

**PENNINGTON COUNTY  
BOARD OF COMMISSIONER'S MEETING  
JUSTICE CENTER – COUNTY BOARD ROOM  
TUESDAY, JANUARY 7<sup>TH</sup>, 2025, 10:00 A.M.**

**AGENDA - REVISED**

- 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 Reorganization
  - 10:25 Seth Vettleson – County Sheriff
  - 10:30 Tony Mapes – Director of Veteran's Services
  - 10:35 Carl Bruzek – County Assessor
    - Tax Abatement Policy
  - 10:40 Mike Flaagan – County Engineer
- 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  
DECEMBER 27, 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 Friday, December 27, 2024, at 10:00 a.m. Members Present: Roy Sourdif, David Sorenson, Neil Peterson. Members absent: Bruce Lawrence, Seth Nelson.

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

The Vice Chairman asked if there were any amendments to the agenda. Hearing none, there was a motion by Commissioner Peterson, seconded by Commissioner Sorenson, to approve the agenda as presented. Motion carried.

Commissioner Peterson stated that former County Commissioner Oliver ‘Skip’ Swanson passed away on December 22, 2024. He served as a Commissioner for 32 years and asked that the Board and others present observe a moment of silence in his remembrance.

Recognition of Citizens: None.

Motioned by Commissioner Sorenson, seconded by Commissioner Peterson, to approve the County Board minutes of December 12, 2024, as written. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve the Human Services warrants totaling \$259,513.15 and the following Commissioner warrants. Motion carried.

County Revenue	\$170,026.94
Road & Bridge	\$390,570.79
Solid Waste Facility	\$ 6,076.13
Ditch Funds	\$ 55,568.96

Per diems and meal reimbursements in the amount of \$3,075.00 were also approved.

Human Service Director Julie Sjostrand presented the consent agenda from the December 17, 2024, Human Service Committee meeting. On a motion by Commissioner Peterson and seconded by Commissioner Sorenson, the following recommendations of the Pennington County Human Service Committee for December 17, 2024 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve November 15, 2024, Human Service Committee meeting minutes.
- II. To approve the agency’s personnel action as presented.
- III. A. To approve the CY 2025 Behavioral Health (Temporary Confinement/Community Based Services/Residential) Purchase of Service

Agreements Between Sanford Behavioral Health and Pennington County Human Services as presented.

B. To approve the CY 2025 Rural Transportation Collaborative Access Transportation Services Contract with Tri-Valley Opportunity Council, Inc. as presented.

C. To approve the CY 2025 Whole-of-State Service Agreement and Work Order Contract Between the State of Minnesota (MNIT) and Pennington County Human Services as presented.

## SECTION B

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

Crystelle Philipp of the firm Hoffman, Philipp & Martell, PLLC met with the Board to present and review the 2023 Pennington County audit. Of note was the Management's Discussion and Analysis section and the county's net worth of \$81M+, of which approximately 78% is capital assets. Total debt was \$14,349,521 which includes long-term debt owed out to 2037. Unassigned funds in the General fund were larger than necessary and could be earmarked in the future. The Auditor-Treasurer noted that remaining American Rescue Plan Act funds will be allocated to salaries if approved at today's meeting. The Solid Waste Fund and Highway Capital Improvement funds were also discussed. The Board thanked Ms. Philipp for the report.

County Engineer Mike Flaagan:

Mr. Flaagan presented a resolution to sponsor a grant application by ISD#564 to the MnDOT Safe Routes to School program. The following resolution was motioned by Commissioner Sorenson, seconded by Commissioner Peterson, and upon vote was unanimously carried.

### **RESOLUTION TO SPONSOR APPLICATION TO MNDOT SAFE ROUTES TO SCHOOL PROGRAM**

**WHEREAS**, the Minnesota Department of Transportation (MnDOT) Safe Routes to School Program assists schools and communities create safer walking and biking routes for children; and

**WHEREAS**, MnDOT Safe Routes to School Program solicits application to enable schools and communities to implement Safe Routes to School infrastructure.

**WHEREAS**, Thief River Falls Public Schools ISD #564 have identified safety concerns related to traffic at Challenger Elementary School; and

**WHEREAS**, the Safe Routes to School program requires a state-aid city or county sponsor for application submission; and

**WHEREAS**, all funding for non-eligible work items including engineering, and costs exceeding the grant award, have been secured for this project.

**WHEREAS**, Pennington County has reviewed and approved the project and agreed to sponsor the grant application.

**NOW, THEREFORE, BE IT RESOLVED**, that Pennington County Board of Commissioners supports the submittal of an application for the Safe Routes to School Program for Challenger Elementary; and

**BE IT FURTHER RESOLVED**, that Pennington County agrees to act as the sponsoring agent for Thief River Falls Public Schools #564 and shall ensure the project complies with all applicable laws, rules, and regulations.

County Sheriff Seth Vettleon:

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve the hire of Caleb Allan Gowan for the position of Part-Time Corrections Officer, contingent upon successful completion of fingerprinting and background checks. Motion carried.

Auditor-Treasurer Items:

Motioned by Commissioner Sorenson, seconded by Commissioner Peterson, to transfer \$63,950.72 from various ditch maintenance funds to the Road & Bridge Fund for work done by the Highway Department in 2024. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to authorize the County Auditor-Treasurer to make temporary transfers, as outlined by the Auditor-Treasurer, to bring ditch balances to a positive balance at the end of 2024. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to schedule an Economic Development Tax Abatement Hearing for January 28<sup>th</sup>, 2024, at 10:30 a.m. in the Justice Center Board Room regarding the following properties. Motion carried.

<u>Parcel Number:</u>	<u>Property owner:</u>
25.052.087.00	Richard Merrill
25.121.019.10	Davis J Mills

Ms. Herzberg discussed ARPA funds and noted that approximately \$230k remains and must be spent by the end of December 2024. The following resolution was motioned by Commissioner Sorenson, seconded by Commissioner Peterson, and upon vote was unanimously carried.

**RESOLUTION  
AMERICAN RESUCE PLAN ACT FUNDING  
PENNINGTON COUNTY, MN**

**BE IT RESOLVED**, that the Pennington County Board of Commissioners approves the following in relation to the Federal American Rescue Plan Act Funding for Pennington County:

1. The remaining balance of ARPA funds shall be used for eligible Revenue Fund Salaries in the year 2024, beginning with Sheriff Office Salaries as primary,

Auditor/Treasurer Salaries as secondary, and all other eligible Revenue Salaries as needed thereafter.

Motioned by Commissioner Sorenson, seconded by Commissioner Peterson, to approve an annual hardware training/replacement warranty plan with SeaChange Print Innovations, LLC for the county's OmniBallot election machines at a cost of \$100 per unit. Motion carried.

County Coordinator Items:

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve a three-year agreement with the University of Minnesota for County Extension services and one FT Extension Educator/4-H position effective January 1, 2025 (detailed agreement on file). Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve and submit a letter of support for ISD#564 in their grant application to the MnDOT Safe Routes to School program. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve a Memorandum of Understanding to the 2024-2026 Teamsters Local #320 CBA (Dispatcher, Corrections Officer, Jail Program Director, Sergeants, STS) whereas the County shall have the option to hire a new employee at a wage no higher than wage step four. Motion carried. It was noted that Teamsters has approved the MOU so it will be effective upon the county's approval and signature.

County Coordinator Kevin Erickson presented an updated employee personnel policy that has been reviewed and approved by a department head group and the Personnel Committee. Motioned by Commissioner Sorenson, seconded by Commissioner Peterson, to approve the updated Pennington County Personnel Policy as presented, with an effective date of January 1<sup>st</sup>, 2025. Motion carried.

County Attorney Items:

Mr. Haase commented on the new Pennington County Personnel Policy, noting that he reviewed it as well and saw no issues.

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve the transfer of \$125,000 from the Highway Building Improvements account to the Highway Capital Improvement account. Motion carried.

Committee Reports / Commissioner Updates:

Commissioner Peterson spoke in regard to 2025 elected official salaries for Pennington County. He noted no change to the County Commissioners salary for 2025, and after a comparison of area and comparable counties is recommending a 2025 salary of \$128,402

for the Pennington County Sheriff. Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to set the salary of the Pennington County Sheriff at \$128,402 for 2025. Motion carried.

Motioned by Commissioner Sorenson, seconded by Commissioner Peterson, to adjourn the Board meeting to January 7, 2025, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator  
Pennington County

Roy Sourdif, Vice Chairman  
Board of Commissioners

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1/6/25

11:30AM

# Pennington County Financial System



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

Page 1

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



Danielle  
1/6/25 11:30AM

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
<b>1307</b>	<b>ABM TECHNOLOGY GROUP</b>						
59	01-220-000-0000-6263		2,250.00	IT CORE USER/DEVICE SUPPORT-JA		COMPUTER SERVICES & SUPPLIES	N
58	01-201-000-0000-6300		1,863.00	SECURE 365/SECURE DEVICE PROTE	AR1860827	REPAIRS & MAINTENANCE	N
<b>1307</b>	<b>ABM TECHNOLOGY GROUP</b>		<b>4,113.00</b>	<b>2 Transactions</b>			
<b>1011</b>	<b>ACE HARDWARE</b>						
60	01-251-000-0000-6300	AP	16.47	HOSE - JAIL REPAIR	175872	REPAIRS & MAINTENANCE	N
<b>1011</b>	<b>ACE HARDWARE</b>		<b>16.47</b>	<b>1 Transactions</b>			
<b>1308</b>	<b>ASSOCIATION OF MINNESOTA COUNTIES</b>						
50	01-003-000-0000-6241		11,935.00	2025 ANNUAL DUES	70951	DUES - BOARD	N
49	01-003-000-0000-6241		2,300.00	MRC - 2025 ANNUAL DUES	71218	DUES - BOARD	N
51	01-801-000-0000-6801		5,500.00	2025 HR TECH ASSISTANCE	71298	MISCELLANEOUS EXPENSE	N
<b>1308</b>	<b>ASSOCIATION OF MINNESOTA COUNTIES</b>		<b>19,735.00</b>	<b>3 Transactions</b>			
<b>20007</b>	<b>CITY OF THIEF RIVER FALLS</b>						
22	01-111-000-0000-6252	AP	2,488.41	SERVICES - GC		ELECTRICITY - COURTHOUSE	N
20	01-501-000-0000-6252	AP	2,616.13	SERVICES - AUDITORIUM		ELECTRICITY	N
21	01-501-000-0000-6252	AP	130.50	SERVICES - AUDITORIUM		ELECTRICITY	N
19	01-800-000-0000-6252	AP	569.46	SERVICES - WELFARE		ELECTRICITY-WELFARE BUILDING	N
73	01-218-000-0000-6252	AP	8,884.61	ELECTRICITY-DECEMBER	01-00022-000	ELECTRICITY	N
74	01-255-000-0000-6252	AP	119.25	ELECTRICITY-DECEMBER	22-03062-000	ELECTRICITY	N
<b>20007</b>	<b>CITY OF THIEF RIVER FALLS</b>		<b>14,808.36</b>	<b>6 Transactions</b>			
<b>3495</b>	<b>COOPER/SHAD</b>						
61	01-220-000-0000-6420	AP	30.00	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
<b>3495</b>	<b>COOPER/SHAD</b>		<b>30.00</b>	<b>1 Transactions</b>			
<b>999999997</b>	<b>DELAGÉ/KYLIE</b>						
62	01-251-000-0000-6420	AP	160.00	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
<b>999999997</b>	<b>DELAGÉ/KYLIE</b>		<b>160.00</b>	<b>1 Transactions</b>			
<b>4313</b>	<b>DEPARTMENT OF MOTOR VEHICLES</b>						
75	01-201-000-0000-6304		16.25	LICENSE/REGISTRATION 01		REPAIR & MAINTENANCE - SQUADS	N
<b>4313</b>	<b>DEPARTMENT OF MOTOR VEHICLES</b>		<b>16.25</b>	<b>1 Transactions</b>			
<b>999999997</b>	<b>GUNDERSON/JORDIN</b>						
63	01-201-000-0000-6420	AP	157.04	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
<b>999999997</b>	<b>GUNDERSON/JORDIN</b>		<b>157.04</b>	<b>1 Transactions</b>			

# Pennington County Financial System



Danielle  
1/6/25 11:30AM

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

1 County Revenue

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
72	<b>8315 HUBERT OUTDOOR POWER</b>						
	01-218-000-0000-6300	AP	300.99	STIHL PRESSURE WASHER	3227	REPAIRS & MAINTENANCE	Y
	<b>8315 HUBERT OUTDOOR POWER</b>		<b>300.99</b>	1 Transactions			
24	<b>7318 JEAN M GUSTAFSON ATTORNEY AT LAW</b>						
	01-011-000-0000-6261	AP	550.00	ATTORNEY FEES 57-PR-24-729	1943	COURT APPOINTED ATTORNEYS	Y
	<b>7318 JEAN M GUSTAFSON ATTORNEY AT LAW</b>		<b>550.00</b>	1 Transactions			
64	<b>7012 JOHNSON-GREEN FUNERAL SERVICE INC</b>						
	01-206-000-0000-6262	AP	260.00	TRANSPORT GF	126024	OTHER SERVICES-CORONER	N
	<b>7012 JOHNSON-GREEN FUNERAL SERVICE INC</b>		<b>260.00</b>	1 Transactions			
29	<b>12373 LEADSONLINE LLC</b>						
	01-220-000-0000-6263		1,801.00	INVESTIGATION SYSTEM SERV 2025	415347	COMPUTER SERVICES & SUPPLIES	N
	<b>12373 LEADSONLINE LLC</b>		<b>1,801.00</b>	1 Transactions			
65	<b>999999997 MANNING/STORM</b>						
	01-251-000-0000-6420	AP	47.79	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
	<b>999999997 MANNING/STORM</b>		<b>47.79</b>	1 Transactions			
56	<b>13500 MARCO</b>						
	01-601-000-0000-6301	AP	176.08	KONICA MINOLTA LEASE	38243975	MAINTENANCE AGREEMENT	N
	<b>13500 MARCO</b>		<b>176.08</b>	1 Transactions			
30	<b>13033 MN COUNTIES INTERGOVERNMENTAL TRU</b>						
	01-201-000-0000-6354		47,370.00	2025 WORKERS COMP		INSURANCE - WORKMAN'S COMP	N
31			100,632.00	2025 PROPERTY/CASUALTY		INSURANCE - PROPERTY CASUALT	N
37			1,277.00	2025 PROPERTY/CASUALTY	20706R	Miscellaneous Expense	N
34			8,105.00	2025 WORK COMP	20706R	INSURANCE - WORKMAN'S COMP	N
35			67,353.00	2025 PROPERTY/CASUALTY	20706R	INSURANCE - PROPERTY CASUALT	N
26			6,702.00	WC RENEWAL	20709R	INSURANCE - WORKMAN'S COMP	N
25			9,120.00	RC RENEWAL	20709R	INSURANCE - PROPERTY CASUALT	N
	<b>13033 MN COUNTIES INTERGOVERNMENTAL TRU</b>		<b>240,559.00</b>	7 Transactions			
66	<b>14033 NORTHERN STATE BANK</b>						
	01-201-000-0000-6304	AP	38.44	WALMART-HEADLIGHTS-REIMBURSE		REPAIR & MAINTENANCE - SQUADS	N
	<b>14033 NORTHERN STATE BANK</b>		<b>38.44</b>	1 Transactions			
5	<b>15323 OFFICE DEPOT</b>						
	01-132-000-0000-6631	AP	120.08	CANON CALCULATOR	402234791001	FURNITURE & EQUIPMENT - MOTOF	N

# Pennington County Financial System



Danielle  
1/6/25 11:30AM

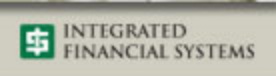
Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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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
<b>15323</b>	<b>OFFICE DEPOT</b>		<b>120.08</b>		1 Transactions		
<b>15329</b>	<b>OIL BOYZ EXPRESS LUBE INC</b>						
67	01-201-000-0000-6304	AP	72.76	OIL CHANGE/SERVICE #02	13818	REPAIR & MAINTENANCE - SQUADS	N
68	01-201-000-0000-6304	AP	73.76	OIL CHANGE/SERVICE #07	13847	REPAIR & MAINTENANCE - SQUADS	N
<b>15329</b>	<b>OIL BOYZ EXPRESS LUBE INC</b>		<b>146.52</b>		2 Transactions		
<b>15375</b>	<b>OLSON/WYATT</b>						
69	01-201-000-0000-6420	AP	24.00	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
<b>15375</b>	<b>OLSON/WYATT</b>		<b>24.00</b>		1 Transactions		
<b>15370</b>	<b>ONSOLVE, LLC</b>						
32	01-223-000-0000-6801		6,713.37	CODE RED 2025	15325229	MISCELLANEOUS EXPENSE-E911	N
<b>15370</b>	<b>ONSOLVE, LLC</b>		<b>6,713.37</b>		1 Transactions		
<b>9001</b>	<b>PENNINGTON &amp; RED LAKE COUNTY</b>						
76	01-003-000-0000-6901		15,887.50	2025 1ST QTR ALLOCATION	1227	APPROPRIATIONS	N
<b>9001</b>	<b>PENNINGTON &amp; RED LAKE COUNTY</b>		<b>15,887.50</b>		1 Transactions		
<b>16310</b>	<b>POLK COUNTY AUDITOR</b>						
48	01-070-000-0000-6301		1,500.00	2025 IGUARD LITE PLUS & MEMBER	1	MAINTENANCE AGREEMENT	N
<b>16310</b>	<b>POLK COUNTY AUDITOR</b>		<b>1,500.00</b>		1 Transactions		
<b>16472</b>	<b>PROPHOENIX CORPORATION</b>						
28	01-223-000-0000-6801		12,945.00	CAD APPLICATIONS 2025	2025104	MISCELLANEOUS EXPENSE-E911	N
27	01-220-000-0000-6263		34,620.84	PROPHOENIX ANNUAL MAINT/SUPPOR	2525104	COMPUTER SERVICES & SUPPLIES	N
<b>16472</b>	<b>PROPHOENIX CORPORATION</b>		<b>47,565.84</b>		2 Transactions		
<b>14347</b>	<b>QUADIENT INC.</b>						
23	01-801-000-0000-6301	AP	614.10	LEASE 10/25/24-1/24/25	Q1649211	MAINTENANCE AGREEMENT	N
<b>14347</b>	<b>QUADIENT INC.</b>		<b>614.10</b>		1 Transactions		
<b>19603</b>	<b>SORENSEN/DAVID</b>						
4	01-003-000-0000-6330	AP	307.80	LODGING - AMC	12/9-12/11/24	TRAVEL & EXPENSE	N
1	01-003-000-0000-6330	AP	12.45	TRANSPORTATION - AMC	12/9/24	TRAVEL & EXPENSE	N
2	01-003-000-0000-6330	AP	40.01	TRANSPORTATION - AMC	12/9/24	TRAVEL & EXPENSE	N
3	01-003-000-0000-6330	AP	35.00	MEAL REIMBURSEMENT - AMC	12/9/24	TRAVEL & EXPENSE	N
<b>19603</b>	<b>SORENSEN/DAVID</b>		<b>395.26</b>		4 Transactions		
<b>19335</b>	<b>ST. LOUIS COUNTY</b>						

# Pennington County Financial System



Danielle  
1/6/25 11:30AM

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
77	01-003-000-0000-6241	AP	2,000.00	2024 MEMBERSHIP DUES		DUES - BOARD	N
78	01-003-000-0000-6241		2,000.00	2025 MEMBERSHIP DUES		DUES - BOARD	N
<b>19335</b>	<b>ST. LOUIS COUNTY</b>		<b>4,000.00</b>	<b>2 Transactions</b>			
<b>19714</b>	<b>SVL SERVICE</b>						
70	01-218-000-0000-6300	AP	1,644.00	IGNITION,FLAME DETECT/BOILER R	SVC-209256	REPAIRS & MAINTENANCE	N
<b>19714</b>	<b>SVL SERVICE</b>		<b>1,644.00</b>	<b>1 Transactions</b>			
<b>3323</b>	<b>THIEF RIVER FALLS</b>						
57	01-601-000-0000-6240		145.00	2025 MEMBERSHIP FESS	2585	SUBSCRIPTIONS	N
<b>3323</b>	<b>THIEF RIVER FALLS</b>		<b>145.00</b>	<b>1 Transactions</b>			
<b>21008</b>	<b>UNIVERSAL SCREENPRINT</b>						
71	01-220-000-0000-6420	AP	13.50	EMBROIDERY 1 JACKET - SS	45530	UNIFORMS	N
<b>21008</b>	<b>UNIVERSAL SCREENPRINT</b>		<b>13.50</b>	<b>1 Transactions</b>			
<b>1 Fund Total:</b>			<b>361,538.59</b>	<b>County Revenue</b>		<b>29 Vendors</b>	<b>49 Transactions</b>

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# Pennington County Financial System



Danielle  
1/6/25 11:30AM

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
<b>1364</b>	<b>AUTO VALUE</b>						
6	03-350-000-0000-6556	AP	32.99	OIL FOR AIR COMPRESSOR		SHOP SUPPLIES	N
7	03-350-000-0000-6556	AP	261.33	DEF		SHOP SUPPLIES	N
9	03-350-000-0000-6556	AP	49.69	IMPACT, GLOVES, CLIPS		SHOP SUPPLIES	N
11	03-350-000-0000-6556	AP	98.16	BOTTLE, PUMP, WASH FLUID		SHOP SUPPLIES	N
8	03-350-000-0000-6564	AP	41.51	PRIMER HEX CAP, FUSE		EQUIPMENT REPAIR PARTS	N
10	03-350-000-0000-6564	AP	209.53	PRIMER, UBOLT WASHER, FILTER		EQUIPMENT REPAIR PARTS	N
12	03-350-000-0000-6564	AP	73.40	WIPERS		EQUIPMENT REPAIR PARTS	N
<b>1364</b>	<b>AUTO VALUE</b>		<b>766.61</b>	<b>7 Transactions</b>			
<b>2396</b>	<b>BERG/TREVOR</b>						
13	03-350-000-0000-6428	AP	64.01	CLOTHING REIMBURSEMENT		SAFETY EQUIPMENT	N
<b>2396</b>	<b>BERG/TREVOR</b>		<b>64.01</b>	<b>1 Transactions</b>			
<b>3392</b>	<b>COMPASS MINERALS AMERICA</b>						
14	03-350-000-0000-6565	AP	6,924.49	SALT		ROAD MATERIALS	N
<b>3392</b>	<b>COMPASS MINERALS AMERICA</b>		<b>6,924.49</b>	<b>1 Transactions</b>			
<b>4353</b>	<b>DLT SOLUTIONS</b>						
33	03-330-000-0000-6554		5,375.17	AUTOCAD RENEWAL 2025		ENGINEERING & SURVEYING SUPPI	N
<b>4353</b>	<b>DLT SOLUTIONS</b>		<b>5,375.17</b>	<b>1 Transactions</b>			
<b>6350</b>	<b>FLAAGAN/MIKE</b>						
16	03-320-000-0000-6330	AP	18.10	MEAL REIMBURSEMENT - AMC	12/8/24	TRAVEL & EXPENSE	N
<b>6350</b>	<b>FLAAGAN/MIKE</b>		<b>18.10</b>	<b>1 Transactions</b>			
<b>10414</b>	<b>JOHNSON/TYLER</b>						
52	03-350-000-0000-6428	AP	120.79	CLOTHING REIMBURSEMENT		SAFETY EQUIPMENT	N
<b>10414</b>	<b>JOHNSON/TYLER</b>		<b>120.79</b>	<b>1 Transactions</b>			
<b>13033</b>	<b>MN COUNTIES INTERGOVERNMENTAL TRU</b>						
54	03-803-000-0000-6354		27,172.00	2025 WORKMANS COMP		INSURANCE - WORKMAN'S COMP	N
55	03-803-000-0000-6355		47,511.00	2025 PROPERTY/CASUALTY		INSURANCE - PROPERTY CASUALTY	N
<b>13033</b>	<b>MN COUNTIES INTERGOVERNMENTAL TRU</b>		<b>74,683.00</b>	<b>2 Transactions</b>			
<b>15374</b>	<b>OSOWSKI/NICK</b>						
53	03-350-000-0000-6428	AP	33.99	CLOTHING REIMBURSEMENT		SAFETY EQUIPMENT	N
<b>15374</b>	<b>OSOWSKI/NICK</b>		<b>33.99</b>	<b>1 Transactions</b>			
<b>20379</b>	<b>THIEF RIVER FORD INC</b>						

# Pennington County Financial System



Danielle  
1/6/25 11:30AM

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

Page 7

**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
15	03-350-000-0000-6564	AP	41.20	RELAY SWITCH		EQUIPMENT REPAIR PARTS	N
<b>20379</b>	<b>THIEF RIVER FORD INC</b>		<b>41.20</b>		1 Transactions		
<b>3 Fund Total:</b>			<b>88,027.36</b>	<b>Road &amp; Bridge</b>	<b>9 Vendors</b>	<b>16 Transactions</b>	

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# Pennington County Financial System



Danielle  
1/6/25 11:30AM

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

**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
18	<b>20007</b> CITY OF THIEF RIVER FALLS 32-391-000-0000-6252	AP	862.69	SERVICES - TRANSFER STATION		ELECTRICITY	N
	<b>20007</b> CITY OF THIEF RIVER FALLS		<b>862.69</b>	1 Transactions			
36	<b>13033</b> MN COUNTIES INTERGOVERNMENTAL TRU 32-391-000-0000-6355		8,740.00	2025 PROPERTY/CASUALTY	20706R	INSURANCE - PROPERTY CASUALTY	N
	<b>13033</b> MN COUNTIES INTERGOVERNMENTAL TRU		<b>8,740.00</b>	1 Transactions			
<b>32 Fund Total:</b>			<b>9,602.69</b>	<b>Solid Waste Facility</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	

DRAFT

# Pennington County Financial System



Danielle

1/6/25

11:30AM

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 9

35 Justice Center Jail Bond Fun

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
44	1450 ASSOCIATED BANK GREEN BAY, N.A. 35-940-000-0000-6704		520,000.00	PRINCIPLE - JC JAIL BOND2016A	99G100003	PRINCIPAL - J.C. JAIL BOND FUND	N
45	35-940-000-0000-6705		99,603.13	INTEREST - JC JAIL BOND2016A	99G100003	INTEREST - J.C. JAIL BOND FUND	N
	1450 ASSOCIATED BANK GREEN BAY, N.A.		619,603.13	2 Transactions			
<b>35 Fund Total:</b>			<b>619,603.13</b>	<b>Justice Center Jail Bond Fund</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

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# Pennington County Financial System



Danielle

1/6/25

11:30AM

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 10

36 Justice Center Capital Improv

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>1450 ASSOCIATED BANK GREEN BAY, N.A.</b>						
46	36-941-000-0000-6704		255,000.00	PRINCIPLE - JC CAP IM BOND	99G100003	PRINCIPAL - J.C. CAPITAL IMPR BON	N
47	36-941-000-0000-6705		53,650.00	INTEREST - JC CAP IM BOND	99G100003	INTEREST - J.C. CAPITAL IMPR BON	N
	<b>1450 ASSOCIATED BANK GREEN BAY, N.A.</b>		<b>308,650.00</b>		2 Transactions		
<b>36 Fund Total:</b>			<b>308,650.00</b>	<b>Justice Center Capital Improveme</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

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# Pennington County Financial System



Danielle  
1/6/25 11:30AM

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

**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
<b>14323 NORTHLAND TRUST SERVICES INC</b>							
41	40-784-000-0000-6704		30,000.00	PRINCIPLE - RLWD#14	PENNCTY13A	PRINCIPAL - RLWD 14	N
42	40-784-000-0000-6705		3,743.75	INTEREST - RLWD#14	PENNCTY13A	INTEREST - RLWD 14	N
43	40-784-000-0000-6706		247.50	FEE - RLWD#14	PENNCTY13A	COSTS - RLWD 14	N
38	40-785-000-0000-6704		25,000.00	PRINCIPLE - RLWD#15	PENNCTY13A	PRINCIPAL - RLWD 15	N
39	40-785-000-0000-6705		3,218.75	INTEREST - RLWD#15	PENNCTY13A	INTEREST - RLWD 15	N
40	40-785-000-0000-6706		247.50	FEE - RLWD#15	PENNCTY13A	COSTS - RLWD 15	N
<b>14323 NORTHLAND TRUST SERVICES INC</b>			<b>62,457.50</b>	<b>6 Transactions</b>			
<b>15314 OLSON CONSTRUCTION TRF, INC.</b>							
17	40-796-000-0000-6262	AP	3,037.50	MOWING DITCH 96	3954	OTHER SERVICES	N
<b>15314 OLSON CONSTRUCTION TRF, INC.</b>			<b>3,037.50</b>	<b>1 Transactions</b>			
<b>40 Fund Total:</b>			<b>65,495.00</b>	<b>Ditch Funds</b>	<b>2 Vendors</b>	<b>7 Transactions</b>	
<b>Final Total:</b>			<b>1,452,916.77</b>	<b>44 Vendors</b>	<b>78 Transactions</b>		

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# Pennington County Financial System



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	361,538.59	County Revenue
3	88,027.36	Road & Bridge
32	9,602.69	Solid Waste Facility
35	619,603.13	Justice Center Jail Bond Fund
36	308,650.00	Justice Center Capital Improve
40	65,495.00	Ditch Funds
<b>All Funds</b>	<b>1,452,916.77</b>	<b>Total</b>

Approved by, .....

.....

.....

DRAFT

# Pennington County Financial System



Danielle  
1/3/25

3:16PM

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

Page 1

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  
1/3/25 3:16PM

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
<b>19603</b>	<b>SORENSEN/DAVID</b>						
2	01-003-000-0000-6103		125.00	AMC	12/10/24	PER DIEMS - BOARD	N
3	01-003-000-0000-6103		100.00	AMC	12/11/24	PER DIEMS - BOARD	N
4	01-003-000-0000-6103		100.00	CANNABIS HEARING/TNT	12/12/24	PER DIEMS - BOARD	N
5	01-003-000-0000-6103		75.00	WATERSHED MEETING	12/18/24	PER DIEMS - BOARD	N
1	01-003-000-0000-6103		125.00	AMC	12/9/24	PER DIEMS - BOARD	N
<b>19603</b>	<b>SORENSEN/DAVID</b>		<b>525.00</b>	<b>5 Transactions</b>			
<b>1 Fund Total:</b>			<b>525.00</b>	<b>County Revenue</b>		<b>1 Vendors</b>	<b>5 Transactions</b>
<b>Final Total:</b>			<b>525.00</b>	<b>1 Vendors</b>		<b>5 Transactions</b>	

DRAFT

# Pennington County Financial System



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	525.00	County Revenue
<b>All Funds</b>	<b>525.00</b>	<b>Total</b>

Approved by, .....

.....

.....

DRAFT

**OFFICIAL PROCEEDINGS**  
**PENNINGTON COUNTY BOARD OF COMMISSIONERS**  
**ORGANIZATIONAL MEETING**  
**JANUARY 7<sup>th</sup>, 2025 – 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, January 7<sup>th</sup>, 2025, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Roy Sourdif, Dave Sorenson, and Neil Peterson. Members absent: None.

The meeting was called to order by 2024 Board Chairman Nelson and the Pledge of Allegiance was recited.

Motioned by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, to approve the County Board minutes of December 27<sup>th</sup>, 2024, as written. Motion carried.

Motioned by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, to approve following Commissioner warrants. Motion carried.

County Revenue	\$
Road & Bridge	\$

Meal reimbursements and per diems in the amount of \$\_\_\_\_\_ were also approved.

The County Board proceeded to organize for the year 2025 with the County Coordinator assisting by calling for nominations for Chairman. Commissioner \_\_\_\_\_ nominated Commissioner Sourdif as Chairman for 2025. Motioned by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that nominations cease and that a unanimous ballot be cast for Commissioner Sourdif as Chairman. Motion unanimously carried.

The County Coordinator then called for nominations for Vice-Chairman. Commissioner \_\_\_\_\_ nominated Commissioner Sorenson as Vice-Chairman for 2025.

Motioned by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that nominations cease and that a unanimous ballot be cast for Commissioner Sorenson as Vice-Chairman for 2025. Motion unanimously carried.

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the County Board express their appreciation to Commissioner Nelson for serving as Chairman in 2024. Motion carried.

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the dates for the regular meetings of the Board will be the second Tuesday at 10 a.m. and the fourth Tuesday at 10 a.m. of each month unless otherwise called, with the exception of the Statutory meeting in January that is set by law. Motion unanimously carried.

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and pursuant to MS471.96, elected and appointed officials of the County be designated as representatives of the County in their respective State Association and are eligible for reimbursement of expenses by-law with presentation of verified claims. Motion unanimously carried.

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, to appropriate and set aside in the Revenue Fund and authorize the Auditor-Treasurer to pay necessary expenses for postage, freight, telephone, water, lights, and other utilities as provided by MS375.16 as amended. Motion unanimously carried.

Commissioner \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION**

**BE IT RESOLVED** that the official newspaper of Pennington County shall be The Times for the year 2025, published weekly, each Wednesday, in Thief River Falls.

The foregoing resolution was duly seconded by Commissioner \_\_\_\_\_, and upon vote was unanimously adopted.

Commissioner \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION**

**BE IT RESOLVED**, that pursuant to the by-laws of the Association of Minnesota Counties; the following officers are named delegates of the County of Pennington, to-wit: Commissioners, Engineer, Auditor-Treasurer and County Attorney. Other officers may be authorized by the Board to attend as non-voting members.

The foregoing resolution was duly seconded by Commissioner \_\_\_\_\_, and upon vote was unanimously carried.

The County Board reviewed the insurance premiums for the County's Workmen's Compensation, Property, Liability and error and omission policies. The insurance policies are all through the Minnesota Counties Intergovernmental Trust. Commissioner \_\_\_\_\_ moved, seconded by Commissioner \_\_\_\_\_, to approve the insurance premium rates for 2025 and authorize the County Auditor-Treasurer to pay as presented. Motion unanimously carried.

The County Board reviewed a list of Committee, Boards, and meetings that would allow for a per diem to be paid. Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, to approve the following list of committees, boards, and meetings as meetings authorized to charge a per diem of attending on behalf of Pennington County. Motion unanimously carried.



Advance Thief River Committee  
Airport Zoning Advisory Committee  
AMC Legislative Review Committee  
Annual Township Meetings  
Area Transportation Plan  
Association of Minnesota Counties Meetings  
Building and Maintenance Committee  
BWSR Wetland Meetings  
Chamber of Commerce  
Clearwater River 1 Watershed 1 Plan Policy Committee  
Emergency Management Committee  
Extension Committee  
Family Service Collaborative  
Feedlot Meetings  
Gravel Tax Committee  
Highway Committee  
Household Hazardous Waste Meetings  
Human Service Committee  
Insurance Committee  
Inter-County Community Council  
**Job's Inc. Board**  
Joint City/County Meetings  
Juvenile Training Center Board  
Law Enforcement Committee  
Law Library Committee  
Government Relations Committee  
Minnesota Rural Counties  
MnDOT County – Joint Facilities Committee  
Northern Counties Land Use Coordinating Board  
Northland Community and Technical College Advisory Committee  
Northwest Minnesota Joint Powers Board  
Northwest Regional Library Board  
Northwest Minnesota Regional Emergency Communication Board  
Land of the Dancing Sky Area Agency on Aging  
Northwest Regional Development Commission Board  
Northwest Regional Development Commission Transportation Committee  
Pennington County Housing Loan Fund  
Pennington County Water Resource Advisory Committee  
Personnel Committee  
Pine to Prairie Drug Task Force  
Pennington County Historical Society Board  
Red Lake River Corridor  
Red Lake Watershed Meetings  
Red Lake River 1 Watershed 1 Plan Policy Committee  
Red River Basin Joint Powers Board  
Red River Valley Development

Regional Insurance Board  
Road, Bridge, and Culvert Committee  
Safety Committee  
Solid Waste Committee  
Special County Board Meetings  
Technology Committee  
Thief River Falls Regional Airport Authority  
Thief River Falls Library Board  
Thief River 1 Watershed 1 Plan Policy Committee

Also, any other Committees that are established by the County Board or appointments made or meetings attended while representing Pennington County.

The following resolution was motioned by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and upon vote was unanimously carried.

**RESOLUTION**

**BE IT RESOLVED**, that an employee that has been given a County vehicle for their use and the employee chooses to use their own vehicle anyway, the employee will not be reimbursed the County mileage rate unless the vehicle assigned to them is inoperable.

**BE IT FURTHER RESOLVED**, that the meal reimbursement for travel outside the County shall not exceed \$15 for breakfast, \$25 for a noon meal, and \$35 for an evening meal; that meal reimbursement shall be made for the exact expenditure, plus up to a 15% gratuity, and not the maximum amount allowed; itemized receipts, not totals receipts, must be attached to the claim form or no reimbursement will be made; no alcoholic beverages will be reimbursed,

**BE IT FURTHER RESOLVED**, that there shall be no reimbursement for meals within the County of Pennington,

**BE IT FURTHER RESOLVED**, that the meal reimbursement without lodging shall be submitted on a claim form, with receipt (s) attached, to be processed through payroll whereby withholding tax and FICA will be deducted and that meal reimbursements with overnight lodging will not enter into the payroll system,

**BE IT FURTHER RESOLVED**, that the County Auditor and Human Service Director are hereby given the authority to adjust the amounts of reimbursement if the above policy is not followed,

**BE IT FURTHER RESOLVED** that this meal and mileage policy shall be effective January 1<sup>st</sup>, 2025, and shall be reviewed at the County Board's discretion.

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, to appoint Jennifer Herzberg as MnCCC delegate with Lucas Fornshell as alternate. Motion unanimously carried.

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, to reappoint **Corie Erickson-Oliver** and **Linda**

**Helgeland** to a three-year term on the Pennington County Extension Committee effective January 1<sup>st</sup>, 2025, to December 31, 2027. Motion Carried.

Motioned by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, to appoint Scott Petrescue as the County Coroner for a one-year term ending December 31, 2025, as per MN Statutes 3901.005. Motion carried.

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, to approve the following appointments. Motion unanimously carried.

- Road, Bridge, and Culvert Committee  
Commissioner Lawrence  
Commissioner Sorenson  
Commissioner Nelson  
Commissioner Peterson  
Commissioner Sourdif
- Human Service Committee  
Commissioner Lawrence  
Commissioner Sorenson  
Commissioner Nelson  
Commissioner Peterson  
Commissioner Sourdif
- Law Library Committee  
Commissioner Sourdif
- Building & Maintenance Committee  
**Government Center - 101 Main Ave. N:**  
Commissioner Lawrence  
Commissioner Sorenson  
County Coordinator Kevin Erickson  
Auditor-Treasurer Jennifer Herzberg

**Human Services Building:**

Commissioner Sorenson  
Commissioner Lawrence  
County Coordinator Kevin Erickson  
Human Services Director Julie Sjostrand

**LEC/ Justice Center:**

Commissioner Sorenson  
Commissioner Lawrence  
County Coordinator Kevin Erickson  
Sheriff Seth Vettleon

- Thief River Falls Airport Zoning Commission  
Commissioner Nelson
- Thief River Falls Chamber of Commerce Representative  
Commissioner Sourdif
- Inter-County Community Council Board  
Commissioner Nelson  
Commissioner Sourdif, alternate
- NW Regional Development Transportation Committee  
Commissioner Sourdif
- County Extension Committee  
Commissioner Lawrence  
Commissioner Sourdif
- Pennington County Historical Society  
Commissioner Nelson
- Pennington County Water Resource Advisory Committee  
Commissioner Peterson
- Solid Waste Committee  
Commissioner Nelson  
Commissioner Lawrence
- Highway Committee  
Commissioner Lawrence  
Commissioner Peterson
- Household Hazardous Waste Joint Powers Board  
Commissioner Nelson  
Commissioner Lawrence, Alternate
- Land of the Dancing Sky Area Agency Aging Board / Region 1 Aging  
Advisory  
Commissioner Sorenson  
Commissioner Sourdif, Alternate
- Regional Insurance Advisory Board of the Northwest Service  
Cooperative  
Commissioner Sorenson  
County Coordinator Kevin Erickson
- NW Regional Library Board and Thief River Falls Library Board

Commissioner Sourdif

- Minnesota Rural Counties Board  
Commissioner Peterson  
Commissioner Lawrence, Alternate
- Northern Counties Land Use Coordinating Board  
Commissioner Nelson  
Commissioner Peterson
- NW Regional Emergency Communications Board  
Commissioner Lawrence  
Commissioner Nelson, Alternate
- Pennington County Affordable Housing Fund Advisory Board  
Commissioner Sorenson
- Pennington/Red Lake County Public Health & Home Care Board  
Commissioner Sourdif
- Labor/Personnel Committee  
Commissioner Lawrence  
Commissioner Peterson
- Pennington County Safety Committee  
Commissioner Nelson
- Technology Committee  
Commissioner Nelson  
Commissioner Lawrence
- Gravel Tax Committee  
Commissioner Lawrence  
Commissioner Peterson
- Law Enforcement Committee  
Commissioner Lawrence  
Commissioner Peterson
- Emergency Management Committee  
Commissioner Nelson  
Commissioner Sourdif  
(usually Chairman & Vice Chairman)
- 2025 AMC Policy Committee Appointments  
Environment & Natural Resources - Commissioner Peterson

General Government - Commissioner Sourdif  
Health & Human Services - Commissioner Nelson  
Public Safety - Commissioner Lawrence  
Transportation & Infrastructure - Commissioner Sorenson

- Pine to Prairie Drug Task Force Joint Powers Governing Board  
Commissioner Lawrence
- Northwest Regional Development Commission Board  
Commissioner Lawrence
- Government Relations Committee  
Commissioner Sorenson  
Commissioner Sourdif, Alternate
- TVF Regional Airport Authority  
Commissioner Lawrence  
Commissioner Peterson
- Association of MN Counties Delegate  
Commissioner Lawrence  
Commissioner Sorenson  
Commissioner Nelson  
Commissioner Peterson  
Commissioner Sourdif
- NW Regional Affordable Housing Fund Advisory Board  
Commissioner Sorenson
- Quinn County Advisory Board  
Commissioner Peterson  
Commissioner Sorenson, Alternate
- Thief River One Watershed One Plan Policy Committee  
Commissioner Peterson  
Commissioner Sorenson, Alternate
- 911 Advisory Committee  
Commissioner Sorenson
- Red Lake River Corridor  
Commissioner Nelson
- Red Lake River Basin Board  
Commissioner Sourdif

- Clearwater River One Watershed, One Plan Policy Committee  
Commissioner Peterson  
Commissioner Sourdif, Alternate
- Comprehensive Local Water Plan, Joint Powers Board  
Commissioner Peterson
- NW Juvenile Training Center Board  
Commissioner Peterson
- Red Lake River One Watershed, One Plan Policy Committee  
Commissioner Sorenson  
Commissioner Peterson, Alternate
- Advance Thief River Committee  
Commissioner Sourdif  
Commissioner Sorenson, Alternate
- Cannabis Committee  
Commissioner Sorenson  
Commissioner Nelson
- Community Strong  
Commissioner Nelson
- NW Minnesota Multi County HRA  
Commissioner Nelson

**(SCHEDULED BOARD AGENDA ITEMS TO FOLLOW)**

Seth Vettleson - County Sheriff

Tony Mapes – Director of Veteran’s Services

Carl Bruzek – County Assessor

Mike Flaagan – County Engineer

County Auditor-Treasurer Items:

Motioned by Commissioner \_\_\_\_\_, seconded by \_\_\_\_\_, to approve and accept the following donations received in 2024. Motion carried.

Sentence-to-Serve (misc. services, wood)	\$ 50,766.80
D.A.R.E	\$ 800.72

The County Board then reviewed the individual ditch levies as recommended by the committee. Motioned by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that a levy be made for ditch maintenance purposes and property assessed to various ditches in 2024, payable in 2025, in the following amounts. Motion carried.

Ditch Levies							
Ditch	Levy %	Ditch	Levy %	Ditch	Levy %	Ditch	Levy %
CD #16	100.0%	CD #42	40.0%	CD #59	25.0%	JD #11	20.0%
CD #21	60.0%	CD #43	25.0%	CD #62	40.0%	JD #13	10.0%
CD #32	15.0%	CD #44	50.0%	CD #70	2.0%	JD#13 Penn/Red Lake	2.0%
CD #33	25.0%	CD #45	50.0%	CD #71	60.0%	JD #15	20.0%
CD #35	50.0%	CD #46	40.0%	CD #73	50.0%	JD #18	20.0%
CD #36	20.0%	CD #47	25.0%	CD #74	15.0%	JD #25-3	1.0%
CD #37	60.0%	CD #53	25.0%	CD #75	30.0%	JD #30	20.0%
CD #38	30.0%	CD #55	80.0%	CD #77	5.0%	JD #31	3.0%
CD #39	25.0%	CD #57	30.0%	CD #96	8.0%	JD #60	10.0%
CD #41	1.5%	CD #58	20.0%	JD #1	25.0%	JD #30 Br. A	2.0%

The Auditor-Treasurer reminded the elected officials present that campaign finance reports are due by January 31<sup>st</sup>, 2025.

County Coordinator Items:

County Attorney Items:

Committee Reports / Commissioner Updates:

Adjournment:

ATTEST:

Kevin Erickson, County Coordinator  
Pennington County

\_\_\_\_\_, Chairman  
Board of Commissioners



**WHEREAS**, Minnesota Statute 375.192 Subdivisions 2-4, provide county boards to grant reductions or abatements of valuation, classification, or taxes, and

**WHEREAS**, Pennington County currently has no written policy regarding abatement procedures, and

**WHEREAS**, the Minnesota Department of Revenue highly recommends that all counties have a written policy regarding abatements to ensure that County Boards, County Auditors, and County Assessors are treating all taxpayers who apply for abatements consistently, equally, and fairly.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pennington County Board of Commissioners adopts the following abatement procedures and provisions of Minnesota Statute 375.192, for processing applications for abatement as policy. This policy is to be effective January 1, 2025.

## **Pennington County Abatement Policy**

### A. General

1. Minnesota Statute 375.192, Subdivisions 2-4, allows county boards to grant reductions or abatements of valuation or taxes.
2. Abatements will not be used solely as a means to reduce conflict or controversy.
3. Applications for abatements can only be made by the owner of the property.
4. Due to the time and effort used to prepare abatements, the tax amount involved (proposed to be abated) must exceed \$100 or 1% of the total tax amount on the parcel to be abated, whichever is greater, with the following exceptions:
  - a. Homesteaded personal property mobile homes with a total tax amount of \$500 or less, with a minimum abatement amount of 20% of the total amount.
  - b. Penalty & Interest abatements
5. On any abatement when the reduction of tax, along with cost, penalties, and interest exceeds \$10,000, the County Board shall give notice within 20 days to the school board and the municipality in which the property is located.
6. No abatement will be considered if a petition has been filed with tax court.
7. No abatement will be considered if a confession of judgement has been signed.
8. Deadline for most abatement applications is December 31 of the tax payable year.

### B. Valuation and Classification Abatements

1. Valuation and Classification abatements are meant to be a last resort to correct errors and inequities. Valuation and Classification abatements are not meant to take the place of local and county boards of appeal and equalization.

2. Valuation and Classification Abatements due to hardship will only be considered for the current assessment year after local and/or county boards of appeal and equalization are held and before tax statements are calculated for the current assessment year only. Deadline to apply is October 1 of valuation year (with exception of homesteads, disabled veteran's exclusion, and other programs whose application isn't due until December of the assessment year).
    - a. Examples of hardship include the following: property owner experienced a documented family emergency, such as medical, around the time of the local and/or county board of appeal and equalization; out of area due to military service, or other documented circumstances out of control of the taxpayer at the discretion of the County Board.
  3. Valuation and classification abatements due to clerical errors will be considered on the current assessment year (taxes payable the following year) plus the two prior assessment years.
    - a. Clerical errors are defined as an error made during data entry, an error in transforming data from one field card to another, or typographical in nature.
    - b. An exception are items, due to the complexity of Minnesota property tax law, that were errors in classifying land and/or buildings on split class properties or linking parcels to calculate tax correctly – these often don't show up on valuation and classification notices but do on truth-in-taxation notices and tax statements.
    - c. Clerical errors are not for adjusted land area or size if survey isn't on record, errors in building measurement or value calculation, or general judgements made when determining value; including if the property sells for less than the estimated market value.
- C. Abatements where an application is required (most commonly homestead, also disabled veteran's exclusion and other programs)
1. Abatement requests for the homestead classification and other programs are usually due to the failure of the owner to apply for the homestead by the statutory deadline. Notices are published in the official county newspaper once a year regarding applying for the homestead classification, as well as posted on the Pennington County website. Valuation notices and truth-in-taxation statements also inform property owners of the homestead classification, with the truth-in-taxation statement being more noticeable with the higher amount of tax on the non-homestead property.
  2. Many completed homestead and other applications are sent to the Assessor's office through the mail. There are occasional instances where the application is either lost and never received by the Assessor's Office or is received after a delay and the postmark date is after the statutory deadline. While this is unfortunate, an abatement for this reason will not

be considered due to the inability to prove if and/or when the application was mailed by the taxpayer.

3. Many homestead applications received through the mail are incomplete (examples – missing social security numbers, only one spouse filled out the application, etc.) The Assessor's Office staff tries to contact the applicant to notify them that the application isn't complete and to try to get the completed information before the deadline.
4. Therefore, an abatement for the homestead classification and other programs would only be considered due to hardship; as defined in Section B, Subd.2(a).

#### D. Penalty and Interest Abatements

1. Only area where amount less than \$100.00 and less than 1% of the tax amount is considered.
2. Only considered if payment is lost or delayed in the mail and the taxpayer presents positive proof of payment – such as a copy of the check register, certified check, or other means of payment, or due to hardship as defined in Section B, Subd.2(a).
3. No abatement will occur due to tax statements not received by the taxpayer, or if any parcel was omitted when making payment.
4. Only considered for the current payable tax year.

#### E. Special Assessment Abatements

1. Must also be approved by the municipality that levied the special assessments.

#### F. Approval Process

1. Most abatements must be approved first by the County Assessor and then by the County Auditor-Treasurer before being considered by the County Board.
2. Penalty and Interest Abatements don't have to be approved by the County Assessor before being considered by the County Board (still must be approved by the County Auditor-Treasurer)
3. Special Assessment Abatements don't have to be approved by the County Assessor but must be approved by the municipality that levied the assessments, as well as by the County Auditor-Treasurer, before being considered by the County Board.

**AFFIDAVIT**

**STATE OF MINNESOTA )**

**COUNTY OF PENNINGTON )**

Amber Keefe being duly sworn, on oath says: that ...he/she  
Amber Keefe the owner ... of that certain Warrant  
Numbered 115508 issued to Amber Keefe by Pennington County  
Human Services for \$38.76 Dollars and  
bearing date the 22 day of August, 2024; that said  
Warrant has not been paid but has become lost and destroyed in the manner following, to-wit:  
Lost in the mail.

Further affiant saith not save that ....he/she makes this affidavit for the purpose of having a duplicate thereof issued to Amber Keefe

Subscribed and sworn to before me this  
30<sup>th</sup> day of December, 2024

Amber Keefe  
(Signature of Principal)

Jodi Lynn Kuznia  
Notary Public, Pennington County, MN  
My commission expires: 1-31-2028



**ORDER ON BOND**

The foregoing application and affidavit requesting that a duplicate Order-Warrant be issued to said affiant without the furnishing of an indemnifying bond is hereby \_\_\_\_\_  
(Granted/Denied)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Attest: \_\_\_\_\_  
(Chairman-Mayor-President)

Auditor/Clerk

\*This order must be signed by presiding officer of the County, Town, City or School District, as the case may be. M.S.A. Section 366.24, as amended by Laws of 1961, Chapter 60. (a) If the application to dispense with the furnishing of an indemnifying bod is denied then use the bond on the reverse side hereof.