

**PENNINGTON COUNTY  
BOARD OF COMMISSIONER'S MEETING  
JUSTICE CENTER – COUNTY BOARD ROOM  
TUESDAY, JULY 23<sup>rd</sup>, 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 Julie Sjostrand – Human Services Director
  - 10:10 Mike Flaagan – County Engineer
  - 10:20 Seth Vettleson – County Sheriff
- 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  
JULY 9, 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, July 9<sup>th</sup>, 2024, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Roy Sourdif, David Sorenson, and Neil Peterson. Members absent: None.

The meeting was called to order by Chairman Nelson and the Pledge of Allegiance was recited.

The Chairman asked if there were any amendments to the agenda. The County Coordinator stated that the County Engineer has been removed and the County Assessor has been added at 10:20 a.m. Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to approve the agenda with the changes presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Sorenson, seconded by Commissioner Sourdif, to approve the County Board minutes of June 25, 2024, as written. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the Auditor & Manual warrants for June totaling \$6,814,321.71, payment to Jodi Flaagan (June TZD services) in the amount of \$1,575.00, and also the following Commissioner warrants. Motion carried.

County Revenue	\$162,381.22
Road & Bridge	\$ 52,868.09
Solid Waste Facility	\$ 3,066.00
Ditch Funds	\$ 3,704.36

Meal reimbursements and per diems in the amount of \$2,513.12 were also approved.

Kayla Jore and Sarah Lefebvre of Community Strong presented an update to the Board. About 300 people attended the 'Be The Voice' event in August 2023, and the group has also continued to bring awareness and make resources available at multiple community events. Be The Voice will be held on September 12<sup>th</sup> this year and will feature a sponsored speaker. Community Strong has partnered with Roseau County for the event but is making a request to this Board to sponsor the event in the amount of \$5,000. The Board thanked them for their report and took their request under consideration.

County Sheriff Seth Vettleison presented the following items:

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the hire of Chealyn Reese as Part-Time Corrections Officer, with final approval contingent on receipt of a BCA fingerprint records check. Motion carried.

Sheriff Vettleson noted that he is still short-staffed by one each of Corrections Officer, Deputy Sheriff, and Dispatch.

County Assessor Carl Bruzek presented the following items:

Deputy Assessor-Appraiser Ashley Benson has completed all training and tests for the Accredited MN Assessor (AMA) license and will complete her third-year employment on July 13, 2024, both of which are requirements for AMA licensure. Mr. Bruzek is recommending her transfer to Deputy Assessor-Senior effective July 13, 2024. Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to approve the transfer of Ashley Benson to the position of Deputy Assessor-Senior effective July 13, 2024, at the step 3 wage of \$30.09 per hour. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to approve an Application for Abatement for Amber (Tysk) Suronen regarding property ID# M25.091118200; thereby abating the 2024 tax to reflect the residential non-homestead classification for the mobile home at 1209 Stephen St. Motion carried.

Auditor-Treasurer Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to authorize the purchase of three Lenovo desktop computers from Garden Valley at the quoted price of \$919.00 each for the Dept. of Motor Vehicle, as recommended by the Technology Committee. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to authorize the following purchases from Garden Valley: a Lenovo laptop computer at the quoted price of \$1,219.99; a Lenovo desktop computer at the quoted price of \$919.00, both for the Auditor-Treasurer's office. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve an application to conduct off-site gambling by the Thief River Falls Amateur Hockey Assn for a raffle to be held August 7<sup>th</sup>, 2024, at the Legacy Event Center. Motion carried.

County Coordinator Items:

Motioned by Commissioner Sourdif, seconded by Commissioner Peterson, to approve a quote by Safety Compliance Services LLC in the amount of \$3,700 to conduct two, three-hour safety training sessions for Pennington County employees in 2024. Motion carried.

The County Coordinator provided an update on the Safety Committee, noting that building heads have appointed or secured employees and alternates to serve on the

Committee. An initial meeting will be scheduled soon and the committee will discuss its goals, objectives, and meeting schedule going forward. The Safety Committee is to meet a minimum of four times per year.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve issuance of a duplicate warrant to Career Force – Deed in the amount of \$9,309.79 to replace lost warrant #108737 dated November 27, 2019, without issuance of an indemnifying bond. Motion carried.

Committee Reports / Commissioner Updates:

Commissioner Nelson opened discussion on cannabis, noting that upcoming State rules and regulations for its sale, cultivation, etc. demands that we promptly address the issue. Commissioners Sorenson and Nelson then volunteered to sit on a cannabis committee. Commissioner Nelson will reach out to the City of Thief River Falls to coordinate an initial meeting on the issue of cannabis.

The County Coordinator discussed the AMC Fall Policy Conference being held in Alexandria in September. All five Commissioners expressed their desire to attend.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to adjourn the Board meeting July 23<sup>rd</sup>, 2024, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator  
Pennington County

Seth Nelson, Chairman  
Board of Commissioners

# 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



Jennifer  
7/22/24 4:28PM

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

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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
28	<b>1004 ABSOLUTE REFRIGERATION</b> 01-251-000-0000-6302		180.50	REPAIR WALK IN FREEZER	2280	KITCHEN REPAIRS & EXPENSE	Y
	<b>1004 ABSOLUTE REFRIGERATION</b>		<b>180.50</b>	1 Transactions			
54	<b>1604 ACCURATE CONTROLS, INC</b> 01-251-000-0000-6300		1,057.78	HARD DRIVE REPAIR/BX500	21919	REPAIRS & MAINTENANCE	N
	<b>1604 ACCURATE CONTROLS, INC</b>		<b>1,057.78</b>	1 Transactions			
48	<b>1011 ACE HARDWARE</b> 01-218-000-0000-6300		82.98	HOSING-WASHING ROOF UNITS	162270	REPAIRS & MAINTENANCE	N
49	01-218-000-0000-6300		27.97	SILICONE - BATHROOM REPAIR	162811	REPAIRS & MAINTENANCE	N
50	01-251-000-0000-6302		1.64	HARDWARE/KITCHEN REPAIR	162822	KITCHEN REPAIRS & EXPENSE	N
51	01-218-000-0000-6300		15.99	CLEANING RAGS-JUSTICE CENTER	162964	REPAIRS & MAINTENANCE	N
52	01-251-000-0000-6300		9.99	SEALER-REPAIR JAIL INTERCOM	163066	REPAIRS & MAINTENANCE	N
53	01-251-000-0000-6302		84.56	REPAIR KITCHEN FREEZER	163373	KITCHEN REPAIRS & EXPENSE	N
	<b>1011 ACE HARDWARE</b>		<b>223.13</b>	6 Transactions			
137	<b>1347 Amazon Capital Services</b> 01-121-000-0000-6300		19.31-	OVERPAYMENT CHECK 200150		Repairs & Maintenance	N
140	01-132-000-0000-6631		239.98-	OVERPAYMENT CHECK 199469		FURNITURE & EQUIPMENT - MOTO	N
133	01-111-000-0000-6300		314.49	ROOF CEMENT, SEALER, TAP	1DVT-C1FG-7VXN	REPAIRS & MAINTENANCE	N
141	01-111-000-0000-6300		6.99	SHORT PAY INV 1LQK-FYL3-NDRM	1LQK-FYL3-NDRM	REPAIRS & MAINTENANCE	N
136	01-041-000-0000-6631		128.69-	RETURN TV STAND	1P9M-WCDD-3H3V	FURNITURE & EQUIPMENT - AUDIT	N
134	01-111-000-0000-6801		40.86	FIRST AID KIT	1VMD-M3HH-QKM1	MISCELLANEOUS EXPENSE	N
135	01-041-000-0000-6631		128.69	ROLLING TV STAND	1XWT-LYLQ-3YFW	FURNITURE & EQUIPMENT - AUDIT	N
139	01-106-000-0000-6631		108.89	MONITOR - ASSESSOR	1XX1-JPXF-PXHD	FURNITURE & EQUIPMENT	N
138	01-061-000-0000-6401		41.38	DYMO LABELS	LCL6-9VXN-PHVC	SUPPLIES-ELECTION	N
	<b>1347 Amazon Capital Services</b>		<b>253.32</b>	9 Transactions			
6	<b>1603 ANDERSON/STACY</b> 01-801-000-0000-6801		207.32	WELLNESS WEDNESDAY	SAM'S CLUB	MISCELLANEOUS EXPENSE	N
5	01-801-000-0000-6801		93.14	WELLNESS WEDNESDAY	WALMART	MISCELLANEOUS EXPENSE	N
	<b>1603 ANDERSON/STACY</b>		<b>300.46</b>	2 Transactions			
119	<b>20365 AXON ENTERPRISE, INC.</b> 01-251-000-0000-6245		147.20	4-TRAINING CARTRIDGES	NUS259913	CONTINUING EDUCATION	N
120	01-251-000-0000-6405		449.60	10 STANDARD CARTRIDGES,TASER B	NUS259913	GENERAL SUPPLIES - JAIL	N
121	01-201-000-0000-6405		81.60	TASER BATTERY	NUS260109	GENERAL SUPPLIES	N
122	01-252-000-0000-6330		588.80	16-TASER TRAINING CARTRIDGES	NUS260109	TRAVEL & EXPENSE	N

# Pennington County Financial System



Jennifer  
7/22/24 4:28PM

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

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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
20365	AXON ENTERPRISE, INC.		1,267.20		4 Transactions		
110	2360 BENSON/ASHLEY 01-106-000-0000-6330		183.58	MILEAGE - 274 MILES @.67	6/25-7/12	TRAVEL & EXPENSE	N
	2360 BENSON/ASHLEY		183.58	1 Transactions			
29	2324 BERGSTROM ELECTRIC INC 01-251-000-0000-6300		570.00	TAMPER VALVE REPLACEMENT-JAIL	19267	REPAIRS & MAINTENANCE	N
	2324 BERGSTROM ELECTRIC INC		570.00	1 Transactions			
129	2346 BJORKLUND COMPENSATION CONSULTING 01-251-000-0000-6801		300.00	SURVEY DATA-PROGRAM COORDINATOR	4647	MISCELLANEOUS EXPENSE - JAIL	Y
	2346 BJORKLUND COMPENSATION CONSULTING		300.00	1 Transactions			
142	3306 CITY OF THIEF RIVER FALLS 01-221-000-0000-6262		11,994.94	1ST QUARTER TASK FORCE	INV01291	OTHER SERVICES	N
143	01-221-000-0000-6262		16,450.74	2ND QTR TASK FORCE	INV01291	OTHER SERVICES	N
	3306 CITY OF THIEF RIVER FALLS		28,445.68	2 Transactions			
10	13405 COCA-COLA BOTTLING COMPANY HIGH C 01-801-000-0000-6838		147.49	COKE PRODUCTS	4778389	POP MACHINE EXPENSE	N
	13405 COCA-COLA BOTTLING COMPANY HIGH C		147.49	1 Transactions			
41	3311 COLE PAPERS, INC. 01-801-000-0000-6401		1,610.60	COPY PAPER	10458111	SUPPLIES-UNALLOCATED	N
109	01-800-000-0000-6403		102.15	BATHROOM CLEANER - HS	10462625	JANITORIAL SUPPLIES	N
	3311 COLE PAPERS, INC.		1,712.75	2 Transactions			
30	3521 CUMMINS SALES AND SERVICE 01-218-000-0000-6300		1,238.47	ONSITE VISIT-MAINTENANCE/BOILER	F1-44390	REPAIRS & MAINTENANCE	N
31	01-218-000-0000-6300		1,578.00	PLANNED MAINTENANCE/BOILER	F1-44390	REPAIRS & MAINTENANCE	N
	3521 CUMMINS SALES AND SERVICE		2,816.47	2 Transactions			
130	5053 ELECTION SYSTEMS & SOFTWARE 01-061-000-0000-6262		1,300.45	LAYOUT CHARGE - PRIMARY	CD2094825	OTHER SERVICES - ELECTIONS	N
131	01-061-000-0000-6262		2,731.75	CODING SERVICES - PRIMARY	CD2094826	OTHER SERVICES - ELECTIONS	N
	5053 ELECTION SYSTEMS & SOFTWARE		4,032.20	2 Transactions			
128	99999997 EMBLEM ENTERPRISES INC 01-201-000-0000-6420		318.90	SHOULDER/FLAG PATCHES	923993	UNIFORMS	N

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<b>999999997</b>	<b>EMBLEM ENTERPRISES INC</b>		<b>318.90</b>		<b>1</b> Transactions		
<b>999999997</b>	<b>EMBLEM ENTERPRISES, INC</b>						
123	01-251-000-0000-6420		183.60	SERGEANT PATCHES	923993	JAILER UNIFORMS	N
124	01-251-000-0000-6420		446.00	SHOULDER/FLAG PATCHES	923993	JAILER UNIFORMS	N
<b>999999997</b>	<b>EMBLEM ENTERPRISES, INC</b>		<b>629.60</b>		<b>2</b> Transactions		
<b>6001</b>	<b>FALLS DIVERSE ABILITIES CORPORATION</b>						
7	01-501-000-0000-6262		37.08	CLEAN AUDITORIUM	18985	OTHER SERVICES	N
8	01-501-000-0000-6262		6.18	CLEAN AUDITORIUM	18993	OTHER SERVICES	N
<b>6001</b>	<b>FALLS DIVERSE ABILITIES CORPORATION</b>		<b>43.26</b>		<b>2</b> Transactions		
<b>999999997</b>	<b>GUSTAFSON/JEAN</b>						
23	01-011-000-0000-6261		110.50	ATTY FEES 57-PR-20-198	01851	COURT APPOINTED ATTORNEYS	N
<b>999999997</b>	<b>GUSTAFSON/JEAN</b>		<b>110.50</b>		<b>1</b> Transactions		
<b>8330</b>	<b>HALLIE FISCHER ATTORNEY AT LAW</b>						
24	01-011-000-0000-6261		106.25	ATTY FEES 57-PR-13-894	0609	COURT APPOINTED ATTORNEYS	Y
25	01-011-000-0000-6261		85.00	ATTY FEES 57-PR-96-939	0609	COURT APPOINTED ATTORNEYS	Y
<b>8330</b>	<b>HALLIE FISCHER ATTORNEY AT LAW</b>		<b>191.25</b>		<b>2</b> Transactions		
<b>8331</b>	<b>HARDWARE HANK</b>						
32	01-201-000-0000-6405		12.81	CORD	22241611	GENERAL SUPPLIES	N
33	01-201-000-0000-6405		4.25	KEY	22241754	GENERAL SUPPLIES	N
<b>8331</b>	<b>HARDWARE HANK</b>		<b>17.06</b>		<b>2</b> Transactions		
<b>8351</b>	<b>HELGELAND/LINDA</b>						
34	01-218-000-0000-6300		159.50	PLANTING-JUSTICE CENTER	2500-46	REPAIRS & MAINTENANCE	N
<b>8351</b>	<b>HELGELAND/LINDA</b>		<b>159.50</b>		<b>1</b> Transactions		
<b>8326</b>	<b>HILLYARD INC</b>						
18	01-111-000-0000-6403		232.40	ARSENAL NEUTRALIZER - GC	605527066	JANITORIAL SUPPLIES - COURTHOL	N
21	01-111-000-0000-6403		204.88	ARSENAL AIR FRESHENER-GC	605527066	JANITORIAL SUPPLIES - COURTHOL	N
19	01-218-000-0000-6403		199.80	ARSENAL WINDOW CLEAN-JC	605527066	JANITORIAL SUPPLIES	N
22	01-218-000-0000-6403		139.60	ARSENAL SANITIZER - JC	605527066	JANITORIAL SUPPLIES	N
17	01-800-000-0000-6403		355.16	ARSENAL SPRAY CLEAN-HS	605527066	JANITORIAL SUPPLIES	N
20	01-800-000-0000-6403		212.76	ARSENAL TOP CLEAN - HS	605527066	JANITORIAL SUPPLIES	N
<b>8326</b>	<b>HILLYARD INC</b>		<b>1,344.60</b>		<b>6</b> Transactions		
<b>13524</b>	<b>JONES LAW OFFICE</b>						



# Pennington County Financial System



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

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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
111	01-011-000-0000-6261		68.00	ATTORNEY FEES - 57-P9-05-206	2006555	COURT APPOINTED ATTORNEYS	Y
	<b>13524 JONES LAW OFFICE</b>		<b>68.00</b>	1 Transactions			
	<b>12037 LEE PLUMBING &amp; HEATING</b>						
36	01-218-000-0000-6300		169.50	AUGER TOILER DRAIN	27050729	REPAIRS & MAINTENANCE	N
35	01-218-000-0000-6300		260.00	ANNUAL BACKFLOW TESTING-BOILER	27059418	REPAIRS & MAINTENANCE	N
9	01-111-000-0000-6300		260.00	BACK FLOW TEST	27060027	REPAIRS & MAINTENANCE	N
26	01-501-000-0000-6300		22.82	GAUGE & PIG TAIL	92287	REPAIRS & MAINTENANCE	N
	<b>12037 LEE PLUMBING &amp; HEATING</b>		<b>712.32</b>	4 Transactions			
	<b>14378 LEXISNEXIS MATTHEW BENDER</b>						
102	01-016-000-0000-6242		364.31	MN STEIN ON PROBATE PEL #21	41547039	SUBSCRIPTIONS - LAW LIBRARY	N
	<b>14378 LEXISNEXIS MATTHEW BENDER</b>		<b>364.31</b>	1 Transactions			
	<b>12324 LOVLY/DAVID</b>						
55	01-201-000-0000-6420		103.31	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
	<b>12324 LOVLY/DAVID</b>		<b>103.31</b>	1 Transactions			
	<b>13528 MARCO, INC</b>						
64	01-220-000-0000-6401		266.17	MINOLTA COPIER-JULY	533244679	SUPPLIES	N
	<b>13528 MARCO, INC</b>		<b>266.17</b>	1 Transactions			
	<b>13355 MN COUNTIES COMPUTER COOP</b>						
2	01-804-000-0000-6262		1,266.67	TYLER TECH - FIELD MOBILE SAAS	2407156	OTHER SERVICES	N
42	01-804-000-0000-6262		7,714.36	TYLER TECH - TRAINING TRAVEL	2407158	OTHER SERVICES	N
	<b>13355 MN COUNTIES COMPUTER COOP</b>		<b>8,981.03</b>	2 Transactions			
	<b>13334 MN DEPARTMENT OF HEALTH</b>						
16	01-101-000-0000-6826		127.50	2ND QTR 2024 WELL CERTIFICATES		WELL DISCLOSURE CERTIFICATE	N
	<b>13334 MN DEPARTMENT OF HEALTH</b>		<b>127.50</b>	1 Transactions			
	<b>13324 MN SHERIFFS ASSOCIATION</b>						
60	01-251-000-0000-6245		250.00	JAIL CONFERENCE - DC	1065	CONTINUING EDUCATION	N
61	01-252-000-0000-6330		250.00	JAIL CONFERENCE - 01	1071	TRAVEL & EXPENSE	N
59	01-251-000-0000-6245		250.00	JAIL CONFERENCE - BN	1073	CONTINUING EDUCATION	N
56	01-251-000-0000-6245		250.00	JAIL CONFERENCE - PB	1074	CONTINUING EDUCATION	N
57	01-251-000-0000-6245		250.00	JAIL CONFERENCE - SK	1075	CONTINUING EDUCATION	N
58	01-251-000-0000-6245		250.00	JAIL CONFERENCE - TB	1075	CONTINUING EDUCATION	N
	<b>13324 MN SHERIFFS ASSOCIATION</b>		<b>1,500.00</b>	6 Transactions			

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62	<b>13388 MORRIS ELECTRONICS INC</b> 01-220-000-0000-6263		4,622.40	MOBILE LOCK/LICENSING 36MO	8686	COMPUTER SERVICES & SUPPLIES	N
	<b>13388 MORRIS ELECTRONICS INC</b>		<b>4,622.40</b>	1 Transactions			
125	<b>13425 MOTOROLA SOLUTIONS</b> 01-201-000-0000-6205		223.26	2 BATTERIES/HANDHELDS	8281936040	WALKIE TALKIE & RADIO	N
65	01-223-000-0000-6202		1,410.00	VESTA MANAGED SERVICES - JULY	8520463062	TELEPHONE - E911	N
	<b>13425 MOTOROLA SOLUTIONS</b>		<b>1,633.26</b>	2 Transactions			
116	<b>14033 NORTHERN STATE BANK</b> 01-201-000-0000-6801		56.48	FLEET-PARADE CANDY		MISCELLANEOUS EXPENSE	N
115	01-220-000-0000-6245		48.80	MARATHON-FUEL-BCA/IT MEETING		CONTINUING EDUCATION	N
117	01-251-000-0000-6330		40.00	MARATHON-TRANSPORT FUEL		TRAVEL & EXPENSE	N
118	01-252-000-0000-6330		52.27	PETES PLACE-FUEL SHERIFF CONF		TRAVEL & EXPENSE	N
	<b>14033 NORTHERN STATE BANK</b>		<b>197.55</b>	4 Transactions			
132	<b>14428 NORTHSTAR</b> 01-101-000-0000-6401		77.13	VITAL RECORDS SECURITY PAPER	51489018	SUPPLIES - RECORDER	N
	<b>14428 NORTHSTAR</b>		<b>77.13</b>	1 Transactions			
4	<b>15323 OFFICE DEPOT</b> 01-041-000-0000-6401		7.57	CLEAR FILE TABS	375053466001	SUPPLIES - AUDITOR	N
	<b>15323 OFFICE DEPOT</b>		<b>7.57</b>	1 Transactions			
27	<b>13329 OFFICE OF MNIT SERVICES</b> 01-070-000-0000-6263		1,338.65	FIBER USAGE - JUNE	DV24060380	COMPUTER SERVICES - DP	N
	<b>13329 OFFICE OF MNIT SERVICES</b>		<b>1,338.65</b>	1 Transactions			
63	<b>15329 OIL BOYZ EXPRESS LUBE INC</b> 01-201-000-0000-6304		74.96	OIL CHANGE/SERVICE #13	7044	REPAIR & MAINTENANCE - SQUADS	N
37	01-201-000-0000-6304		88.84	OIL CHANGE/SERVICE #05	7919	REPAIR & MAINTENANCE - SQUADS	N
38	01-201-000-0000-6304		48.18	OIL CHANGE/SERVICE #01	9533	REPAIR & MAINTENANCE - SQUADS	N
126	01-201-000-0000-6304		89.84	OIL CHANGE/SERVICE #06	9587	REPAIR & MAINTENANCE - SQUADS	N
	<b>15329 OIL BOYZ EXPRESS LUBE INC</b>		<b>301.82</b>	4 Transactions			
47	<b>16056 PAINT &amp; GLASS INTERIORS</b> 01-111-000-0000-6300		345.31	PAINT - STAIRWELL	14085	REPAIRS & MAINTENANCE	N
	<b>16056 PAINT &amp; GLASS INTERIORS</b>		<b>345.31</b>	1 Transactions			
	<b>16463 PAUTZKE/TAMRA</b>						

# Pennington County Financial System



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

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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
43	01-272-000-0000-6401		30.91	OFFICE SUPPLIES		SUPPLIES - CRIME VICTIM	N
44	01-272-000-0000-6401		11.71	OFFICE SUPPLIES		SUPPLIES - CRIME VICTIM	N
45	01-272-000-0000-6262		100.00	2 GIFT CARDS-PERSONAL NEEDS	57-CR-24-72	Other Services	N
46	01-272-000-0000-6262		500.00	GIFT CARDS FOR SCHOOL SUPPLIES	57-CR-24-72	Other Services	N
	<b>16463 PAUTZKE/TAMRA</b>		<b>642.62</b>	<b>4 Transactions</b>			
	<b>16067 PEMBERTON LAW, P.L.L.P.</b>						
127	01-255-000-0000-6801		178.00	PERSONNEL MATTER	141	MISCELLANEOUS EXPENSE	Y
	<b>16067 PEMBERTON LAW, P.L.L.P.</b>		<b>178.00</b>	<b>1 Transactions</b>			
	<b>16448 PREMIUM WATERS, INC.</b>						
15	01-091-000-0000-6801		21.99	WATER - JUNE	176878	MISCELLANEOUS EXPENSE	N
	<b>16448 PREMIUM WATERS, INC.</b>		<b>21.99</b>	<b>1 Transactions</b>			
	<b>20358 QUADIENT FINANCE USA, INC.</b>						
3	01-801-000-0000-6209		1,500.00	POSTAGE		POSTAGE	N
	<b>20358 QUADIENT FINANCE USA, INC.</b>		<b>1,500.00</b>	<b>1 Transactions</b>			
	<b>19319 SEACHANGE</b>						
97	01-061-000-0000-6262		2,264.59	2024 PRIMARY MAIL BALLOT PROCE	43072	OTHER SERVICES - ELECTIONS	N
96	01-061-000-0000-6262		953.95	OMNI BALLOT PROGRAM-PRIMARY	43099	OTHER SERVICES - ELECTIONS	N
	<b>19319 SEACHANGE</b>		<b>3,218.54</b>	<b>2 Transactions</b>			
	<b>19714 SVL SERVICE</b>						
39	01-218-000-0000-6300		1,899.54	REPAIR-ROOFTOP UNITS	PS-INV106774	REPAIRS & MAINTENANCE	N
	<b>19714 SVL SERVICE</b>		<b>1,899.54</b>	<b>1 Transactions</b>			
	<b>20027 THE TIMES</b>						
12	01-003-000-0000-6231		542.52	TIMES - PROCEEDINGS 5/14	281	PUBLISHING - BOARD	N
14	01-003-000-0000-6231		284.13	TIMES - PROCEEDINGS 5/28	281	PUBLISHING - BOARD	N
	<b>20027 THE TIMES</b>		<b>826.65</b>	<b>2 Transactions</b>			
	<b>20379 THIEF RIVER FORD INC</b>						
40	01-201-000-0000-6304		1,345.07	REPLACE BRAKES/ROTORS-#03	TR109913	REPAIR & MAINTENANCE - SQUADS	N
	<b>20379 THIEF RIVER FORD INC</b>		<b>1,345.07</b>	<b>1 Transactions</b>			
	<b>20075 THIEF RIVER GLASS CO</b>						
11	01-111-000-0000-6300		631.00	REPLACE GLASS - 2ND FLOOR - IT	9900	REPAIRS & MAINTENANCE	N
	<b>20075 THIEF RIVER GLASS CO</b>		<b>631.00</b>	<b>1 Transactions</b>			

# Pennington County Financial System



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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
<b>20512</b>	<b>THOMASON, SWANSON &amp; ZAHN PLLC</b>						
112	01-011-000-0000-6261		38.25	ATTORNEY FEES - 57-P9-23-810	27719	COURT APPOINTED ATTORNEYS	Y
113	01-011-000-0000-6261		34.00	ATTORNEY FEES - 57-PR-23-541	27721	COURT APPOINTED ATTORNEYS	Y
<b>20512</b>	<b>THOMASON, SWANSON &amp; ZAHN PLLC</b>		<b>72.25</b>	<b>2 Transactions</b>			
<b>23303</b>	<b>THOMSON REUTERS/WEST PAYMENT CEN'</b>						
101	01-016-000-0000-6242		1,138.40	JUNE SUBSCRIPTIONS-LAW LIBRARY	850398017	SUBSCRIPTIONS - LAW LIBRARY	N
98	01-091-000-0000-6240		842.35	JUNE SUBSCRIPTIONS - ATTORNEY	850398071	SUBSCRIPTIONS	N
100	01-016-000-0000-6242		447.90	JULY WESTLAW ACCESS-LAW LIBRAR	850470455	SUBSCRIPTIONS - LAW LIBRARY	N
99	01-091-000-0000-6240		85.25	JULY WESTLAW ACCESS - ATTORNEY	850474901	SUBSCRIPTIONS	N
<b>23303</b>	<b>THOMSON REUTERS/WEST PAYMENT CEN'</b>		<b>2,513.90</b>	<b>4 Transactions</b>			
<b>20346</b>	<b>TRF LOCK &amp; KEY</b>						
1	01-111-000-0000-6300		4,627.00	DOOR LEVERS/LOCKS	643208	REPAIRS & MAINTENANCE	Y
<b>20346</b>	<b>TRF LOCK &amp; KEY</b>		<b>4,627.00</b>	<b>1 Transactions</b>			
<b>1 Fund Total:</b>			<b>82,428.12</b>	<b>County Revenue</b>		<b>50 Vendors</b>	<b>105 Transactions</b>

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# Pennington County Financial System



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

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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
95	<b>1322 ADVANCED ENGINEERING &amp; ENVIRONMEN</b> 03-330-000-0000-6261		2,220.00	GIS SERVICES CP57-24-10		CONSULTING & LEGAL SERVICES	N
	<b>1322 ADVANCED ENGINEERING &amp; ENVIRONMEN</b>		<b>2,220.00</b>	1 Transactions			
105	<b>1600 AVENU INSIGHTS &amp; ANALYTICS, LLC</b> 03-320-000-0000-6263		7,068.05	ANNUAL SUPPORT NEW ROADS	INVB-054907	COMPUTER SERVICES	N
	<b>1600 AVENU INSIGHTS &amp; ANALYTICS, LLC</b>		<b>7,068.05</b>	1 Transactions			
93	<b>3359 COMMISSIONER OF TRANSPORTATION</b> 03-330-000-0000-6274		1,087.15	LAB TESTING		LAB TESTING	N
	<b>3359 COMMISSIONER OF TRANSPORTATION</b>		<b>1,087.15</b>	1 Transactions			
92	<b>6349 FASTENAL COMPANY</b> 03-350-000-0000-6551		150.18	CUTTING WHEEL, WASHERS		SIGNS	N
	<b>6349 FASTENAL COMPANY</b>		<b>150.18</b>	1 Transactions			
91	<b>6350 FLAAGAN/MIKE</b> 03-320-000-0000-6330		10.00	PARKING		TRAVEL & EXPENSE	N
	<b>6350 FLAAGAN/MIKE</b>		<b>10.00</b>	1 Transactions			
90	<b>6340 FORKS FREIGHTLINER</b> 03-350-000-0000-6564		258.99	AIR SPRING		EQUIPMENT REPAIR PARTS	N
	<b>6340 FORKS FREIGHTLINER</b>		<b>258.99</b>	1 Transactions			
85	<b>8331 HARDWARE HANK</b> 03-350-000-0000-6556		49.71	PRIMER, BOLTS, DCON		SHOP SUPPLIES	N
87	03-350-000-0000-6556		33.40	BOLTS, TEFLON TAPE, TEE		SHOP SUPPLIES	N
89	03-350-000-0000-6556		10.99	SPRAY PAINT		SHOP SUPPLIES	N
84	03-350-000-0000-6564		4.98	ELBOW		EQUIPMENT REPAIR PARTS	N
86	03-350-000-0000-6564		9.48	SAFETY GLASSES, PIPE		EQUIPMENT REPAIR PARTS	N
88	03-350-000-0000-6564		13.97	PIPE, SILICONE		EQUIPMENT REPAIR PARTS	N
	<b>8331 HARDWARE HANK</b>		<b>122.53</b>	6 Transactions			
83	<b>8014 HUGOS #7</b> 03-350-000-0000-6556		79.35	PT, TP CHLOROX SPRAY	1159	SHOP SUPPLIES	N
	<b>8014 HUGOS #7</b>		<b>79.35</b>	1 Transactions			
82	<b>12325 L &amp; M FLEET SUPPLY INC.</b> 03-350-000-0000-6564		51.94	WIPER BLADES, WASHER FLUID		EQUIPMENT REPAIR PARTS	N

# Pennington County Financial System



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

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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
	<b>12325 L &amp; M FLEET SUPPLY INC.</b>		<b>51.94</b>		1 Transactions		
81	<b>12302 LOCATORS &amp; SUPPLIES INC</b> 03-330-000-0000-6554		744.45	LATH, FLAGGING TAPE	0315308-IN	ENGINEERING & SURVEYING SUPPLI	N
	<b>12302 LOCATORS &amp; SUPPLIES INC</b>		<b>744.45</b>		1 Transactions		
80	<b>13498 MARCO TECHNOLOGIES LLC</b> 03-320-000-0000-6301		43.19	COPY MACHINE - JULY	INV12675785	MAINTENANCE AGREEMENT	N
	<b>13498 MARCO TECHNOLOGIES LLC</b>		<b>43.19</b>		1 Transactions		
77	<b>13393 MINNESOTA NORTHERN RAILROAD INC</b> 03-350-000-0000-6252		55.00	ELECTRICITY RR SIGNALS - JUNE		ELECTRICITY	N
	<b>13393 MINNESOTA NORTHERN RAILROAD INC</b>		<b>55.00</b>		1 Transactions		
79	<b>13569 MN ASSOCIATION OF DRAINAGE INSPECTC</b> 03-320-000-0000-6330		50.00	DRAINAGE CONFERENCE		TRAVEL & EXPENSE	N
	<b>13569 MN ASSOCIATION OF DRAINAGE INSPECTC</b>		<b>50.00</b>		1 Transactions		
78	<b>13391 MN DEPT OF LABOR &amp; INDUSTRY</b> 03-350-000-0000-6801		50.00	AIR TANK INSPECTIONS		MISCELLANEOUS EXPENSE	N
	<b>13391 MN DEPT OF LABOR &amp; INDUSTRY</b>		<b>50.00</b>		1 Transactions		
76	<b>14440 NORTHDALE OIL INC.</b> 03-350-000-0000-6560		2,909.50	GAS & DIESEL SHOP 500		GAS & DIESEL	N
	<b>14440 NORTHDALE OIL INC.</b>		<b>2,909.50</b>		1 Transactions		
104	<b>15311 O'DAY EQUIPMENT LLC</b> 03-350-000-0000-6564		1,049.47	SERVICE CALL	122367	EQUIPMENT REPAIR PARTS	N
	<b>15311 O'DAY EQUIPMENT LLC</b>		<b>1,049.47</b>		1 Transactions		
107	<b>16027 PENNINGTON COUNTY TREASURER</b> 03-320-000-0000-6263		40.00	GREEN CLOUD SERVICES - JUNE	4359	COMPUTER SERVICES	N
108	<b>16027 PENNINGTON COUNTY TREASURER</b> 03-320-000-0000-6263		1,260.00	HOSTED IT SERVICES - JUNE	4359	COMPUTER SERVICES	N
	<b>16027 PENNINGTON COUNTY TREASURER</b>		<b>1,300.00</b>		2 Transactions		
75	<b>16448 PREMIUM WATERS, INC.</b> 03-320-000-0000-6401		53.99	WATER	176896	SUPPLIES	N
	<b>16448 PREMIUM WATERS, INC.</b>		<b>53.99</b>		1 Transactions		
	<b>17306 QUALITY FARM SUPPLY, INC.</b>						

# Pennington County Financial System



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

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**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
74	03-350-000-0000-6562		220.00	GREASE	134578	MOTOR OIL & LUBRICANTS	N
	<b>17306 QUALITY FARM SUPPLY, INC.</b>		<b>220.00</b>	1 Transactions			
73	03-350-000-0000-6565		1,178.49	DYNAMITE BEAVER DAM	15134	ROAD MATERIALS	N
	<b>18304 R &amp; Q TRUCKING, INC</b>		<b>1,178.49</b>	1 Transactions			
67	03-320-000-0000-6263		40.00	BACK UP MANAGER - JULY		COMPUTER SERVICES	N
68	03-320-000-0000-6263		61.25	HOSTED OFFICE - JULY		COMPUTER SERVICES	N
69	03-320-000-0000-6263		12.00	HOSTED EXCHANGE - JULY		COMPUTER SERVICES	N
70	03-320-000-0000-6263		25.47	HOSTED EXCHANGE - JULY		COMPUTER SERVICES	N
71	03-320-000-0000-6263		31.23	EMAIL ARCHIVING - JULY		COMPUTER SERVICES	N
72	03-320-000-0000-6263		4.60	MICROSOFT TEAMS - JULY		COMPUTER SERVICES	N
	<b>18440 READITECH IT SOLUTIONS</b>		<b>174.55</b>	6 Transactions			
106	03-350-000-0000-6564		141.99	BRAKE SHOES	16483	EQUIPMENT REPAIR PARTS	N
	<b>18439 ROCKSBURY TRUCK REPAIR</b>		<b>141.99</b>	1 Transactions			
66	03-320-000-0000-6232		78.00	ADVERTISE EMPLOYMENT	842	ADVERTISING	N
	<b>20027 THE TIMES</b>		<b>78.00</b>	1 Transactions			
103	03-330-000-0000-6261		4,300.00	SURVEY CP57-24-10	4	CONSULTING & LEGAL SERVICES	Y
	<b>20441 TIMBERLINE LOCATION LLC</b>		<b>4,300.00</b>	1 Transactions			
<b>3 Fund Total:</b>			<b>23,396.82</b>	<b>Road &amp; Bridge</b>		<b>24 Vendors</b>	<b>35 Transactions</b>

# Pennington County Financial System



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

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**32** Solid Waste Facility

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
114	19324 SAFETY-KLEEN SYSTEMS, INC. 32-390-000-0000-6262		90.65	USED OIL/FILER RECYCLING	95049491	OTHER SERVICES-SCORE ACCOUN	N
	19324 SAFETY-KLEEN SYSTEMS, INC.		90.65	1 Transactions			
<b>32 Fund Total:</b>			<b>90.65</b>	<b>Solid Waste Facility</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	

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# Pennington County Financial System



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

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**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
94	<b>15359 OLSON/COLE</b> 40-713-000-0000-6849		300.00	BEAVER BOUNTY		Beaver Control	Y
	<b>15359 OLSON/COLE</b>		<b>300.00</b>	1 Transactions			
13	<b>20027 THE TIMES</b> 40-770-000-0000-6232		620.73	TIMES - COUNTY DITCH #70	281	ADVERTISING	N
	<b>20027 THE TIMES</b>		<b>620.73</b>	1 Transactions			
<b>40 Fund Total:</b>			<b>920.73</b>	<b>Ditch Funds</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
<b>Final Total:</b>			<b>106,836.32</b>	<b>77 Vendors</b>	<b>143 Transactions</b>		

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# Pennington County Financial System



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	82,428.12	County Revenue
3	23,396.82	Road & Bridge
32	90.65	Solid Waste Facility
40	920.73	Ditch Funds
<b>All Funds</b>	<b>106,836.32</b>	<b>Total</b>

Approved by, .....

.....

.....

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PENNINGTON COUNTY HUMAN SERVICES

HUMAN SERVICE COMMITTEE

CONSENT AGENDA

On a motion by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_, The Following recommendations of the Pennington County Human Service Committee for July 16, 2024 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the June 18, 2024, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the CY 2025 Clinical Supervision Purchase of Service Agreement between Sherry Jose-Sobolik and Pennington County Human Services, as presented.  
B. To approve the CY 2024-2025 Supervised Visitation and Visitation Exchange Purchase of Service Agreement between the Violence Intervention Project and Pennington County Human Services, as presented.  
C. To approve the CY 2024 Family First Prevention Services Act Allocation Agency Plan as presented.

SECTION B

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

---

Aye

Nay

Chairperson

Date

# Proposal

**TRF LOCK & KEY**  
SHOAN NELSON  
15094 US HWY 59 NE  
THIEF RIVER FALLS, MN 56701

PROPOSAL SUBMITTED TO: <i>Pennington County Courthouse</i>	JOB NAME	JOB #
ADDRESS	JOB LOCATION	
<i>TRF MN</i>	DATE <i>7-9-24</i>	DATE OF PLANS
PHONE #	FAX #	ARCHITECT

We hereby submit specifications and estimates for:

*9 New Storeroom Levers For Janitor Closets*  
*9 New Cylinders For those Levers Keyed to master + Janitor*  
*Total \$2,700.00*

*4 Cylinders For Elec Rooms Keyed to master + Janitor*  
*\$ 500.00*

*Cut in Elec Strike From garden valley 3 OF them \$ 300.00*

*move 3 pushbutton Levers to New doors 3 New Cylinders*  
*For Those Locks Keyed to master Key Boiler to Janitor + master*  
*Inside by old IT Room*  
*DMV to Inside Closet*  
*Levi's Room to Boiler door to Leave shut at all times*  
*\$ 600.00*

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:

\$ \_\_\_\_\_ Dollars

with payments to be made as follows: *AFTER Job is done*

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

*Shoan Nelson*

Note — this proposal may be withdrawn by us if not accepted within *30* days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_