

**PENNINGTON COUNTY  
BOARD OF COMMISSIONER'S MEETING  
JUSTICE CENTER – COUNTY BOARD ROOM  
TUESDAY, MAY 28<sup>TH</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 Michelle Landsverk – Advance Thief River
  - 10:15 Julie Sjostrand – Human Services Director
  - 10:20 Mike Flaagan – County Engineer
  - 10:35 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  
MAY 14, 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, May 14<sup>th</sup>, 2024, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Roy Sourdif, and Neil Peterson. Members absent: David Sorenson.

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 noted that County Assessor Carl Bruzek has been added at 10:40 a.m. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the revised agenda. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve County Board minutes of April 23<sup>rd</sup>, 2024, as written. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to approve the Auditor & Manual warrants for April 2024 totaling \$1,305,662.02, and the following Commissioner warrants, to include a payment to ABM Technology Group in the amount of \$1,846.75 (Extension computer/install) and \$15,433.00 (May hosted IT services). Motion carried.

County Revenue	\$149,412.94
Road & Bridge	\$206,999.80
Solid Waste Facility	\$ 9,973.47
Ditch Funds	\$ 26,166.55

Meal reimbursements and per diems in the amount of \$2,714.17 were also approved.

Constituent Melissa Swanson met with the Board regarding her property at 510 Riverside Ave. in Thief River Falls. The riverbank behind the home is failing and she has received little to no communication from the City or County on the issue. She said she is unable to sell the home as no financial institution will issue a loan on the property due to the riverbank failure. EMD Erik Beitel was present and noted that once the county's Hazard Mitigation Plan update is complete and approved, we can prioritize county issues and apply for related funding. He believes the riverbank failure would likely result in buyouts, but the process wouldn't likely start until 2025 and will take years to complete. He also noted that funding is not guaranteed. The Board expressed their empathy to Ms. Swanson and asked Mr. Beitel to keep her and other affected property owners updated on the issue. Ms. Swanson thanked the Board and Mr. Beitel for the updated information.

County Sheriff Seth Vetteson presented the following items:

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to accept the resignation of Part-Time Dispatcher/Corrections Officer Bradley Prodehl effective May 8<sup>th</sup>, 2024. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to accept the resignation of Full-Time Jail Sergeant Heather Borgen effective May 6<sup>th</sup>, 2024. Motion carried.

Mr. Vetteson informed the Board that he will wait to fill the position of Full-Time Jail Sergeant.

Bryanna Grefthen of the Pennington County SWCD discussed a Conditional Use Permit application from Joseph Rubischko of Star Township. A Public Hearing regarding the application was held in the Board Room today at 9:00 a.m. and the main concern from area residents was the potential effects to roads from the increased traffic and larger trucks. Bryanna noted that Mr. Rubischko's application was complete and he has satisfied all of the permit requirements. A related Construction Short Form permit is currently under review by the MPCA. Ms. Grefthen reviewed the permit and its stated maximum of 763 animal units, plans for odor and animal mortality management, potential adverse effects to the area, roads, neighbors, and property values. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve a Conditional Use Permit to Joseph Rubischko pursuant to the Pennington County Feedlot Ordinance, Section 7.4. Discussion followed with Commissioners Peterson and Lawrence commending Mr. Rubischko on his business expansion and for following the proper steps to do so. Following discussion, the motion was carried.

County Engineer Mike Flaagan presented the following items for the highway dept:

Mr. Flaagan first wished to address the concerns about the roads near the Joseph Rubischko property and his conditional use permit. Constituents Gene Marquis, Terry Anderson, and Lana Anderson were present and voiced their concerns about the roads, stating they can hardly handle traffic now much less larger truck traffic. Mr. Flaagan noted there are soft spots and frost boils that will have to be dug out and repaired, and he has discussed potential remedies with the Highway Foreman. Mr. Marquis also discussed spring road restrictions and said they should be enforced to protect the roads.

Constituent Terry Anderson commented to Engineer Flaagan that the county's ditch mowing in his area is fantastic and the equipment operator should be commended on his work. Mr. Flaagan appreciated the feedback and he will let the operator know. He said there have been multiple compliments on the county's mowing this spring.

Engineer Flaagan discussed the County Road #62 & 150<sup>th</sup> Avenue project and noted that several road designation changes are needed in regard to such project:

The following resolution was introduced by Commissioner Lawrence, seconded by Commissioner Sourdif, and upon vote was unanimously carried.

### **RESOLUTION REVOKING COUNTY STATE AID HIGHWAY**

**WHEREAS**, it appears to the County Board of the County of Pennington that the road hereinafter described as a County State Aid Highway under the provisions of Minnesota Laws:

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Pennington that the road described as follows to wit: County State Aid Highway #19 starting at the intersection of County State Aid Highway #2, and north to County State Aid Highway #3, a distance of 2.7 miles, be and hereby is, revoked as a County State Aid Highway of said County subject to the approval of the Commissioner of Transportation of the State of Minnesota.

**BE IT FURTHER RESOLVED** that the County Auditor is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for his consideration.

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

### **RESOLUTION TO DESIGNATE ROAD AS COUNTY STATE AID HIGHWAY**

**WHEREAS**, it appears to the County Board of the County of Pennington that the road hereinafter described as to County State Aid Highway #19 under the provisions of Minnesota Laws:

**NOW THEREFORE, BE IT RESOLVED**, by the County Board of the County of Pennington, that the road described as follows to wit: County Road #80 will be designated as CSAH #19 from CSAH #2 North to CSAH #3. The total is 1.88 miles, be and hereby is, designated as County State Aid #19 of said County subject to the approval of the Commissioner of Transportation of the State of Minnesota.

**BE IT FURTHER RESOLVED**, that the County Auditor is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for his consideration.

The following resolution was introduced by Commissioner Sourdif and was seconded by Commissioner Peterson. Commissioner Peterson then sought clarification on the section being designated as CSAH, with Mr. Flaagan stating it will be the portion from Tindolph Ave. to Hanson Drive, and noted that by law a CSAH must connect to a trunk highway or municipal state aid road. Following discussion, the motion was carried with Commissioner Lawrence abstaining.

### **RESOLUTION TO DESIGNATE ROAD AS COUNTY STATE AID HIGHWAY**

**WHEREAS**, it appears to the County Board of the County of Pennington that the road hereinafter described as to County State Aid Highway #11 under the provisions of Minnesota Laws:

**NOW THEREFORE, BE IT RESOLVED**, by the County Board of the County of Pennington that the road described as follows to wit: County Road 62 will be designated as CSAH 11 from Tindolph Avenue (MSAS 123) to 11<sup>th</sup> Street East (MSAS 124). The total is .96 miles, be and hereby is, designated as County State Aid #11 of said County subject to the approval of the Commissioner of Transportation of the State of Minnesota.

**BE IT FURTHER RESOLVED**, that the County Auditor is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for his consideration.

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

### **RESOLUTION ESTABLISHING COUNTY ROAD**

**WHEREAS**, it appears to the County Board of the County of Pennington that the road hereinafter described as a County Road under the provisions of Minnesota Laws:

**NOW THEREFORE, BE IT RESOLVED**, by the County Board of the County of Pennington that the road described as follows to wit: Starting at the intersection of County State Aid Highway #2 and Northerly to State Highway #3, a distance of 2.7 miles and hereby is established, located, and designated a County Road of said County subject to the approval of the Commissioner of Transportation of the State of Minnesota.

**BE IT FURTHER RESOLVED**, that the County Auditor is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for his consideration, and that upon his approval of the designation of said road or portion thereof, that same be constructed, improved, and maintained as a County Road of the County of Pennington, to be numbered and known as County Road 79.

Engineer Flaagan noted that we have been awarded a \$250k Public Land Survey System Grant for the remonumenting of public land survey corners. He presented a proposed contract with surveyor Doug Carter at the rate of \$100/hour for the period of May 15, 2024, to October 31, 2025. Mike noted that the County would have to pay for extra services such as digging to find corner section rods, etc. Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve a contract between Pennington County and Doug Carter for survey services related to the PLSS grant as presented. Motion carried.

Mr. Flaagan presented a quote from Advanced Engineering and Environmental Services, LLC (AE2S) of Grand Forks, ND in the amount of \$24,416.00 to provide GIS services to the Highway Department. Services will include management of the section corner

monumentation information and related documents, basemaps, legal drainage and flood maps, monthly GIS workshops for one year, and 20 hours of tech support. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the quote by AE2S in the amount of \$24,416.00 for GIS services as presented and discussed. Motion carried.

Engineer Flaagan discussed a Petition received to use CD#70 as an outlet for drainage as part of the City and Watershed Chief's Coulee Water Quality Project. Rinke Noonan has stated that for now the Board just needs to acknowledge receipt of the petition. Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to acknowledge receipt of a petition to use CD#70 as an outlet for drainage. Motion carried.

Engineer Flaagan discussed CD#58 in Hickory Township, noting that the ditch starts in the SE corner of Section 13, goes west one mile, then north one-half mile and then turns west again. However, a county map shows the ditch going a full mile north on the west side of section 13 and then laterals to the NE. They haven't been able to find legal documentation for the portion going beyond the one-half mile on the west side of Section 13. He did state that water runs north for the full mile and the issue was found during buffer zone checks. He noted that we cannot enforce a buffer or buffer law if there is no legal ditch involved. Landowner Darwin Boutain is out of compliance with a buffer for land nearby and has requested an extension to the deadline. Following discussion, there was a motion by Commissioner Peterson, seconded by Commissioner Lawrence, to approve an extension of the buffer law deadline to July 1<sup>st</sup>, 2024, for Darwin Boutain regarding parcel R06.01307104. Motion carried.

Mr. Flaagan discussed the H2Over Viewers proposal from a prior Board meeting and noted that some benefit areas should be redetermined in the county, namely CD#70 and CD#46. The Board asked Mr. Flaagan to contact H2Over Viewers about pricing and a timeline to redetermine those two areas. Mike noted he will keep Rinke Noonan involved in the discussion as well.

Engineer Flaagan noted that the Kratka Bridge project is progressing. The contractor is forming the deck and is planning to pour next week.

Mr. Flaagan stated he has sent RFPs to local engineering firms regarding the CR#62 & 150<sup>th</sup> Avenue project and will soon do the same for the street projects related to the upcoming Goodridge school project. Commissioner Lawrence volunteered to sit on the committee to choose the consultant(s) for such projects.

County Assessor Carl Bruzek presented the following items:

Betty Kruse filed an Application for Abatement regarding parcel R16.05000310. Her son Michael Kruse moved his home onto the parcel for the 2023 assessment but it wasn't classified as Residential Homestead 1B in error. They are requesting abatement for the related taxes payable 2024. Motioned by Commissioner Peterson, seconded by

Commissioner Sourdif, to approve the Application for Abatement for Betty Kruse, parcel R16.05000310, for taxes payable 2024, as presented. Motion carried.

Alvar and Cindy Rissanen filed an Application for Abatement for taxes payable 2024 regarding parcel R25.05902100. A property tax exclusion was removed from the parcel in error for the 2023 assessment, so they are requesting it be reinstated and the related taxes abated for payable 2024. Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the Application for Abatement for Alvar and Cindy Rissanen, parcel R25.05902100, for taxes payable 2024 as presented. Motion carried.

Mr. Bruzek discussed tax abatement policies, noting that Pennington County should consider adoption of such a policy. He will email the Board a draft policy for their consideration.

County Auditor-Treasurer Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve two quotes provided by National Business Furniture regarding the purchase of 8 tables and 16 chairs for the 3<sup>rd</sup> floor conference room in the Government Center. Motion carried.

Ms. Herzberg discussed the need for a wall-mounted screen or TV and a camera for conducting online meetings, training, etc. in the new 3<sup>rd</sup> floor conference room. The Auditor-Treasurer was authorized to make the purchases contingent on the budget.

County Coordinator Items:

Motioned by Commissioner Sourdif, seconded by Commissioner Peterson, to approve issuance of a duplicate warrant to Gopher State One Call in the amount of \$16.20 to replace lost warrant 197859 dated September 15<sup>th</sup>, 2023, without issuance of an indemnifying bond. Motion carried.

County Coordinator Kevin Erickson discussed several quotes that have been reviewed and recommended by the Building Committee: 1) quote by Thief River Glass in the amount of \$631.00 to supply and install a glass pane in the Government Center; 2) quote by Climate Control Inc. in the amount of \$13,620.00 to replace the CO/NO2 detection system in the parking garage of the Justice Center; 3) quote by Universal Screenprint in the amount of \$165.00 for a one-foot by six-foot aluminum sign for above northwest entrance of the Government Center; 4) quote by Dakota Fire Protection in the amount of \$2,300.00 to replace a 4" wafer butterfly water valve in the Law Enforcement Center; 5) quote by Johnson Controls in the amount of \$430.33 annually for five years for inspection of the fire alarm system in the Government Center; 6) quote by Johnson Controls in the amount of \$538.63 annually for five-years to monitor the fire alarm system in the Government Center; and 7) quote by Universal Screenprint in the amount of \$670.00 for 22 parking signs at the Government Center. Following discussion, there was a motion by Commissioner Lawrence, seconded by Commissioner Peterson, to



approve all quotes and items as discussed above and as recommended by the Building Committee. Motion carried.

Committee Reports / Commissioner Updates:

Commissioner Lawrence noted that he attended a cyber-security meeting and training in St. Cloud in late April.

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to adjourn the Board meeting to May 28<sup>th</sup>, 2024, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator  
Pennington County

Seth Nelson, Chairman  
Board of Commissioners

DRAFT

# 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

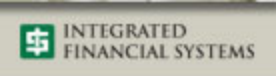
Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

DRAFT

# Pennington County Financial System



Danielle  
5/24/24 3:46PM

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
15	<b>1307 ABM TECHNOLOGY GROUP</b> 01-121-000-0000-6846		1,630.27	HP PRO 400 & INSTALL	AR1777222	CVSO GRANT EXPENSE	N
	<b>1307 ABM TECHNOLOGY GROUP</b>		<b>1,630.27</b>	1 Transactions			
36	<b>1347 Amazon Capital Services</b> 01-111-000-0000-6300		40.07	PRESSURE SWITCH	176K-TG3Q-XFWF	REPAIRS & MAINTENANCE	N
37	01-041-000-0000-6401		9.79	OFFICE CHAIR WHEELS	1D4P-PCDV-V9QH	SUPPLIES - AUDITOR	N
38	01-801-000-0000-6631		74.79	MOBILE STANDING DESK	1D4P-PCDV-V9QH	FURNITURE & EQUIPMENT	N
39	01-111-000-0000-6801		83.99	PARKING LOT STENCIL	1GTD-PFVY-C96G	MISCELLANEOUS EXPENSE	N
40	01-111-000-0000-6801		96.20	HANDICAP STENSIL	1GTD-PFVY-C96G	MISCELLANEOUS EXPENSE	N
	<b>1347 Amazon Capital Services</b>		<b>304.84</b>	5 Transactions			
2	<b>1308 ASSOCIATION OF MINNESOTA COUNTIES</b> 01-041-000-0000-6241		175.00	2024 MCHRMA SPRING CONFERENCE	68630.00	DUES - AUDITOR	N
	<b>1308 ASSOCIATION OF MINNESOTA COUNTIES</b>		<b>175.00</b>	1 Transactions			
1	<b>2337 BKV GROUP INC</b> 01-804-000-0000-6636		8,000.18	AUDITORIUM STUDY	63870	BUILDING IMPROVEMENTS	N
	<b>2337 BKV GROUP INC</b>		<b>8,000.18</b>	1 Transactions			
76	<b>3397 CASANOVA/DAVID</b> 01-251-000-0000-6420		195.99	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
	<b>3397 CASANOVA/DAVID</b>		<b>195.99</b>	1 Transactions			
51	<b>3313 CENTECH CAST METAL PRODUCTS</b> 01-121-000-0000-6846		3,536.55	BRONZE MARKERS	57072	CVSO GRANT EXPENSE	N
	<b>3313 CENTECH CAST METAL PRODUCTS</b>		<b>3,536.55</b>	1 Transactions			
19	<b>3352 CHARM-TEX INC</b> 01-251-000-0000-6405		214.40	SANDALS	362211	GENERAL SUPPLIES - JAIL	N
18	01-251-000-0000-6405		171.52	SANDALS	363712	GENERAL SUPPLIES - JAIL	N
	<b>3352 CHARM-TEX INC</b>		<b>385.92</b>	2 Transactions			
73	<b>999999997 CUMMINS SALES AND SERVICE</b> 01-218-000-0000-6300		280.28	REPLACE HEATER HOSES	F1-43841	REPAIRS & MAINTENANCE	N
	<b>999999997 CUMMINS SALES AND SERVICE</b>		<b>280.28</b>	1 Transactions			
23	<b>4355 DACOTAH PAPER</b> 01-251-000-0000-6403		2,826.05	TOILET TISSUE/WIPES	49380	JANITORIAL SUPPLIES - JAIL	N
24	01-251-000-0000-6403		2,174.83	SPRAY BOTTLE/HANDLE CLEANER	71753	JANITORIAL SUPPLIES - JAIL	N

# Pennington County Financial System



Danielle  
5/24/24 3:46PM

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

1 County Revenue

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
								Paid On Bhf #	On Behalf of Name	
22		01-251-000-0000-6403			86.16	SOAP		78544	JANITORIAL SUPPLIES - JAIL	N
	<b>4355</b>	<b>DACOTAH PAPER</b>			<b>5,087.04</b>		<b>3 Transactions</b>			
	<b>4313</b>	<b>DEPARTMENT OF MOTOR VEHICLES</b>								
84		01-201-000-0000-6304			60.00	20-SHERIFF LICENSE PLATES			REPAIR & MAINTENANCE - SQUADS	N
	<b>4313</b>	<b>DEPARTMENT OF MOTOR VEHICLES</b>			<b>60.00</b>		<b>1 Transactions</b>			
	<b>13483</b>	<b>DEPT OF CORRECTIONS FINANCIAL SERVI</b>								
21		01-251-000-0000-6801			1,612.00	INMATE WAGES - APRIL		795328	MISCELLANEOUS EXPENSE - JAIL	N
	<b>13483</b>	<b>DEPT OF CORRECTIONS FINANCIAL SERVI</b>			<b>1,612.00</b>		<b>1 Transactions</b>			
	<b>999999997</b>	<b>EBIX INC</b>								
5		01-801-000-0000-6801			416.81	2024 TOP HEALTH NEWSLETTERS			MISCELLANEOUS EXPENSE	N
	<b>999999997</b>	<b>EBIX INC</b>			<b>416.81</b>		<b>1 Transactions</b>			
	<b>5308</b>	<b>ECOLAB</b>								
50		01-111-000-0000-6403			1,290.62	CLEANING CADDY W/VAC PKD		6345400593	JANITORIAL SUPPLIES - COURTHOL	N
	<b>5308</b>	<b>ECOLAB</b>			<b>1,290.62</b>		<b>1 Transactions</b>			
	<b>5049</b>	<b>EHLERS AND ASSOCIATES</b>								
31		01-804-000-0000-6262			750.00	PREPARATION - ARPA		97630	OTHER SERVICES	N
	<b>5049</b>	<b>EHLERS AND ASSOCIATES</b>			<b>750.00</b>		<b>1 Transactions</b>			
	<b>6313</b>	<b>FALLS TOWING</b>								
77		01-201-000-0000-6801			90.00	TOW-MERCURY GRAND MARQUIS		23808	MISCELLANEOUS EXPENSE	Y
78		01-201-000-0000-6801			90.00	TOW-MERCURY GRAND MARQUIS		23812	MISCELLANEOUS EXPENSE	Y
79		01-201-000-0000-6801			150.00	TOW-08 CHEVY PICKUP		24323	MISCELLANEOUS EXPENSE	Y
	<b>6313</b>	<b>FALLS TOWING</b>			<b>330.00</b>		<b>3 Transactions</b>			
	<b>7452</b>	<b>Guardian RFID</b>								
25		01-251-000-0000-6801			85.00	PRINTER INK		10864	MISCELLANEOUS EXPENSE - JAIL	N
	<b>7452</b>	<b>Guardian RFID</b>			<b>85.00</b>		<b>1 Transactions</b>			
	<b>8330</b>	<b>HALLIE FISCHER ATTORNEY AT LAW</b>								
7		01-011-000-0000-6261			85.00	ATTORNEY FEES - 57-PR-22-148		0410	COURT APPOINTED ATTORNEYS	Y
8		01-011-000-0000-6261			85.00	ATTORNEY FEES - 57-P6-95-421		0410	COURT APPOINTED ATTORNEYS	Y
9		01-011-000-0000-6261			170.00	ATTORNEY FEES - 57-PR-24-64		0410	COURT APPOINTED ATTORNEYS	Y
10		01-011-000-0000-6261			21.25	ATTORNEY FEES - 57-PR-24-161		0410	COURT APPOINTED ATTORNEYS	Y
	<b>8330</b>	<b>HALLIE FISCHER ATTORNEY AT LAW</b>			<b>361.25</b>		<b>4 Transactions</b>			

# Pennington County Financial System



Danielle  
5/24/24 3:46PM

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
41	<b>8329 HAMRE/JOHN</b> 01-121-000-0000-6846		229.30	DYMO LABEL PRINTER		CVSO GRANT EXPENSE	N
42	01-121-000-0000-6846		42.36	LABELS		CVSO GRANT EXPENSE	N
	<b>8329 HAMRE/JOHN</b>		<b>271.66</b>	2 Transactions			
72	<b>8326 HILLYARD INC</b> 01-111-000-0000-6403		82.98	DISINFECTANT WIPES	605491148	JANITORIAL SUPPLIES - COURTHOL	N
	<b>8326 HILLYARD INC</b>		<b>82.98</b>	1 Transactions			
35	<b>13524 JONES LAW OFFICE</b> 01-011-000-0000-6261		34.00	ATTORNEY FEES 57-P9-05-206	2004746	COURT APPOINTED ATTORNEYS	Y
	<b>13524 JONES LAW OFFICE</b>		<b>34.00</b>	1 Transactions			
32	<b>11315 KILEN/CYNTHIA</b> 01-601-000-0000-6401		74.78	OFFICE COMPUTER SUPPLIES		SUPPLIES - EXTENSION	N
	<b>11315 KILEN/CYNTHIA</b>		<b>74.78</b>	1 Transactions			
80	<b>12037 LEE PLUMBING &amp; HEATING</b> 01-218-000-0000-6300		20.00	TUBING - BOILER REPAIR	92426	REPAIRS & MAINTENANCE	N
81	01-251-000-0000-6302		43.50	REPAIR-GARBAGE DISPOSAL	92436	KITCHEN REPAIRS & EXPENSE	N
	<b>12037 LEE PLUMBING &amp; HEATING</b>		<b>63.50</b>	2 Transactions			
82	<b>13376 MANDERUD/MISTY</b> 01-255-000-0000-6245		79.06	ARE AGING CONFER-MILE REIMBURS	118 MILES	CONTINUING EDUCATION	N
	<b>13376 MANDERUD/MISTY</b>		<b>79.06</b>	1 Transactions			
83	<b>13433 MILLER/KYLE</b> 01-201-000-0000-6420		277.38	UNIFORM ALLOWNACE REIMBURSEMEN		UNIFORMS	N
	<b>13433 MILLER/KYLE</b>		<b>277.38</b>	1 Transactions			
34	<b>13447 MN BOARD OF ASSESSORS</b> 01-106-000-0000-6241		85.00	CMA IQ LICENSE RENEWAL - AB	LICENSE # 4410	DUES - ASSESSOR	N
33	01-106-000-0000-6241		150.00	SAMA LICENSE 7/24-6/25 - CB	LICENSE #2287	DUES - ASSESSOR	N
	<b>13447 MN BOARD OF ASSESSORS</b>		<b>235.00</b>	2 Transactions			
30	<b>13033 MN COUNTIES INTERGOVERNMENTAL TRU</b> 01-801-000-0000-6355		126.00	EDP BLANKET COVERAGE INCREASE	11236	INSURANCE - PROPERTY CASUALT	N
	<b>13033 MN COUNTIES INTERGOVERNMENTAL TRU</b>		<b>126.00</b>	1 Transactions			
	<b>13388 MORRIS ELECTRONICS INC</b>						

# Pennington County Financial System



Danielle  
5/24/24 3:46PM

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
85	01-223-000-0000-6801		312.50	SERVER SETUPS - CONFIGURING	7691	MISCELLANEOUS EXPENSE-E911	N
86	01-223-000-0000-6801		593.75	CONNECTION ISSUSE, SERVER SETU	7753	MISCELLANEOUS EXPENSE-E911	N
<b>13388</b>	<b>MORRIS ELECTRONICS INC</b>		<b>906.25</b>	<b>2 Transactions</b>			
<b>14330</b>	<b>NATIONAL BUSINESS SYSTEMS INC</b>						
29	01-804-000-0000-6631		3,488.72	8 - 60" FLIP TOP TABLES	ZK240152-TDQ	FURNITURE & EQUIPMENT	N
<b>14330</b>	<b>NATIONAL BUSINESS SYSTEMS INC</b>		<b>3,488.72</b>	<b>1 Transactions</b>			
<b>999999997</b>	<b>NORTHWEST IRON FIREMAN, INC</b>						
74	01-218-000-0000-6300		572.81	BOILER MAINTENANCE	8169	REPAIRS & MAINTENANCE	N
<b>999999997</b>	<b>NORTHWEST IRON FIREMAN, INC</b>		<b>572.81</b>	<b>1 Transactions</b>			
<b>15323</b>	<b>OFFICE DEPOT</b>						
12	01-801-000-0000-6401		3.29	RUBBER BANDS	364523096001	SUPPLIES-UNALLOCATED	N
13	01-041-000-0000-6401		99.45	HP 414 TONER	364523399001	SUPPLIES - AUDITOR	N
14	01-041-000-0000-6401		99.45	HP 414 TONER	364523399001	SUPPLIES - AUDITOR	N
87	01-220-000-0000-6401		119.97	PAPER	366033948001	SUPPLIES	N
44	01-801-000-0000-6401		7.16	PAPER	366870057001	SUPPLIES-UNALLOCATED	N
45	01-801-000-0000-6401		18.99	POST ITS	366870057001	SUPPLIES-UNALLOCATED	N
46	01-801-000-0000-6401		20.99	POST ITS	366870057001	SUPPLIES-UNALLOCATED	N
47	01-041-000-0000-6401		43.96	BINDERS	366871082001	SUPPLIES - AUDITOR	N
<b>15323</b>	<b>OFFICE DEPOT</b>		<b>413.26</b>	<b>8 Transactions</b>			
<b>15329</b>	<b>OIL BOYZ EXPRESS LUBE INC</b>						
89	01-201-000-0000-6304		209.24	BATTERY#03	7866	REPAIR & MAINTENANCE - SQUADS	N
<b>15329</b>	<b>OIL BOYZ EXPRESS LUBE INC</b>		<b>209.24</b>	<b>1 Transactions</b>			
<b>15375</b>	<b>OLSON/WYATT</b>						
88	01-201-000-0000-6420		74.71	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
<b>15375</b>	<b>OLSON/WYATT</b>		<b>74.71</b>	<b>1 Transactions</b>			
<b>16067</b>	<b>PEMBERTON LAW, P.L.L.P.</b>						
49	01-091-000-0000-6262		50.00	REGARDING COUNTY ATTY OPENING	137	OTHER SERVICES	Y
3	01-121-000-0000-6262		164.00	VSO RETIREMENT QUESTIONS	137	OTHER SERVICES - VETS SERVICE	Y
90	01-251-000-0000-6801		1,256.00	EMPLOYEE MATTER	137	MISCELLANEOUS EXPENSE - JAIL	Y
100	01-801-000-0000-6801		25,483.65	ATTORNEY FEES	3	MISCELLANEOUS EXPENSE	Y
<b>16067</b>	<b>PEMBERTON LAW, P.L.L.P.</b>		<b>26,953.65</b>	<b>4 Transactions</b>			
<b>16027</b>	<b>PENNINGTON COUNTY TREASURER</b>						
16	01-601-000-0000-6209		112.19	APRIL POSTAGE	4350	POSTAGE	N

# 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
16027	PENNINGTON COUNTY TREASURER		112.19	1 Transactions			
11	16311 PRO-WEST & ASSOCIATES INC 01-103-000-0000-6263		2,012.24	PARCEL UPDATES (SPLITS/JOINS) 1 Transactions	8351	COMPUTER SERVICES	N
16311	PRO-WEST & ASSOCIATES INC		2,012.24	1 Transactions			
43	19364 SANFORD HEALTH NETWORK NORTH 01-091-000-0000-6262		150.00	JONES 11/9/22 REPORT 1 Transactions	NI12616	OTHER SERVICES	6
19364	SANFORD HEALTH NETWORK NORTH		150.00	1 Transactions			
20	19369 SANFORD PATIENT FINANCIAL SERVICES 01-251-000-0000-6255		63.00	BLOOD DRAW 1 Transactions	188677575	MEDICAL - LOCAL	6
19369	SANFORD PATIENT FINANCIAL SERVICES		63.00	1 Transactions			
17	19547 SKILLET KITCHEN 01-251-000-0000-6427		23,350.41	INMATE MEALS 04/01/24-04/30/24 1 Transactions	7402	JAIL MEALS	N
19547	SKILLET KITCHEN		23,350.41	1 Transactions			
6	19714 SVL SERVICE 01-218-000-0000-6300		286.00	AIR FILTERS - JC 1 Transactions	PS-INV105299	REPAIRS & MAINTENANCE	N
19714	SVL SERVICE		286.00	1 Transactions			
91	20379 THIEF RIVER FORD INC 01-201-000-0000-6304		388.80	REPLACE BLOWER MOTOR #13 1 Transactions	TR108507	REPAIR & MAINTENANCE - SQUADS	N
20379	THIEF RIVER FORD INC		388.80	1 Transactions			
4	23303 THOMSON REUTERS/WEST PAYMENT CEN' 01-016-000-0000-6242		447.90	MAY SUBSCRIPTIONS 1 Transactions	850177688	SUBSCRIPTIONS - LAW LIBRARY	N
23303	THOMSON REUTERS/WEST PAYMENT CEN'		447.90	1 Transactions			
99	12332 TRITECH SOFTWARE SYSTEMS 01-201-000-0000-6801		139.00	MOBILE MAPPING-TRF PD	408962	MISCELLANEOUS EXPENSE	N
93	01-220-000-0000-6263		1,910.10	HOSTING & SUPPORT MAINTEN 2024	408962	COMPUTER SERVICES & SUPPLIES	N
94	01-220-000-0000-6263		298.35	LETG SOFTWARE MAINTEN-MOBILE24	408962	COMPUTER SERVICES & SUPPLIES	N
95	01-220-000-0000-6263		573.06	ANNUAL(6) VPN HOSTING 2024	408962	COMPUTER SERVICES & SUPPLIES	N
96	01-220-000-0000-6263		173.24	ANNUAL(2 ADD) VPN HOSTING 2024	408962	COMPUTER SERVICES & SUPPLIES	N
98	01-220-000-0000-6263		273.08	MOBILE MAPPING LICENSE FEE	408962	COMPUTER SERVICES & SUPPLIES	N
92	01-223-000-0000-6801		17,317.86	BIANNUAL SOFTWARE MAINTEN-2024	408962	MISCELLANEOUS EXPENSE-E911	N
97	01-223-000-0000-6801		3,570.20	INSIGHT MAPPING MAINTEN/DISPAT	408962	MISCELLANEOUS EXPENSE-E911	N

# Pennington County Financial System



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

1 County Revenue

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
								Paid On Bhf #	On Behalf of Name	
12332	TRITECH SOFTWARE SYSTEMS				24,254.89		8 Transactions			
21338	UNIVERSITY OF NORTH DAKOTA									
75	01-206-000-0000-6262				2,380.00	MEDICAL EXAM/TOXICOLOGY		A24-084/1161850	OTHER SERVICES-CORONER	N
21338	UNIVERSITY OF NORTH DAKOTA				2,380.00		1 Transactions			
<b>1 Fund Total:</b>					<b>111,810.18</b>	<b>County Revenue</b>		<b>43 Vendors</b>	<b>76 Transactions</b>	

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# Pennington County Financial System



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
52	<b>10408 DEERE CREDIT INC.</b> 03-350-000-0000-6631		71,875.65	LEASE MOTORGRADER (202)		FURNITURE & EQUIPMENT	N
	<b>10408 DEERE CREDIT INC.</b>		<b>71,875.65</b>	1 Transactions			
53	<b>6313 FALLS TOWING</b> 03-350-000-0000-6564		100.00	DOT INSPECTION		EQUIPMENT REPAIR PARTS	Y
54	03-350-000-0000-6564		100.00	DOT INSPECTION		EQUIPMENT REPAIR PARTS	Y
55	03-350-000-0000-6564		100.00	DOT INSPECTION		EQUIPMENT REPAIR PARTS	Y
56	03-350-000-0000-6564		100.00	DOT INSPECTION		EQUIPMENT REPAIR PARTS	Y
57	03-350-000-0000-6564		100.00	DOT INSPECTION		EQUIPMENT REPAIR PARTS	Y
	<b>6313 FALLS TOWING</b>		<b>500.00</b>	5 Transactions			
59	<b>6350 FLAAGAN/MIKE</b> 03-320-000-0000-6209		26.43	MAIL CERTIFIED MAIL		POSTAGE	N
58	03-320-000-0000-6330		12.08	MEAL - DIST MTG 5/15-5/16		TRAVEL & EXPENSE	N
	<b>6350 FLAAGAN/MIKE</b>		<b>38.51</b>	2 Transactions			
60	<b>12302 LOCATORS &amp; SUPPLIES INC</b> 03-350-000-0000-6428		214.35	JACKETS		SAFETY EQUIPMENT	N
61	03-350-000-0000-6428		983.42	JACKETS, VESTS		SAFETY EQUIPMENT	N
	<b>12302 LOCATORS &amp; SUPPLIES INC</b>		<b>1,197.77</b>	2 Transactions			
62	<b>13393 MINNESOTA NORTHERN RAILROAD INC</b> 03-350-000-0000-6252		55.00	ELECTRICITY RR SIGNALS - APRIL		ELECTRICITY	N
	<b>13393 MINNESOTA NORTHERN RAILROAD INC</b>		<b>55.00</b>	1 Transactions			
63	<b>14440 NORTHDALE OIL INC.</b> 03-350-000-0000-6560		4,039.48	GAS & DIESEL SHOP 500		GAS & DIESEL	N
64	03-350-000-0000-6560		3,166.35	GAS & DIESEL SHOP 500		GAS & DIESEL	N
	<b>14440 NORTHDALE OIL INC.</b>		<b>7,205.83</b>	2 Transactions			
65	<b>16027 PENNINGTON COUNTY TREASURER</b> 03-320-000-0000-6263		40.00	GREEN CLOUD SERVICES - APRIL	4348	COMPUTER SERVICES	N
66	03-320-000-0000-6263		1,260.00	HOSTED IT SERVICES - APRIL	4348	COMPUTER SERVICES	N
	<b>16027 PENNINGTON COUNTY TREASURER</b>		<b>1,300.00</b>	2 Transactions			
68	<b>18417 QUALITY SPRAY FOAM LLC</b> 03-330-000-0000-6341		1,515.00	REPLACE CULVERT - CR58	1659	EQUIPMENT RENTAL	N
67	03-330-000-0000-6341		1,515.00	REPLACE CULVERT - CR61	1660	EQUIPMENT RENTAL	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>18417</b>	<b>QUALITY SPRAY FOAM LLC</b>		<b>3,030.00</b>		<b>2</b> Transactions		
69	<b>18357 RINKE NOONAN</b> 03-330-000-0000-6261		200.00	RETAINER DRAINAGE ISSUES	371466	CONSULTING & LEGAL SERVICES	Y
	<b>18357 RINKE NOONAN</b>		<b>200.00</b>		<b>1</b> Transactions		
70	<b>18439 ROCKSBURY TRUCK REPAIR</b> 03-350-000-0000-6564		107.50	DOT INSPECTION		EQUIPMENT REPAIR PARTS	N
71	03-350-000-0000-6564		213.19	REPAIR TIRE & DOT INSPECTION		EQUIPMENT REPAIR PARTS	N
	<b>18439 ROCKSBURY TRUCK REPAIR</b>		<b>320.69</b>		<b>2</b> Transactions		
<b>3 Fund Total:</b>			<b>85,723.45</b>	<b>Road &amp; Bridge</b>	<b>10 Vendors</b>	<b>20 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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**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
26	<b>2324 BERGSTROM ELECTRIC INC</b> 32-390-000-0000-6262		1,240.00	PUMP EMERGENCY LIGHT	18554	OTHER SERVICES-SCORE ACCOUN	N
	<b>2324 BERGSTROM ELECTRIC INC</b>		<b>1,240.00</b>	1 Transactions			
28	<b>12123 LES'S SANITATION SERVICE</b> 32-390-000-0000-6801		1,354.11	CLEAN UP DAY - GARBAGE	411	MISCELLANEOUS EXPENSE-SCORE	N
27	32-390-000-0000-6801		756.00	CLEAN UP DAY - DEMO	412	MISCELLANEOUS EXPENSE-SCORE	N
	<b>12123 LES'S SANITATION SERVICE</b>		<b>2,110.11</b>	2 Transactions			
<b>32 Fund Total:</b>			<b>3,350.11</b>	<b>Solid Waste Facility</b>	<b>2 Vendors</b>	<b>3 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
48	18417 QUALITY SPRAY FOAM LLC 40-721-000-0000-6262		1,800.00	REPLACE CULVERT - CD21	1658	OTHER SERVICES	N
	18417 QUALITY SPRAY FOAM LLC		1,800.00	1 Transactions			
<b>40 Fund Total:</b>			<b>1,800.00</b>	<b>Ditch Funds</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>			<b>202,683.74</b>	<b>56 Vendors</b>	<b>100 Transactions</b>		

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# Pennington County Financial System



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	111,810.18	County Revenue
	3	85,723.45	Road & Bridge
	32	3,350.11	Solid Waste Facility
	40	1,800.00	Ditch Funds
	<b>All Funds</b>	<b>202,683.74</b>	<b>Total</b>

Approved by, .....

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# Pennington County Financial System



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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

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# Pennington County Financial System



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

Page 2

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	19343 LARSON/MELISSA 01-251-000-0000-6330		15.70	TRANSPORT MEAL REIMBURSEMENT	05/14/24	TRAVEL & EXPENSE	N
	19343 LARSON/MELISSA		15.70	1 Transactions			
2	12324 LOVLY/DAVID 01-251-000-0000-6330		10.11	TRANSPORT MEAL REIMBURSEMENT	05/15/24	TRAVEL & EXPENSE	N
	12324 LOVLY/DAVID		10.11	1 Transactions			
<b>1 Fund Total:</b>			<b>25.81</b>	<b>County Revenue</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
<b>Final Total:</b>			<b>25.81</b>	<b>2 Vendors</b>	<b>2 Transactions</b>		

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# Pennington County Financial System



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	25.81	County Revenue
<b>All Funds</b>	<b>25.81</b>	<b>Total</b>

Approved by, .....

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# ACTIVITY REPORT

*Submitted by Michelle Landsverk*



Activity Report Summary (Feb 1, 2024 – May 22, 2024)

## Business Retention and Expansion

### Small Business Initiatives

This year, we were awarded \$100,000 from the Minnesota Department of Employment and Economic Development through their Small Business Assistance Partnership grant. The project timeline goes through October 2025. We launched grant activities in March, including Money Smart for Small Business training (11 sessions), Advance Thief River Accelerator (marketing assistance), and Next Generation Coaching (1:1 coaching). **In the first three months, twenty-three businesses were served.**

Our Business Navigator service is available for startup businesses, existing businesses, and relocating businesses, providing direction and connections to resources needed. We provide step-by-step information for starting a business, financing, marketing, and numerous other business needs. We also provide referrals to other resources as appropriate. We have received \$5,000 in Launch Minnesota funding to support this work. **Business navigation services have been provided to seven businesses so far this year.**

## Workforce Development

Pennington County population projections are trending downward. If our employers are going to thrive, they need to be able to fill open positions. Our goal is to reverse the decline in population through a comprehensive approach to resident recruitment and retention. To help us meet that goal, we applied for, and were awarded \$45,000 from Northwest Minnesota Foundation for implementing a "Welcoming Communities" project. We will use this funding to build on the Join Us Thief River work that started in 2023, using incentives, volunteer community navigators, the Advance Thief River Job Hub, and information on living in the area. We will collaborate closely with our employers so they can use this program to help them with recruitment and to retain employees who have already moved to the area. Additionally, we have consulted with several businesses this year on workforce matters. Our partners in this work include Career Force, Northwest Private Industry Council, Lincoln High School, Northland Community and Technical College, and Inter-County Community Council.

## Childcare Initiatives

Advance Thief River has led the Advance Thief River Childcare Collaborative for the last two years. During that time, pressed forward on several fronts. We have supported expansion of Discovery Place in Valley Home. We secured our position as one of seven Minnesota communities participating in "Mixed Delivery Action Labs" funded by federal and state dollars and were awarded \$6,000 to support this work. We will be reviewing and refining our goals and expanding our partnerships through this process. Last but not least, we established a charitable fund for childcare projects with a **goal of raising \$100,000**. This will be used to help providers meet and maintain licensing requirements.

## Business Recruitment

We work closely with Minnesota Department of Employment and Economic Development and Minnkota Power Economic Development on business recruitment on an ongoing basis. This month alone, we worked with DEED to submit a proposal for an advanced manufacturing company, and we are in the process of submitting another proposal to an advanced manufacturing company in partnership with Minnkota.



## **AUDITOR – TREASURER’S OFFICE**

*101 Main Avenue North*

*P.O. Box 616*

*Thief River Falls, MN 56701*

*(218) 683-7000*

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### **RESOLUTION ADVANCE THIEF RIVER – FISCAL AGENT**

**WHEREAS**, it has been requested that the County of Pennington agrees to act as the fiscal agent regarding receipt and distribution of grant funds received by Advance Thief River for the Northwest Minnesota Foundation Welcoming Communities Grant.

**NOW, THEREFORE, BE IT RESOLVED**, that the County of Pennington agrees to act as the fiscal agent for the receipt and distribution of the Advance Thief River’s grant award from the Northwest Minnesota Foundation Welcoming Communities Grant.

#### **STATE OF MINNESOTA COUNTY OF PENNINGTON**

I, Jennifer Herzberg, Auditor-Treasurer of Pennington County, do hereby certify that the above is a true and correct copy of a resolution moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and upon vote was unanimously carried.

Date: May 28<sup>th</sup>, 2024

\_\_\_\_\_  
Jennifer Herzberg, Auditor-Treasurer  
Pennington County, MN

\_\_\_\_\_  
ATTEST:  
  
\_\_\_\_\_

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 May 21, 2024 (detailed minutes on record)  
are hereby adopted:

SECTION A

- I. To approve the April 16, 2024, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the "Every Student Succeeds Act" (ESSA) Service Agreement between Thief River Falls Public Schools and Pennington County Human Services as presented.

SECTION B

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

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Aye

Nay

Chairperson

Date