320 DEPT			Highway Administration		
9017 INSIGHT TECHNOLOGIES					
15 03-320-000-0000-6631		352.69	DUAL MONITORS	743172	FURNITURE & EQUIPMENT
9017 INSIGHT TECHNOLOGIES		352.69	1 Transactions		
20362 TASA/LOU					
20 03-320-000-0000-6245		70.00	2012 COUNTY ENGINEERS SEMINAR		CONTINUING EDUCATION
20362 TASA/LOU		70.00	1 Transactions		
23309 WHOLESAL SUPPLY CO INC					
17 03-320-000-0000-6401		290.69	VENDING MACHINE	130484	SUPPLIES
23309 WHOLESAL SUPPLY CO INC		290.69	1 Transactions		
320 DEPT Total:		713.38	Highway Administration	3 Vendors	3 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
330	DEPT		Highway Maintenance		
26	2347 BEN MEADOWS COMPANY 03-330-000-0000-6554		34.43	TESTING PAN, TAPE	101907089 ENGINEERING & SURVEYING SUPPLIES
	2347 BEN MEADOWS COMPANY		34.43	1 Transactions	
25	3307 COMMISSIONER OF TRANSPORTATION-! 03-330-000-0000-6274		1,017.62	LAB TESTING (BRIDGES)	LAB TESTING
	3307 COMMISSIONER OF TRANSPORTATION-!		1,017.62	1 Transactions	
16	23302 WRIGHT CONSTRUCTION INC 03-330-000-0000-6341		440.00	REMOVE ROCK SA6	EQUIPMENT RENTAL
	23302 WRIGHT CONSTRUCTION INC		440.00	1 Transactions	
330	DEPT Total:		1,492.05	Highway Maintenance	3 Vendors 3 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
350	DEPT		Equipment & Maintenance Shop		
3304	CHS AG SERVICES				
22	03-350-000-0000-6553	2,077.77	SUPER B, AQUASTAR		BRUSH & WEED CONTROL CHEMICALS
23	03-350-000-0000-6553	507.70	INTERLOCK		BRUSH & WEED CONTROL CHEMICALS
24	03-350-000-0000-6553	564.95	24D		BRUSH & WEED CONTROL CHEMICALS
3304	CHS AG SERVICES	3,150.42			3 Transactions
6349	FASTENAL COMPANY				
21	03-350-000-0000-6564	18.39	BOLTS UNIT 309	MNROS49485	EQUIPMENT REPAIR PARTS
6349	FASTENAL COMPANY	18.39			1 Transactions
19350	S & S HAULING & TRUCK REPAIR				
19	03-350-000-0000-6564	124.00	DOT INSPECTION UNIT 230 & 219		EQUIPMENT REPAIR PARTS
19350	S & S HAULING & TRUCK REPAIR	124.00			1 Transactions
20309	TRUE NORTH STEEL				
18	03-350-000-0000-6549	1,213.03	APRONS & BANDS	8507251	CULVERTS
20309	TRUE NORTH STEEL	1,213.03			1 Transactions
350	DEPT Total:	4,505.84	Equipment & Maintenance Shop	4 Vendors	6 Transactions
3	Fund Total:	6,711.27	Road & Bridge		12 Transactions

Pennington County Financial System



ANGIE
8/27/12 4:31PM
40 Ditch Funds

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
708 DEPT				
20355 TR EXCAVATION				
44 40-708-000-0000-6262		1,190.00		OTHER SERVICES
20355 TR EXCAVATION		1,190.00	1 Transactions	
708 DEPT Total:		1,190.00	1 Vendors	1 Transactions

Pennington County Financial System



ANGIE
8/27/12 4:31PM
40 Ditch Funds

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 25

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
713	DEPT		Judicial Ditch #13		
	17302 QUAM EXCAVATING				
46	40-713-000-0000-6262		LEVEL SPOIL JD #13	20120803	OTHER SERVICES - JD #13
	17302 QUAM EXCAVATING				
		1,352.00			
		1,352.00	1 Transactions		
713	DEPT Total:		Judicial Ditch #13	1 Vendors	1 Transactions
		1,352.00			

Pennington County Financial System



ANGIE
8/27/12 4:31PM
40 Ditch Funds

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
737	DEPT		County Ditch #37			
	23302 WRIGHT CONSTRUCTION INC					
47	40-737-000-0000-6262		32,250.00	CLEAN DITCH - CD37		OTHER SERVICES
	23302 WRIGHT CONSTRUCTION INC		32,250.00	1 Transactions		
737	DEPT Total:		32,250.00	County Ditch #37	1 Vendors	1 Transactions

Pennington County Financial System



ANGIE
8/27/12 4:31PM
40 Ditch Funds

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 27

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
741	DEPT			County Ditch #41		
	23302 WRIGHT CONSTRUCTION INC					
48	40-741-000-0000-6262		5,500.00	DITCHING & CULVERT - CD41		OTHER SERVICES
	23302 WRIGHT CONSTRUCTION INC		5,500.00	1 Transactions		
741	DEPT Total:		5,500.00	County Ditch #41	1 Vendors	1 Transactions

Pennington County Financial System



ANGIE
8/27/12 4:31PM
40 Ditch Funds

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
762	DEPT			County Ditch #62		
	20355 TR EXCAVATION					
45	40-762-000-0000-6262		4,700.00	CLEAN DITCH - CO 62		OTHER SERVICES
	20355 TR EXCAVATION		4,700.00	1 Transactions		
762	DEPT Total:		4,700.00	County Ditch #62	1 Vendors	1 Transactions
40	Fund Total:		44,992.00	Ditch Funds		5 Transactions

Pennington County Financial System



ANGIE
8/27/12 4:31PM
40 Ditch Funds

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 29

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
Final Total:		65,009.16	52 Vendors	61 Transactions	

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	13,305.89	County Revenue
	3	6,711.27	Road & Bridge
	40	44,992.00	Ditch Funds
	All Funds	65,009.16	Total

Approved by,

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ANGIE
8/27/12 4:31PM

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Pennington County Financial System



ANGIE
8/27/12 4:31PM
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
999999997 FULTON/DEB				
2 01-251-000-0000-6330		12.22	MEAL FOR BUSSE TRANSPORT	080712 TRAVEL & EXPENSE
999999997 FULTON/DEB		12.22	1 Transactions	
6347 FULTON/JIM				
1 01-251-000-0000-6330		13.30	MEAL FOR BUSSE TRANSPORT	080712 TRAVEL & EXPENSE
6347 FULTON/JIM		13.30	1 Transactions	
1 Fund Total:		25.52	County Revenue	2 Vendors 2 Transactions
Final Total:		25.52	2 Vendors	2 Transactions

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	25.52	County Revenue
All Funds		25.52	Total

Approved by,

.....

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**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
TUESDAY, JULY 24TH, 2012, 5:00 P.M.**

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Board Room in Thief River Falls, MN, on Tuesday, July 24th, 2012 at 5:00 p.m. Members present: Cody Hempel, Neil Peterson, Oliver “Skip” Swanson, and Darryl Tveitbakk. Members absent: Donald Jensen.

Scott Sommers presented the Pennington County Human Services Consent Agenda. On a motion by Commissioner Hempel, seconded by Commissioner Tveitbakk the following recommendations of the Pennington County Human Service Committee for July 17th, 2012 are hereby adopted. Motion unanimously carried:

SECTION A

- I. Approval of the June 19th, 2012 Human Service Committee meeting minutes.
- II. Approval of the Agency’s personnel actions.

SECTION B

- I. Approval for payment of the Agency’s bills.

Darcie Caswell representing the Thief River Falls Library gave a report on the activities the Library provides. Darcie Caswell also presented the preliminary operating budget for 2013. Glenice Johnson representing the Friends of the Library discussed their role in working with the Thief River Falls Library. The Friends of the Library is a separate organization with their own officers and Board. The Thief River Falls Library preliminary budget shows a \$37,673 deficit if funding remains at the same level as 2012. The County Board took the information under advisement.

Correspondence from the Northwest Minnesota Radio Board was reviewed indicating dues of \$3,000 were set for 2013.

Commissioner Hempel then discussed the County making a request to be released from the Multi-Events Center Joint Power Agreement. A motion was made by Commissioner Tveitbakk, seconded by Commissioner Peterson to send a letter to the Multi-Events Center Board requesting that Pennington County be released from the Joint Powers Agreement. Motion unanimously carried.

Commissioner Jensen joined the meeting at 5:40 p.m.

Brian Solberg, Steve Nordhagen and Howard Person met with the County Board regarding the Sale of Les’s Sanitation to L & S systems L.L.C. a Minnesota Corporation. The purpose of the meeting was to request the transfer of the Operating and Facility Space Agreement currently with Les’s Sanitation to L & S Systems L.L.C.. Under the agreement the County would allow L & S use of the County Solid Waste Facility tipping floor and a portion of the storage area for the processing and storage of recyclables.

(Note: A transfer of this agreement was approved 4/10/2012 but incorrectly stated the name of the corporation as O & S Systems) A motion was made by Commissioner Hempel, seconded by Commissioner Jensen to approve the Operating and Facility Space Agreement with L & S Systems L.L.C. effective August 1st, 2012. Motion unanimously carried.

The County Board then discussed the two proposals received for repairs of the wall in the tipping floor building. One proposal was from Hartman Construction for \$2,512 for reinforcing the rafters and the other proposal from Fynboh Martell Construction, Inc. for \$4,230.57 for installation of concrete walls. Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson, to accept the proposals from Hartman Construction and Fynboh Martell Construction, Inc. for repairs to the load out area wall in the tipping floor section of the County Solid Waste Building. Motion unanimously carried.

Howard Person and Building and Grounds Supervisor Jim Seibel discussed the employees concern after the OSHA required Asbestos warning sign was installed on the Boiler Room door. It is proposed that Air Quality tests be done by Brian Byklum through the Northwest Service Cooperative. The test would be for asbestos, mold and dust with one test being done on each floor at an estimated cost up to \$2,000. After discussion it was decided to include the Human Services and Inter County Nursing Service building. Moved by Commissioner Peterson, seconded by Commissioner Tveitbakk to approve the Air Quality tests in the Courthouse, Human Service and Inter County Nursing Service buildings to be completed by Brian Byklum as proposed. Motion unanimously carried.

County Sheriff Ray Kuznia presented a Jail Service Agreement from Turnkey Corrections. Upfront cost to Pennington County to be paid from the Canteen Funds, are \$1,500 for five kiosks, \$2,000 for onsite video visitation viewing stations, and approximately \$700 for electrical installation. Commissioner Jensen moved, seconded by Commissioner Hempel to approve a three year Jail Service Agreement with Turnkey Corrections and agree to payment of the necessary upfront costs as outlined after receiving Certificate.

Ray Kuznia then reviewed a proposal from Sjoberg's Inc. to run fiber connections from the equipment room in the Courthouse to the equipment room in the Law Enforcement Center. The cost of the project is \$5,000 plus a \$40 per month maintenance fee for five years. Moved by Commissioner Peterson, seconded by Commissioner Hempel to approve the proposal from Sjoberg's Inc. as submitted to be paid from 911 funds. Motion unanimously carried.

County Engineer Mike Flaagan presented quotes for gravel crushing.

Schenky Inc.	\$67,850.00
M & J	\$78,000.00
Olson Construction	\$102,000.00

Moved by Commissioner Jensen, seconded by Commissioner Peterson to accept the bid of Schenky Inc. of \$67,850 as the best and lowest bid received for gravel crushing. Motion unanimously carried.

Mike Flaagan reported that the culverts were going in on the CSAH #31 project and that cleaning of the C.D. #62 will begin next week.

County Assessor Adeline Olson presented abatement under the Local Option to Disaster. The abatement was for parcel #25.00344680 owned by Daniel Huber. The home was destroyed by fire which will result in a reduction of \$1,900 in market value for taxes payable in 2013. Moved by Commissioner Hempel, seconded by Commissioner Peterson to approve the abatement of \$1,900 in market value for taxes payable 2013 on parcel #25.00344680 as per the Local Option of Disaster. Motion unanimously carried.

The County Assessor also reported on the Enbridge Pipeline meeting.

Moved by Commissioner Jensen, seconded by Commissioner Hempel to approve the minutes of July 10, 2012 as written. Motion carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Hempel to approve payment of Human Services warrants totaling \$211,002.33 and also the following Commissioner warrants. Motion Carried.

WARRANTS

County Revenue	\$108,602.56
Road & Bridge	\$85,330.48
Solid Waste Facility	\$924.00
Ditch Funds	\$510.00

Per diems and meal reimbursements were in the amount of \$259.84 were also approved.

The County Board then reviewed the Professional Service Proposal from the BKV Group. Bruce Schwartzman was present via speaker phone. After review the following services were requested.

- A. Courtroom Technology & Planning Upgrades
- B. Auditorium Assessment
- C. Courthouse Mechanical System Assessment
- D. Conceptual Courthouse Expansion Plan – North End.

Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson to approve a Facility Assessment Professional Service Proposal as outlined above at an approximate cost of \$19,000 to \$20,000. Motion unanimously carried.

Moved by Commissioner Peterson, seconded by Commissioner Hempel to appoint Commissioner Jensen to the Beyond The Yellow Ribbon Committee. Motion unanimously carried.

The Commissioner set December 27th, 2012 as the date for the last County Board Meeting of 2012.

Motioned by Commissioner Jensen, seconded by Commissioner Tveitbakk to adjourn to 10:00 a.m. on August 14, 2012. Motion carried.

ATTEST:

Kenneth Olson, Auditor
Pennington County

Oliver Swanson, Chairman
Board of Commissioners

OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
TUESDAY, AUGUST 14TH, 2012, 10:00 A.M.

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Board Room in Thief River Falls, MN, on Tuesday, August 14th, 2012 at 10:00 a.m. Members present: Cody Hempel, Donald Jensen, Neil Peterson, Oliver “Skip” Swanson, and Darryl Tveitbakk. Members absent: none.

Deputy Auditor Angie Philipp presented the technology committee recommendation for a server to backup the personal computers in the Courthouse. The server quote from Insight Technologies is for \$6890.84. Moved by Commissioner Hempel, seconded by Commissioner Tveitbakk to purchase a server from Insight Technologies for \$6890.84 to act as a backup of all County owned desktop personal computers. Motion carried.

Deputy Auditor Angie Philipp then reviewed the proposed 2013 Data Processing Budget.

St. Hilaire Mayor Steve Dahlen and Councilman Bernard Huot met with the County Board to discuss the coulee that comes through St. Hilaire from CSAH #3. Their main concern is the brush that is in the coulee from CSAH #3 to Fourth Street. Commissioner Hempel moved, seconded by Commissioner Peterson to authorize the County Engineer and Commissioner Peterson to work with St. Hilaire Mayor Steve Dahlen in contacting the Minnesota DNR concerning possibly cleaning the coulee north of St. Hilaire. Motion unanimously carried.

County Engineer Mike Flaagan discussed information regarding the Great Northern Transmission Line Study.

Mike Flaagan then discussed the grant approved for the Toward Zero Death Safe Roads Grant Award of \$14,360.

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

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that Pennington County enter into a grant agreement with the Minnesota Department of Public Safety, for a Safe Roads community project during the period from October 1, 2012 through September 30, 2014.

The County Auditor is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Pennington County and to be the fiscal agent and administer the grant.

County Engineer Flaagan gave an update on current projects.

- CSAH #31 - about half of the dirt has been moved
- C.D. #62 - cleaning done
- C.D. #41 - cleaning done
- J.D. 25-2 - starting

Moved by Commissioner Hempel, seconded by Commissioner Jensen to approve the contract with RT Vision to provide the E-time card software. Motion unanimously carried.

The County Engineer presented prices for a new mower tractor.

<u>Model</u>	<u>Base Price</u>	<u>Trade-In</u>	<u>Net Price</u>
John Deere 6125	\$ 84,000	\$14,500	\$69,500
John Deere 6140	\$100,600	\$14,500	\$86,100
New Holland T6050	\$ 78,000	\$ 9,000	\$69,000

Moved by Commissioner Jensen, seconded by Commissioner Peterson to purchase the New Holland T6050 at a price of \$69,000 after trade-in. Motion unanimously carried.

Human Services Director Ken Yutrzeuka and Financial Services Supervisor Scott Sommers presented the 2013 Human Services Budget.

Ken Schmalz presented the 2013 County Recorder Budget.

Moved by Commissioner Jensen, seconded by Commissioner Hempel to appoint Commissioner Peterson and Commissioner Tveitbakk to the County Canvassing board for both the Primary Election and general Election. Motion unanimously carried. August 16th, 2012 at 12:00 p.m. was set for the date to canvass the Primary Election results.

The County Board discussed an amended lease for the probation office. It was suggested that the lease be set at \$10.75/sq. ft. for one year effective September 1, 2012.

Commissioner Tveitbakk moved, seconded by Commissioner Jensen to amend the lease of space to the Department of Correction Probation Office for a one year period at \$10.75/sq. ft. Motion unanimously carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson to approve a 3.2 on sale license to Patrick Gerzewski for the Falls Stay & Play. Motion unanimously carried.

Lee Meier – NW MN Multi-County Housing and Redevelopment Authority Executive Director and Kermit Genereux – Pennington County HRA Board member, presented the Housing and Redevelopment Authority 2012 program review and 2013 levy request. The levy for 2013 is \$39,456. The County Board thanked Lee Meier and Kermit Genereux for the report.

County Sheriff Ray Kuznia, Sheriff's Secretary Wendy Mattson and Jail Administrator Susan Halvorson reviewed the 2013 proposed budget for the Sheriff, Law Enforcement Center and Jail.

Moved by Commissioner Jensen, seconded by Commissioner Peterson, to approve payment of the Human Services warrants totaling \$177,559.22, the Auditor and Manual warrants for July 2012 totaling \$1,048,019.07, and also the following Commissioner warrants. Motion carried.

WARRANTS

County Revenue	\$79,692.47
Road & Bridge	\$74,595.03
Solid Waste Facility	\$929.50
Ditch Funds	\$4299.83

Per diems and meal reimbursements in the amount of \$1,688.03 were also approved.

Commissioner Hempel moved, seconded by Commissioner Tveitbakk to adjourn to 5:00 p.m. August 28th, 2012. Motion carried.

ATTEST:

Kenneth Olson, Auditor
Pennington County

Oliver Swanson, Chairman
Board of Commissioners



Fall Policy Committee Meetings

September 27 – 28, 2012 | Cragun's on Gull Lake, Brainerd

*You are responsible for making your own [lodging reservations](#). Preferred lodging held until August 29, 2012. Please see [required Cragun's Reservation form](#) for details. Visit www.craguns.com for directions.

Meeting Fee: \$75 per attendee. [Register](#) for the meeting online today.

Tentative Agenda

Thursday, September 27, 2012

- 10:00 a.m. – 12:00 p.m. Indian Affairs Task Force
Ag & Rural Development Advisory Committee**
- 12:30 p.m. Registration Begins**
- 1:00 – 2:30 p.m. General Session**
The AMC Executive Committee will provide membership updates, including plans for continuing work on the MAGIC Act, as well as defining priorities for the next legislative session.
- 2:30 – 4:30 p.m. Policy Committee Meetings Begin**
- Environment & Natural Resources
 - General Government
 - Health & Human Services
 - Public Safety
 - Transportation
- 5:00 p.m. Social Time & Dinner**

Friday, September 28, 2012

- 7:30 a.m. Breakfast Buffet**
- 8:30 – 11:30 a.m. Policy Committee Meetings Continue**
- 11:30 a.m. Adjourn**