

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
TUESDAY, OCTOBER 24TH, 2023, 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
- Consent Agenda
 - 10:10 Carl Bruzek – County Assessor
- Application for Abatement
 - 10:15 Mike Flaagan – County Engineer
 - 10:30 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
OCTOBER 10TH, 2023 – 10:00 A.M.**

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Justice Center Board Room in Thief River Falls, MN, on Tuesday, October 10th, 2023, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Neil Peterson, David Sorenson, and Roy Sourdif. Members absent: None.

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

The Chairman asked if there were any amendments to the agenda. The County Coordinator noted that Carter Nelson would like to be added to the agenda at 10:40 a.m. via Zoom. Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve the Board agenda with the change presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Nelson, seconded by Commissioner Lawrence, to approve the Board minutes of September 26th, 2023, as presented. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the Auditor & Manual Warrants for September 2023 totaling \$1,650,972.67 and the following Commissioner warrants. Motion carried.

County Revenue	\$261,915.65
Road & Bridge	\$138,347.62
Solid Waste Facility	\$ 60.00

Per diems and meal reimbursements in the amount of \$3,726.44 were also approved.

Crystelle Philipp and Marit Martell of Hoffman, Phillip, and Martell, PLLC met with the Board and presented a review of the 2022 Pennington County Audit. The net position of governmental activities is \$78,158,262 and ending fund balances totaled \$21,945,396, an increase of \$4,165,585 due mainly to America Rescue Plan Act and County State Aid Highway funding. Items discussed included the county's sources of revenue, expenses by function, capital assets, and long-term debt. Findings of the audit included: segregation of duties and internal control, which is largely due to limited staffing, and it was noted that 11 ditches have deficit balances. Management in the County continues to work to improve and resolve these findings. The County Board thanked them for their report.

County Sheriff Seth Vettleison presented the following items:

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to schedule a Public Hearing regarding a Pennington County Ordinance on THC/Cannabis for November 14th, 2023, at 10:30 a.m. in the Justice Center Board Room. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the hire of Rory Hinson as Part-Time Corrections Officer effective October 11th, 2023, contingent upon a successful background check. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve a Joint Powers Agreement between Pennington County and the State of MN/BCA for the county's participation in the Minnesota Internet Crimes Against Children (ICAC) Task Force, and also to approve the following resolution. The JPA is effective for five years from the date all required signatures are obtained. Motion carried.

RESOLUTION REGARDING MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE (ICAC)

WHEREAS, the County of Pennington on behalf of its Sheriff desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension, to utilize applicable state and federal laws to investigate and prosecute crimes committed against children and the criminal exploitation on children that is committed and/or facilitated by or through the use of computers.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Pennington, Minnesota as follows:

1. That the State of MN Joint Powers Agreements by and between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, and the County of Pennington on behalf of its Sheriff, are hereby approved. Copies of the Joint Powers Agreement are attached to this Resolution and made a part of it.
2. That the Chief Deputy Sheriff, Scott Mekash, or his or her successor, is designated the Authorized Representative for the Sheriff. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
3. That Neil Peterson, the Chair of the County of Pennington, and Kevin Erickson, the County Board Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Sheriff Vettleson discussed a quote from Northwest Power Systems of TRF for installation of a snowplow on a truck in the Sentence to Serve dept. Motioned by Commissioner Sourdif, seconded by Commissioner Nelson, to approve a quote by Northwest Power Systems in the amount of \$3,635.60 for the wiring, mount, and installation of a snowplow for a pickup truck in the Sentence to Serve department. Motion carried.

County Engineer Mike Flaagan presented the following items via Zoom:

The 2023 bridge maintenance projects have been completed, and Engineer Flaagan recommended that final payment be made to Quality Spray Foam/DBA Anderson Excavating, in the amount of \$19,473.77. The following resolution was introduced by Commissioner Lawrence, seconded by Commissioner Sourdif, and upon vote was unanimously approved. Motion carried.

RESOLUTION

WHEREAS, Contract No. 2301, consisting of projects CP 57-23-07, CP 57-23-10-24, CP 57-23-09-7, CP 23-08-63, and CP 57-23-10-3, has in all things been completed, and the County Board being fully advised in these premises.

NOW THEN, BE IT RESOLVED, that we do hereby accept said completed project for and on behalf of the Pennington County Highway Dept. and authorize final payment as specified herein.

Engineer Flaagan discussed a petition received to clean one-half mile of Joint Ditch #13 in Section 25 of Goodridge Township. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the ditch cleaning petition as described above. Discussion followed with Mr. Flaagan noting that one landowner is affected, and he has signed the petition. There are some plugs in the ditch and the cleaning will be completed this fall. Hearing no further discussion, the motion was carried.

Engineer Flaagan noted there is approximately one week of paving work left on the CSAH #7 project, and the contractor will also fix the road just west of the Seven Clans Casino.

Engineer Flaagan brought up for discussion an Environmental Assessment Worksheet (EAW) he has completed regarding the Auditorium/Municipal building, which the county is considering for demolition. County Coordinator Kevin Erickson thanked Mr. Flaagan for his work on the EAW and noted that the report is required due to the building's placement on the National Register of Historic Places. The EAW serves to identify any environmental hazards that may be present as part of the proposed project. The EAW, if approved by the Board, would be published by the MN Environmental Quality Board and notice of report availability would be published locally. After a 30-day comment period, the county must decide on the need for an Environmental Impact Statement. Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to approve the EAW as written, regarding the Auditorium/Municipal building, located at 123 Main Ave. N., Thief River Falls, MN 56701. Motion carried.

Carter Nelson met with the Board via Zoom to continue discussion on Northland Village and the delinquent taxes and penalties owed. Commissioner Peterson voiced his opinion that forgiving the property taxes is not a direction he wants to see the county go. Commissioner Lawrence commented that such tax responsibility falls to the sale and the buyer/seller. He doesn't want the tax burden to fall back on other county taxpayers. Mr. Nelson asked if the county would consider waiving just the penalties owed on the property, to which the Board responded no. Mr. Nelson said the delinquent taxes and

penalties would take away from improvements he could make to the property, and it may affect his decision to purchase the property. He questioned the future of the property, if another buyer will come around, is the county willing and wanting the property to continue to deteriorate. The Board noted they are not the owners of the building/property and don't feel it is in the best interest of the county to waive any delinquent tax or penalties owed on the property. Mr. Nelson thanked the Board for their consideration of his requests.

Auditor-Treasurer Items: None

County Coordinator Items: None

Commissioner Peterson presented a letter from Dale Nelson stating that he is resigning from his position on the Red Lake Watershed Board of Managers at the end of 2023. Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to advertise for persons interested in filling a one-year vacancy on the Red Lake Watershed Board of Managers, effective January 2024. Discussion followed with Chairman Peterson wishing to express his thanks to Mr. Nelson for his 26+ years of service on the Red Lake Watershed Board of Managers. Motion carried.

County Attorney Items: None.

Committee Reports:

Commissioner Nelson noted that the Tamarac Mining Co. received a Department of Defense grant in the amount of \$21 million, and tribal people are engaging with the MN DNR regarding the Tamarac mining and contamination of water. He also noted that Twin Metals of Minnesota has submitted a plan to the MN DNR for exploration purposes to determine mineral resources around the Duluth area.

Commissioner Peterson noted that the Northern County Land Use Board is considering changing its name to "Northern Counties". Such a change would require an addendum to the Joint Powers Agreement.

Commissioner Peterson cited highlights from a recent Minnesota Rural Counties meeting, with discussion focusing on solid waste and MPCA delays with reporting information.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to adjourn the Board meeting to October 24th, 2023, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Neil Peterson, 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

DRAFT

Pennington County Financial System



Danielle
10/24/23 8:50AM

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
28	1307 ABM TECHNOLOGY GROUP 01-070-000-0000-6263		15,995.99	OCTOBER IT SERVICES & SECURITY	AR1715899	COMPUTER SERVICES - DP	N
	1307 ABM TECHNOLOGY GROUP		15,995.99	1 Transactions			
34	1347 Amazon Capital Services 01-201-000-0000-6401		27.48	PHONE CASE #16		SUPPLIES	N
35	01-201-000-0000-6801		45.98	HALLOWEEN SUPPLIES		MISCELLANEOUS EXPENSE	N
36	01-251-000-0000-6403		90.47	CLOROX WIPES		JANITORIAL SUPPLIES - JAIL	N
32	01-259-000-0000-6801		52.32	PROGRAMMING-PINOCHLE CARDS		MISCELLANEOUS EXPENSE - CANTI	N
78	01-251-000-0000-6405		293.53	WAHL CLIPPERS	1HDR-1XDH-R9WT	GENERAL SUPPLIES - JAIL	N
24	01-041-000-0000-6801		36.99	LAPTOP BAG	1N3K-CRV3-MTKR	MISCELLANEOUS EXPENSE - AUDIT	N
33	01-251-000-0000-6405		31.98	PHONE CASE, SCREEN PROTECTOR	TB	GENERAL SUPPLIES - JAIL	N
	1347 Amazon Capital Services		578.75	7 Transactions			
77	1034 ARROWWOOD RESORT & CONFERENCE CI 01-252-000-0000-6330		489.35	LODGING -SHERIFF CONERENCE #01		TRAVEL & EXPENSE	N
	1034 ARROWWOOD RESORT & CONFERENCE CI		489.35	1 Transactions			
79	1364 AUTO VALUE 01-255-000-0000-6300		58.77	CO2	9641013	REPAIRS & MAINTENANCE	N
	1364 AUTO VALUE		58.77	1 Transactions			
101	2360 BENSON/ASHLEY 01-106-000-0000-6241		240.00	IAAO DUES 2024		DUES - ASSESSOR	N
99	01-106-000-0000-6330		410.69	MILEAGE 627 MILES - LAKE ELMO		TRAVEL & EXPENSE	N
100	01-106-000-0000-6330		103.36	ASSESSING MILES	10/17-10/19	TRAVEL & EXPENSE	N
	2360 BENSON/ASHLEY		754.05	3 Transactions			
103	2346 BJORKLUND COMPENSATION CONSULTIN 01-070-000-0000-6801		150.00	EVALUATE IT JD	4560	MISCELLANEOUS EXPENSE - DP	Y
	2346 BJORKLUND COMPENSATION CONSULTIN		150.00	1 Transactions			
80	2050 BREDESON SUPPLY 01-223-000-0000-6631		694.74	PLEXISGLASS SHEET	0212573	FURNITURE & EQUIPMENT	N
	2050 BREDESON SUPPLY		694.74	1 Transactions			
81	3312 CARTRIDGE CENTER INC 01-220-000-0000-6401		118.00	TONER	32139	SUPPLIES	N
	3312 CARTRIDGE CENTER INC		118.00	1 Transactions			

Pennington County Financial System



Danielle
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3311	COLE PAPERS, INC.						
74	01-801-000-0000-6401		1,560.00	COPY PAPER	10355578	SUPPLIES-UNALLOCATED	N
75	01-801-000-0000-6401		7.00	PROCESSING FEE	10355578	SUPPLIES-UNALLOCATED	N
68	01-111-000-0000-6403		135.64	LYSOL WIPES - GC	10356746	JANITORIAL SUPPLIES - COURTHOU	N
71	01-111-000-0000-6403		76.76	BATH TISSUE - GC	10356746	JANITORIAL SUPPLIES - COURTHOU	N
73	01-111-000-0000-6403		58.96	GLASS CLEANER - GC	10356746	JANITORIAL SUPPLIES - COURTHOU	N
67	01-218-000-0000-6403		7.00	PROCESSING FEE	10356746	JANITORIAL SUPPLIES	N
70	01-218-000-0000-6403		76.76	BATH TISSUE - JC	10356746	JANITORIAL SUPPLIES	N
72	01-218-000-0000-6403		58.97	GLASS CLEANER - JC	10356746	JANITORIAL SUPPLIES	N
69	01-800-000-0000-6403		76.76	BATH TISSUE - WELFARE	10356746	JANITORIAL SUPPLIES	N
3311	COLE PAPERS, INC.		2,057.85	9 Transactions			
4310	D & T VENTURES						
5	01-070-000-0000-6301		450.00	PROPERTY TAX SUPPORT	302673	MAINTENANCE AGREEMENT	N
4310	D & T VENTURES		450.00	1 Transactions			
4054	DIGI-KEY ELECTRONICS						
63	01-251-000-0000-6405		210.72	AA, AAA, C BATTERIES	100590652	GENERAL SUPPLIES - JAIL	N
4054	DIGI-KEY ELECTRONICS		210.72	1 Transactions			
6001	FALLS DIVERSE ABILITIES CORPORATION						
20	01-501-000-0000-6262		89.60	CLEAN AUDITORIUM	18691	OTHER SERVICES	N
21	01-501-000-0000-6262		134.40	CLEAN AUDITORIUM	18703	OTHER SERVICES	N
6001	FALLS DIVERSE ABILITIES CORPORATION		224.00	2 Transactions			
18407	FISCHER, RUST, STOCK & RUST, PLLC						
1	01-011-000-0000-6261		63.75	ATTORNEY FEES-57-P2-95-870	2879269	COURT APPOINTED ATTORNEYS	Y
2	01-011-000-0000-6261		85.00	ATTORNEY FEES-57-PR-23-328	2879269	COURT APPOINTED ATTORNEYS	Y
18407	FISCHER, RUST, STOCK & RUST, PLLC		148.75	2 Transactions			
7317	GALLS, LLC						
64	01-201-000-0000-6631		544.29	ALCO-SENSOR HANDHELD BREATH TE	25831907	FURNITURE & EQUIPMENT	N
7317	GALLS, LLC		544.29	1 Transactions			
999999997	HALL'S FLORAL						
26	01-601-000-0000-6801		50.00	FUNERAL ARRANGEMENT	2052	MISCELLANEOUS EXPENSE - EXTEI	N
999999997	HALL'S FLORAL		50.00	1 Transactions			
8331	HARDWARE HANK						
82	01-201-000-0000-6401		38.45	MAGAZINE/#02	22205997	SUPPLIES	N

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8331	HARDWARE HANK		38.45		1 Transactions		
8413	HERZBERG/JENNIFER						
104	01-041-000-0000-6330		397.59	MILEAGE-DOR-ST PAUL -607 MILES		TRAVEL & EXPENSE	N
105	01-041-000-0000-6330		137.00	LODGING -DOR - ST PAUL	102223	TRAVEL & EXPENSE	N
106	01-041-000-0000-6330		12.87	MEAL - DOR - ST PAUL	102223	TRAVEL & EXPENSE	N
107	01-041-000-0000-6330		35.00	MEAL - DOR - ST PAUL	102223	TRAVEL & EXPENSE	N
108	01-041-000-0000-6330		10.50	PARKING - DOR - ST PAUL	102323	TRAVEL & EXPENSE	N
8413	HERZBERG/JENNIFER		592.96		5 Transactions		
8315	HUBERT OUTDOOR POWER						
83	01-213-000-0000-6405		159.73	OIL CHANGE/SERVICE 500 ALTERRA	23783	GENERAL SUPPLIES - ATV GRANT	Y
8315	HUBERT OUTDOOR POWER		159.73		1 Transactions		
11313	KALASH/SARAH						
85	01-251-000-0000-6245		10.95	MEAL REIMBURSEMENT-JAIL CONFER		CONTINUING EDUCATION	N
84	01-251-000-0000-6420		99.95	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
11313	KALASH/SARAH		110.90		2 Transactions		
13500	MARCO						
16	01-601-000-0000-6301		155.51	KONICA MINOLTA LEASE	35010541	MAINTENANCE AGREEMENT	N
13500	MARCO		155.51		1 Transactions		
13337	MINNESOTA STATE LAW LIBRARY						
9	01-016-000-0000-6242		200.00	LAW LIBRARY PROGRAM	24-10	SUBSCRIPTIONS - LAW LIBRARY	N
13337	MINNESOTA STATE LAW LIBRARY		200.00		1 Transactions		
13244	MN ATTORNEY GENERAL'S OFFICE						
18	01-091-000-0000-6262		787.85	REIMBURSE TRAVEL EXPENSES	57-CR-23-348	OTHER SERVICES	N
13244	MN ATTORNEY GENERAL'S OFFICE		787.85		1 Transactions		
13361	MN BUREAU OF CRIMINAL APPREHENSION						
93	01-203-000-0000-6801		430.00	3RD QUARTER 30-NEW, 26 RENEWAL	57-000078	GUN PERMIT - MISC	N
15	01-091-000-0000-6262		600.00	CJDN ACCESS FEE SEPT 23-AUG 24	762064	OTHER SERVICES	N
13361	MN BUREAU OF CRIMINAL APPREHENSION		1,030.00		2 Transactions		
13355	MN COUNTIES COMPUTER COOP						
102	01-070-000-0000-6263		800.00	ONLINE TRAINING 7/10/23-7/9/24	2307226	COMPUTER SERVICES - DP	N
13355	MN COUNTIES COMPUTER COOP		800.00		1 Transactions		

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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
8	13391 MN DEPT OF LABOR & INDUSTRY 01-111-000-0000-6300		30.00	BOILERS/PRESSURE VESSEL - GC	ABR0312932X	REPAIRS & MAINTENANCE	N
	13391 MN DEPT OF LABOR & INDUSTRY		30.00	1 Transactions			
86	13446 MODERN IMAGING SOLUTIONS, INC 01-251-000-0000-6405		479.80	4 CASES NITRILE GLOVES	002320452	GENERAL SUPPLIES - JAIL	N
	13446 MODERN IMAGING SOLUTIONS, INC		479.80	1 Transactions			
65	14328 NELSON/BRANDY 01-251-000-0000-6420		46.22	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
	14328 NELSON/BRANDY		46.22	1 Transactions			
87	14372 NORIX GROUP INC 01-251-000-0000-6631		3,535.58	16 BLUE MATTRESSES	102437	FURNITURE & EQUIPMENT - JAIL	N
	14372 NORIX GROUP INC		3,535.58	1 Transactions			
88	14445 NORTHWEST ROOFING, INC. 01-218-000-0000-6300		2,773.41	REPAIR ROOF/LEC LEAK		REPAIRS & MAINTENANCE	N
	14445 NORTHWEST ROOFING, INC.		2,773.41	1 Transactions			
89	15323 OFFICE DEPOT 01-220-000-0000-6401		75.89	TONER/MS	332774502001	SUPPLIES	N
13	01-106-000-0000-6401		15.08	WIRELESS MOUSE	3340939379001	SUPPLIES	N
11	01-003-000-0000-6401		19.99	PLUGABLE USBC-HDMI	334094389001	SUPPLIES - BOARD	N
12	01-003-000-0000-6401		15.49	CORD COVER	334094390001	SUPPLIES - BOARD	N
10	01-003-000-0000-6401		25.63	POWER STRIP	334094395001	SUPPLIES - BOARD	N
90	01-251-000-0000-6255		110.89	TONER/MEDICAL	334623262001	MEDICAL - LOCAL	N
31	01-041-000-0000-6631		43.93	KEYBOARD	33609076601	FURNITURE & EQUIPMENT - AUDITC	N
30	01-101-000-0000-6631		43.93	KEYBOARD	33609076601	FURNITURE & EQUIPMENT - RECOR	N
	15323 OFFICE DEPOT		350.83	8 Transactions			
91	15329 OIL BOYZ EXPRESS LUBE INC 01-201-000-0000-6304		405.04	BRAKE PADS, ROTORS/ROTATION 08		REPAIR & MAINTENANCE - SQUADS	N
	15329 OIL BOYZ EXPRESS LUBE INC		405.04	1 Transactions			
92	16056 PAINT & GLASS INTERIORS 01-218-000-0000-6300		582.00	CARPET-PD SQUAD ROOM	12358	REPAIRS & MAINTENANCE	N
	16056 PAINT & GLASS INTERIORS		582.00	1 Transactions			
	16067 PEMBERTON LAW, P.L.L.P.						

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1 County Revenue

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
No.	Account/Formula						Paid On Bhf #	On Behalf of Name	
6	01-041-000-0000-6801			28.00	STAFF TRAINING CALL W/KEVIN		130	MISCELLANEOUS EXPENSE - AUDIT	Y
16067	PEMBERTON LAW, P.L.L.P.			28.00		1 Transactions			
7	01-272-000-0000-6262			452.00	HOME SAFETY EXPENSES		CK#1113	Other Services	N
16359	PENNINGTON COUNTY CRIME VICTIM			452.00		1 Transactions			
4	01-601-000-0000-6209			75.78	POSTAGE - SEPTEMBER		4304	POSTAGE	N
16027	PENNINGTON COUNTY TREASURER			75.78		1 Transactions			
22	01-601-000-0000-6401			38.98	SEPTEMBER WATER BILL		176888	SUPPLIES - EXTENSION	N
16448	PREMIUM WATERS, INC.			38.98		1 Transactions			
25	01-103-000-0000-6263			1,516.66	PARCEL UPDATES (SPLITS/JOINS)		7878	COMPUTER SERVICES	N
16311	PRO-WEST & ASSOCIATES INC			1,516.66		1 Transactions			
76	01-102-000-0000-6631			1,290.00	HP PRODESK 400		300827	FURNITURE & EQUIPMENT	N
18440	READITECH IT SOLUTIONS			1,290.00		1 Transactions			
17	01-804-000-0000-6636			116,476.65	3RD FLOOR REMODEL PAYMENT #9			BUILDING IMPROVEMENTS	N
19339	SCHMITZ BUILDERS INC			116,476.65		1 Transactions			
97	01-220-000-0000-6203			1,080.00	CJDN CHARGES/JULY 23-JUNE 24		761963	TELETYPE	N
19352	STATE OF MN-DEPT OF PUBLIC SAFETY			1,080.00		1 Transactions			
23	01-601-000-0000-6240			131.50	2023 MEMBERSHIP DUES		18368	SUBSCRIPTIONS	N
3323	THIEF RIVER FALLS			131.50		1 Transactions			
96	01-201-000-0000-6304			345.17	REPLACE CPV/#08		TR104513	REPAIR & MAINTENANCE - SQUADS	N
95	01-201-000-0000-6304			994.74	REPLACE LT FRONT HALF SHAFT-02		TR104545	REPAIR & MAINTENANCE - SQUADS	N
94	01-201-000-0000-6304			393.37	STEERING BOOT/WHEEL ALIGNMENT		TR104694	REPAIR & MAINTENANCE - SQUADS	N

Pennington County Financial System



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1 County Revenue

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20379	THIEF RIVER FORD INC		1,733.28		3 Transactions		
3	20512 THOMASON, SWANSON & ZAHN PLLC 01-011-000-0000-6261		85.00	ATTORNEY FEES-57-PR-23-541	24305	COURT APPOINTED ATTORNEYS	Y
	20512 THOMASON, SWANSON & ZAHN PLLC		85.00	1 Transactions			
14	23303 THOMSON REUTERS/WEST PAYMENT CEN' 01-016-000-0000-6242		410.92	OCTOBER WESTLAW	849108490	SUBSCRIPTIONS - LAW LIBRARY	N
	23303 THOMSON REUTERS/WEST PAYMENT CEN'		410.92	1 Transactions			
27	11039 TRF RADIO 01-601-000-0000-6240		100.00	ADVERTISING - NAT'L 4-H WEEK		SUBSCRIPTIONS	N
	11039 TRF RADIO		100.00	1 Transactions			
98	999999997 TRUAX PATIENT SERVICES, LLC 01-201-000-0000-6801		820.00	NARCAN/20	6491	MISCELLANEOUS EXPENSE	N
	999999997 TRUAX PATIENT SERVICES, LLC		820.00	1 Transactions			
66	999999997 WHITE/CAMERON 01-251-000-0000-6420		170.97	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
	999999997 WHITE/CAMERON		170.97	1 Transactions			
1 Fund Total:			159,013.28	County Revenue	47 Vendors	80 Transactions	

Pennington County Financial System



Danielle
10/24/23 8:50AM

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
48	2363 BIG JIM'S E-SIDE TIRE, INC. 03-350-000-0000-6564		116.50	FOAM FILL TIRES		EQUIPMENT REPAIR PARTS	N
	2363 BIG JIM'S E-SIDE TIRE, INC.		116.50	1 Transactions			
47	3359 COMMISSIONER OF TRANSPORTATION 03-330-000-0000-6274		387.92	LAB TESTING		LAB TESTING	N
	3359 COMMISSIONER OF TRANSPORTATION		387.92	1 Transactions			
42	6006 FARMERS UNION OIL 03-350-000-0000-6560		4,918.05	DIESEL SHOP 211		GAS & DIESEL	N
43	03-350-000-0000-6560		1,465.80	DIESEL SHOP 213		GAS & DIESEL	N
44	03-350-000-0000-6560		5,060.96	DIESEL SHOP 212		GAS & DIESEL	N
45	03-350-000-0000-6562		1,097.25	DEF		MOTOR OIL & LUBRICANTS	N
	6006 FARMERS UNION OIL		12,542.06	4 Transactions			
41	6349 FASTENAL COMPANY 03-350-000-0000-6428		47.09	SAFETY GLASSES		SAFETY EQUIPMENT	N
	6349 FASTENAL COMPANY		47.09	1 Transactions			
40	6350 FLAAGAN/MIKE 03-320-000-0000-6330		41.13	MEALS-CONFERENCE 10/11-10/12		TRAVEL & EXPENSE	N
	6350 FLAAGAN/MIKE		41.13	1 Transactions			
37	8331 HARDWARE HANK 03-350-000-0000-6556		19.47	BATTERIES		SHOP SUPPLIES	N
39	03-350-000-0000-6556		60.66	COUPLER, UTILITY BOX		SHOP SUPPLIES	N
38	03-350-000-0000-6564		32.45	TEFLON TAPES, HOSE CLAMPS		EQUIPMENT REPAIR PARTS	N
	8331 HARDWARE HANK		112.58	3 Transactions			
61	10304 JACKSON'S HEAVY EQUIPMENT TRAINING 03-350-000-0000-6246		4,840.54	MOTOR GRADER TRAINING		SAFETY TRAINING	N
62	03-350-000-0000-6330		1,000.00	MOTOR GRADER TRAINING		TRAVEL & EXPENSE	N
	10304 JACKSON'S HEAVY EQUIPMENT TRAINING		5,840.54	2 Transactions			
60	12325 L & M FLEET SUPPLY INC. 03-350-000-0000-6556		27.99	SPRAYER PUMP		SHOP SUPPLIES	N
	12325 L & M FLEET SUPPLY INC.		27.99	1 Transactions			
59	12302 LOCATORS & SUPPLIES INC 03-350-000-0000-6428		181.70	HARD HATS		SAFETY EQUIPMENT	N

Pennington County Financial System



Danielle
10/24/23 8:50AM

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

3 Road & Bridge

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
No.	Account/Formula						Paid On Bhf #	On Behalf of Name	
12302	LOCATORS & SUPPLIES INC			181.70		1 Transactions			
58	13302 M-R SIGN CO, INC			5,245.75	STOP, YIELD, POSTS			SIGNS	N
	03-350-000-0000-6551								
13302	M-R SIGN CO, INC			5,245.75		1 Transactions			
57	13393 MINNESOTA NORTHERN RAILROAD INC			57.00	ELECTRICITY SEPTEMBER			ELECTRICITY	N
	03-350-000-0000-6252								
13393	MINNESOTA NORTHERN RAILROAD INC			57.00		1 Transactions			
55	14440 NORTHDALE OIL INC.			2,708.32	GAS & DIESEL SHOP 500			GAS & DIESEL	N
	03-350-000-0000-6560								
56	03-350-000-0000-6560			3,488.31	GAS & DIESEL SHOP 500			GAS & DIESEL	N
14440	NORTHDALE OIL INC.			6,196.63		2 Transactions			
54	16027 PENNINGTON COUNTY TREASURER			445.71	IT GLOBAL - SEPT 2023			COMPUTER SERVICES	N
	03-320-000-0000-6263								
16027	PENNINGTON COUNTY TREASURER			445.71		1 Transactions			
53	16460 POMP'S TIRE SERVICE, INC			2,814.51	TIRE			EQUIPMENT REPAIR PARTS	N
	03-350-000-0000-6564								
16460	POMP'S TIRE SERVICE, INC			2,814.51		1 Transactions			
52	17002 QUILL CORPORATION			104.76	TIME CARDS, PT, POST ITS, CALC			SUPPLIES	N
	03-320-000-0000-6401								
17002	QUILL CORPORATION			104.76		1 Transactions			
51	18357 RINKE NOONAN			200.00	RETAINER DRAINAGE ISSUES			CONSULTING & LEGAL SERVICES	N
	03-330-000-0000-6261								
18357	RINKE NOONAN			200.00		1 Transactions			
50	20027 THE TIMES			187.11	AD - KRATKA BRIDGE			ADVERTISING	N
	03-320-000-0000-6232								
20027	THE TIMES			187.11		1 Transactions			
49	22328 VAULT HEALTH			244.64	RANDOM DRUG SCREEN			MISCELLANEOUS EXPENSE	N
	03-320-000-0000-6801								
22328	VAULT HEALTH			244.64		1 Transactions			

3 Fund Total: 34,793.62 Road & Bridge 18 Vendors 25 Transactions

Pennington County Financial System



Danielle
10/24/23 8:50AM

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

Page 10

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
19324	SAFETY-KLEEN SYSTEMS, INC.						
29	32-390-000-0000-6262		5.00	USED OIL RECYCLING	92869485	OTHER SERVICES-SCORE ACCOUN	N
19	32-390-000-0000-6262		155.68	USED OIL/FILTER RECYCLING	93002616	OTHER SERVICES-SCORE ACCOUN	N
19324	SAFETY-KLEEN SYSTEMS, INC.		160.68	2 Transactions			
32 Fund Total:			160.68	Solid Waste Facility	1 Vendors	2 Transactions	

DRAFT

Pennington County Financial System



Danielle
10/24/23 8:50AM

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

Page 11

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
46	5047 ECKERT/RANDY 40-796-000-0000-6849		225.00	BEAVER BOUNTY		BEAVER CONTROL	Y
	5047 ECKERT/RANDY		225.00	1 Transactions			
40 Fund Total:			225.00	Ditch Funds	1 Vendors	1 Transactions	
Final Total:			194,192.58	67 Vendors	108 Transactions		

DRAFT

Pennington County Financial System



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	159,013.28	County Revenue
	3	34,793.62	Road & Bridge
	32	160.68	Solid Waste Facility
	40	225.00	Ditch Funds
	All Funds	194,192.58	Total

Approved by,

.....

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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
10/23/23 11:07AM

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	20403 THIBERT/ALEX 01-251-000-0000-6330		25.75	TRANSPORT MEAL REIMBURSEMENT	10/17/23	TRAVEL & EXPENSE	N
	20403 THIBERT/ALEX		25.75	1 Transactions			
1 Fund Total:			25.75	County Revenue	1 Vendors	1 Transactions	
Final Total:			25.75	1 Vendors	1 Transactions		

DRAFT

Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	25.75	County Revenue
All Funds	25.75	Total

Approved by,

.....

.....

DRAFT

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 October 17, 2023 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the September 19, 2023, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the CY 2024 Pennington County Family Services/Children's Mental Health Collaborative Supportive Services Agreement with Alluma, Inc. as presented.
B. To approve the CY 2024 -2025 County and Tribal Childcare Fund Plan as presented.
C. To call for bids for snow removal of the PCHS parking lot.

SECTION B

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

Aye

Nay

Chairperson

Date

**APPLICATION FOR ABATEMENT - GENERAL FORM
(M.S. 375.192)**

For Taxes Levied in 2023
and Payable in 2024

County Auditor's No. 57	County of Pennington
----------------------------	----------------------

Please print or type.

Applicant's Name: Robert & Debra Holmgren		Applicant's Mailing Address: 237 Merriam Avenue North Thief River Falls, MN 56701	
Applicant's Social Security Number:			
Telephone (work): ()			
Telephone (home): (623) 521-3395			
DESCRIPTION OF PROPERTY	Property I.D. or Parcel Number: R 25.00616370		
Street Address (if different than above)	City or Township Thief River Falls	School District No. 564	
LEGAL DESCRIPTION OF PROPERTY: Red Lake Rapids Addition Lots 8-10 Block 17			
ASSESSOR'S ESTIMATED MARKET VALUE: Land \$ <u>24000</u> Structure \$ <u>150000</u> Total \$ <u>174000</u> Class 1a			
APPLICANT'S STATEMENT OF FACTS: Debra Holmgren inquired and received information about the special homestead classification in either June or July. At the time she didn't provide a letter from a qualified agency. On October 12, 2023, Mrs. Holmgren filled out the Special Homestead Application and provided a notice of award letter from Social Security. The deadline for the application was October 1, 2023 to be effective for the 2023 assessment – tax payable 2024. Mrs. Holmgren was medically unable to fill out and return the application from July to earlier in October. She also said that was a possibility that this may occur when we met in June or July.			
APPLICANT'S REQUEST: Abate the tax to reflect the special homestead classification for the 2023 assessment – tax payable 2024.			

Applicant's Signature

Date

NOTE: Minnesota Statutes 1988, Section 609.41. "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of this statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000 or both."

The following accurately reflects both existing and proposed amounts.

	Market Value			Class	Tax Capacity	Tax Before Other Credits	Other Credits	Total Payable
	Land	Improvements	Total					
Original	24000	150000	174000	1a	1524			
Proposed	24000	150000	174000	1b	1249			
Reduction	0	0	0		275			

Tax is Paid

Date: 10-12-2023

Local Tax Rate _____

Tax is Not Paid

REPORT OF INVESTIGATION

After examining the applicant's claims, I have carefully investigated this application and find the facts to be as follows:

Signature of Investigator

Date

CERTIFICATIONS OF APPROVAL

NOTE: For this abatement to be approved, the assessor, county auditor, and the county board of commissioners must all favorably recommend its adoption.

ASSESSOR'S RECOMMENDATION (County assessor or city assessor in certain cities)

Approved

Denied

Assessor's Signature

COUNTY AUDITOR'S RECOMMENDATION

Approved

Denied

Auditor's Signature

COUNTY BOARD OF COMMISSIONER'S ACTION (To be completed by county auditor)

Approved

Denied

I certify that at a meeting held _____, the County Board took the above official action on this abatement. This action was duly adopted and entered upon the minutes of its proceedings as a public record, showing the names of taxpayers, other concerned persons, and the amounts involved.

CERTIFICATE OF FINAL APPROVAL (Complete only for approved abatements)

I further certify that the approval of this abatement has resulted in the following changes:

Reduction of Tax	\$ _____
Reduction of Penalty	\$ _____
Reduction of Interest	\$ _____
Total Reduction/Refund	\$ _____
Total Payable	\$ _____

Signature of County Auditor

Date

STATE OF MINNESOTA

AMENDMENT OF LEASE

Amendment No. 1

Lease No. 12266

THIS AMENDMENT No. 1 to Lease No. 12266 is made by and between Pennington County, hereinafter referred to as Landlord, and the State of Minnesota, Department of Administration, hereinafter referred to as Tenant, acting for the benefit of the Department of Corrections.

WHEREAS, Landlord and Tenant entered into Lease No. 12266, dated September 20, 2018, as may subsequently be amended, involving the lease of approximately one thousand eight hundred fifty four (1,854) usable square feet of office space in the building known as Pennington County Justice Center ("Building") located at 141 Main Avenue South, Thief River Falls, Minnesota 56701;

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, Landlord and Tenant agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. 12266 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of five (5) years, commencing November 1, 2023, and continuing through October 31, 2028 ("Renewal Term"), at the same terms and conditions as set forth in the Lease, except as otherwise provided herein.
2. **SQUARE FOOTAGE INCREASE** Effective November 1, 2023, and continuing through October 31, 2028, Landlord grants and Tenant accepts the lease of eighty four (84) usable square feet of space in the office known as Room 1217, as shown on the attached Exhibit A1, which is hereby made a part hereof, resulting in a new total of one thousand nine hundred thirty eight (1,938) usable square feet of space leased.
3. **RENT**
 - 3.1 **Rent Payment** Tenant shall pay Landlord rent for the Renewal Term in the sum of one hundred sixty five thousand four hundred forty seven and 24/100 dollars (\$165,447.24) according to the rent schedule set forth below:

LEASE PERIOD	SQUARE FEET	RATE PER SQ. FT.	MONTHLY PAYMENT	RENT FOR LEASE PERIOD
11/1/23 - 10/31/24	1,938	\$15.76	\$ 2,545.24	\$ 30,542.88
11/1/24 - 10/31/25	1,938	\$16.39	\$ 2,646.99	\$ 31,763.88
11/1/25 - 10/31/26	1,938	\$17.05	\$ 2,753.58	\$ 33,042.96
11/1/26 - 10/31/27	1,938	\$17.73	\$ 2,863.40	\$ 34,360.80
11/1/27 - 10/31/28	1,938	\$18.44	\$ 2,978.06	\$ 35,736.72
			TOTAL	\$ 165,447.24

3.2 Rent Billing Address Landlord shall mail or personally deliver all original bills and statements to Tenant at the following address:

Financial Services Division
Department of Corrections
1450 Energy Park Drive, #200
St. Paul, MN 55108

3.3 Rent Payment Address Tenant shall pay Landlord via electronic payment, or mail or deliver each monthly rent payment set forth above at the end of the applicable calendar month to Landlord at the following address:

County Auditor
Pennington County
PO Box 616
Thief River Falls, MN 56701-0606

4. **PARKING** Pursuant to Section 6 of the Lease, Landlord shall provide parking in the parking lot adjacent to the Building for the use of Tenant, its invitees, licensees and guests, and two underground garage stalls for Tenant. It is understood by Landlord and Tenant that there is no additional rent payable for parking provided in this Lease.

5. **REMODELING**

5.1 Description Landlord shall, at its expense except as noted in Section 5.1.c. below, provide labor and materials to remodel the Leased Premises according to the following:

- a. Install a motion light in Room 1111/Conference Room.
- b. Repair and paint the lobby walls. Landlord has completed this work by July 2023.
- c. Install a panic alarm in Room 1111/Conference Room and Room 1107/Office as shown on the attached Exhibit B1. Tenant shall reimburse Landlord for the cost of the panic alarm pursuant to Section 5.2 below.

5.2 Payment Tenant shall pay Landlord a lump sum payment based on the actual costs of the work in Section 5.1.c above, an amount not to exceed one thousand six hundred seventy and no/100 dollars (\$1,670.00), upon satisfactory completion and within thirty

(30) days following Tenant's receipt of a detailed invoice of such actual costs from Landlord.

5.3 Date of Completion Landlord agrees to complete said remodeling as soon as practicable, but not later than December 31, 2023.

6. TENANT REQUESTED ALTERATIONS

6.1 Deletion Section 12 of the Lease is deleted and of no further force and effect and is replaced with the following Sections 6.2 and 6.3.

6.2 In the event Tenant desires to remodel, make alterations, additions, and/or changes and request design services (hereinafter, "Alterations") to the Leased Premises, and it is determined that the Alterations are at Tenant's expense, Tenant shall not make such Alterations without the advance written consent of Landlord, which Landlord shall not unreasonably withhold. Alterations shall be approved and arranged through Landlord as follows:

a. Upon Tenant's request, Landlord shall provide Tenant up to three (3) written cost estimates from Landlord's vendors for desired Alterations. Landlord or Landlord's agent/management company shall not include supervision fees as a part of the cost of Alterations.

b. Alterations shall be documented and authorized in advance according to the applicable cost level, as follows:

(i) Alterations totaling \$4,999.99 or less shall be set forth in and authorized by Tenant in Tenant's signed Purchase Order which shall be submitted to Landlord.

(ii) Alterations totaling \$5,000.00 through \$9,999.99 shall be set forth in and authorized by Tenant in a signed Remodeling Request Memo, which shall be submitted to Landlord.

(iii) Alterations of \$10,000.00 or more shall be set forth and authorized by Landlord and Tenant by way of an executed Amendment to the Lease.

6.3 Upon completion of the Alterations, Landlord shall pay the appropriate vendor(s), and Tenant shall reimburse Landlord within thirty (30) days following receipt of a detailed invoice from Landlord.

7. AUDIT Pursuant to Minn. Stat. §16C.05, subd. 5, the books, records, documents and accounting procedures and practices of Landlord relevant to this Lease shall be subject to examination by the State and/or Legislative Auditor, as appropriate, for a minimum of six (6) years.

8. **SMOKING**

8.1 Deletion Section 20 of the Lease is deleted and of no further force and effect and is replaced with the following Section 8.2.

8.2 Pursuant to Minn. Stat. §16B.24, subd. 9, Landlord and Tenant shall not permit smoking in the Leased Premises. In addition, Landlord and Tenant shall not permit the use of e-cigarettes, chewing tobacco and vaping in the Leased Premises.

9. **CONFERENCE ROOM USE**

9.1 Deletion Section 25 of the Lease is deleted and of no further force and effect and is replaced with the following Section 9.2 and the attached Exhibit C1.

9.2 At no additional cost to Tenant, Tenant shall have access to Landlord's conference rooms as described in the attached Exhibit C1. Tenant shall reserve the rooms in accordance with Landlord's policies and procedures.

10. **NOTICES**

10.1 Deletion Section 29 of the Lease is deleted and of no further force and effect and is replaced with the following Sections 10.2 and 10.3.

10.2 All notices or communications between Landlord and Tenant shall be in writing and deemed to have been given upon the occurrence of one of the following methods of delivery to the address noted in Section 10.3 below:

- a. when personally delivered to the addressee, or
- b. on the second business day after sender has deposited the registered or certified mailing with the US Postal Service, or
- c. When delivered via electronic mail from Tenant to Landlord at Kevin Erickson: kwerickson@co.pennington.mn.us (provided such delivery or attempted delivery is confirmed), or
- d. one (1) business day after deposited with an overnight courier service.

10.3 Mailing Addresses:

Landlord:

County Auditor
Pennington County
PO Box 616
Thief River Falls, MN 56701-0616

Email: kwerickson@co.pennington.mn.us

Tenant:

Real Estate and Construction Services
Department of Administration
50 Sherburne Avenue, #309
St. Paul, MN 55155

11. **EXECUTION IN COUNTERPARTS** This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which counterparts of this Amendment taken together shall constitute but one and the same Amendment. Delivery of an executed counterpart of this Amendment by facsimile or email or a PDF file shall be equally as effective as delivery of an original executed counterpart of this Amendment.
 12. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written. All capitalized terms used but not defined herein shall have the meanings assigned to them as set forth in the Lease, unless otherwise stated.
-

EXHIBITS:

Exhibit A1	Floor Plan
Exhibit B1	Panic Alarm Estimate
Exhibit C1	Conference Room Use

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

**LANDLORD:
PENNINGTON COUNTY**

Landlord certifies that the appropriate person(s) have executed this Amendment to the Lease on behalf of Landlord as required by applicable articles, bylaws, resolutions or ordinances.

By _____

Title _____

Date _____

By _____

Title _____

Date _____

**TENANT:
STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
COMMISSIONER**

By _____
Real Estate and Construction Services

Date _____

**APPROVED:
STATE OF MINNESOTA
DEPARTMENT OF CORRECTIONS**

By _____

Title _____

Date _____

STATE ENCUMBRANCE VERIFICATION
Individual signing certifies that funds have been encumbered as required by Minn. Stat. §16A.15 and §16C.05.

By _____

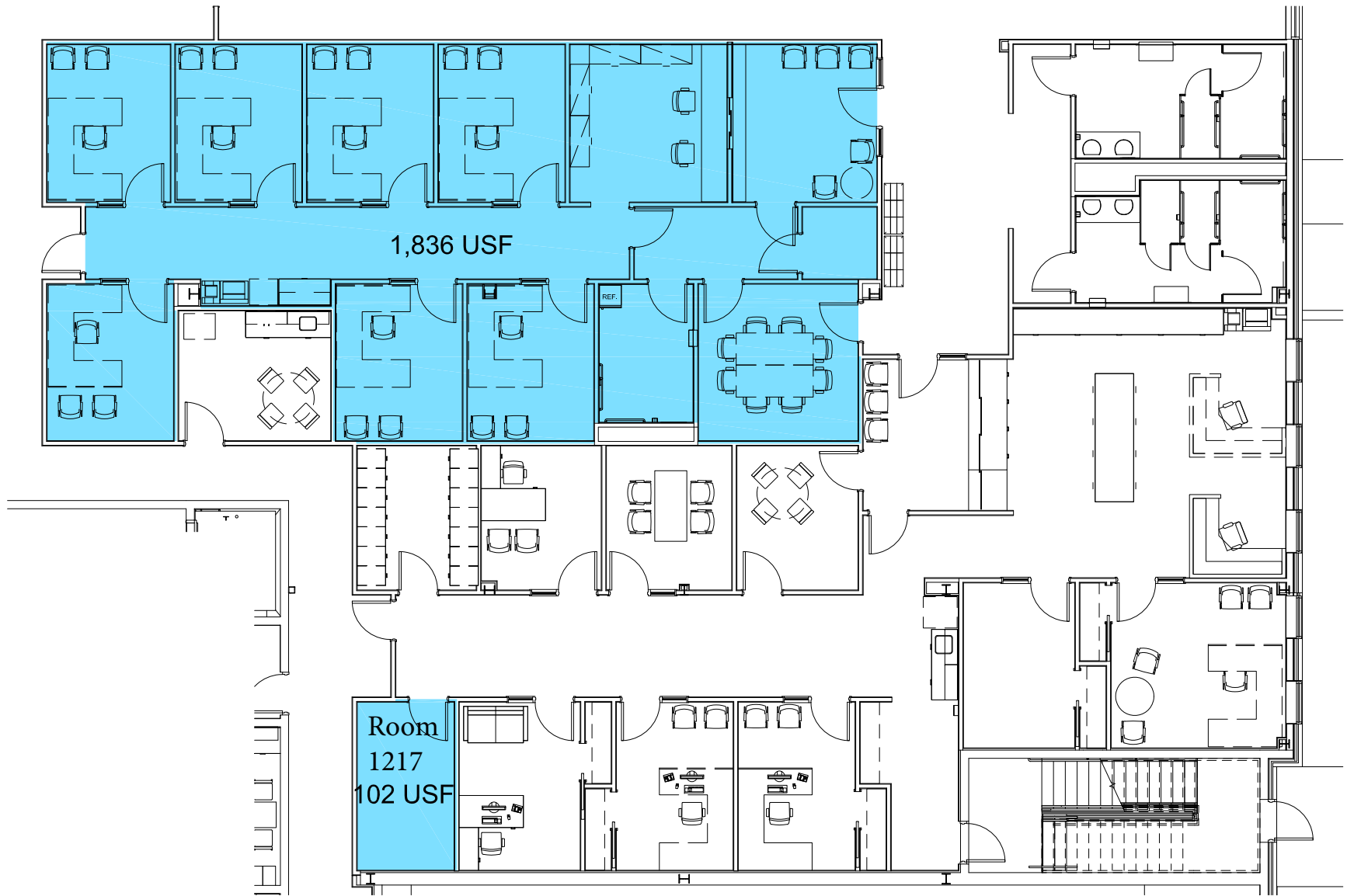
Date _____

SWIFT P.O. _____

Contract No. _____

Account Code _____

Fund No. _____



Pennington Justice Center
141 Main Ave S, Thief River Falls, MN
Lease #12266

Department of Corrections (DOC)

 1,938 USF Office

Measured by Admin/RECS: SJ 9/20/2023

Exhibit B1

Eskeli Electric LLC
PO Box 157
Plummer, MN 56748
218-688-8291
eskeli.electric@gmail.com



Estimate

ADDRESS
Pennington County
Criminal Justice Center

SHIP TO
Pennington County
Criminal Justice Center

ESTIMATE # E1186
DATE 09/11/2023

DESCRIPTION

Addition of panic button for probation
All labor, material, and programming of PLC included.

SUBTOTAL	1,670.00
TAX	0.00
TOTAL	\$1,670.00

Accepted By

Accepted Date

9/12/23

Exhibit C1

PENNINGTON COUNTY – DEPARTMENT OF CORRECTIONS LEASE **PENNINGTON COUNTY JUSTICE CENTER**

25. **CONFERENCE ROOM USE**

- a. County Board Room – Tenant understands and agrees that use of the County Board Room is subject to availability. Tenant understands and agrees that use or unexpected needed use of the County Board Room by the Pennington County Board of Commissioners or a committee of the Pennington County Board shall have priority. Use of the County Board Room by tenant shall be at no extra cost. Tenant understands and agrees that reservation of the County Board Room shall be in accordance with Landlord's policies and procedures.
- b. Other Conference Rooms – Tenant shall have access to Landlord's other conference rooms at no additional cost. Tenant understands and agrees that reservation of other conference rooms shall be in accordance with Landlord's policies and procedures.
- c. Government Center – Tenant understands and agrees that this lease does not cover nor authorize Tenant's use of conference rooms at the Pennington County Government Center. Tenant understands and agrees that Tenant is not authorized to use any conference room at the Pennington County Government Center, 101 Main Avenue North, Thief River Falls, Minnesota 56701.

HUMAN RESOURCES TECHNICAL ASSISTANCE PROGRAM FOR COUNTIES



WHAT IS THE HR TECHNICAL ASSISTANCE PROGRAM?

The Human Resource Technical Assistance Program includes resources and support for county administration and human resources professionals.

The goal of the program is to provide trustworthy, consistent human resources information to counties quickly, and at a low cost. Responses to counties' questions are often complex, requiring research and pages of documentation, yet they are answered within 24 hours, or faster! Our hope is that the program reduces potentially costly errors for counties, and also reduces costs related to labor attorneys.

BACKGROUND

AMC developed this program in response to an ongoing need from members for trusted information on complex human resources questions. AMC contributes funding to support the program, and AMC members who want to participate pay an annual subscription fee. Counties of all sizes benefit from consultation on core public sector human resources, as well as emerging and timely topics like marijuana legalization, remote work, and more!

PROGRAM FEATURES

- Helpline questions researched, suggestions offered, and turned around in 24 hours.
- Emailed HR updates and legislative observations with tips to meet the latest compliance requirements.
- Timely document development on critical issues, updated regularly, ready to lift, tailor, and use. The document library includes over 170 resources, including a comprehensive human resources policy manual template and numerous checklists, forms, and toolkits.

WHO CAN PARTICIPATE?

Counties and joint powers arrangements (JPAs) of counties that have dedicated human resources staff.

HOW WAS THE FEE DETERMINED?

The \$4,900 annual fee was determined based on the cost of the program and the anticipated number of participants. We chose a flat fee model because all counties, regardless of size, have the same access to the Helpline and Document Library. AMC contributes ongoing funding to sustain the program.