

**PENNINGTON COUNTY  
BOARD OF COMMISSIONER'S MEETING  
JUSTICE CENTER – COUNTY BOARD ROOM  
TUESDAY, FEBRUARY 11, 2025, 10:00 A.M.**

**AGENDA**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Amendments to the Agenda**
- 4. Recognition of Citizens** – Individuals 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 Seth Vettleson – County Sheriff
  - 10:15 Kayla Jore –Penn/RLC Public Health & Home Care Director
  - 10:25 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  
JANUARY 28, 2025 – 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, January 28<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 Chairman Sourdif and the Pledge of Allegiance was recited.

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

Recognition of Citizens: None.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the County Board minutes of January 7<sup>th</sup>, 2025, as written. Motion carried.

Motioned by Commissioner Sorenson, seconded by Commissioner Peterson, to approve the Human Service Warrants totaling \$280,214.40, Auditor & Manual warrants for December 2024 totaling \$1,730,575.79, and the following Commissioner warrants. Motion carried.

County Revenue	\$ 223,273.38
Road & Bridge	\$ 224,952.00
Solid Waste Facility	\$ 6,556.94
Ditch Funds	\$ 3,083.10
Townships & Cities	\$ 52.25

Meal reimbursements and per diems in the amount of \$26.42 were also approved.

Human Service Director Julie Sjostrand presented the consent agenda from the January 21, 2025, Human Service Committee meeting. On a motion by Commissioner Peterson and seconded by Commissioner Nelson, the following recommendations of the Pennington County Human Service Committee for January 21, 2025 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve December 17, 2024, Human Service Committee meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the CY 2025-2027 Child Welfare opiate allocation-agency plan as presented.

B. To approve the CY 2025 Minnesota Department of Human Services County Grant Contract for Respite Care services for Children and their Families as presented.

## SECTION B

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

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to accept the resignation of Full-Time Social Worker Jessica Olson effective February 12, 2025. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to authorize the Human Services Director to advertise for the position of Full-Time Social Worker. Motion carried.

Seth Vettleson – County Sheriff

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve a contract with Negen's Investigative Services, LLC to provide initial PREA auditing of the Pennington County Correctional Facility at a cost of \$4,500.00. Any return visits and/or Corrective Action Plan costs will be at a negotiated rate. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve a quote for IT consulting services by Shawn Larsen of Morris Electronics in the amount of \$5,400.00, which includes 4 visits. Motion carried.

Sheriff Vettleson discussed the need to readvertise for the STS Crew Leader position as the last applicant withdrew prior to their start date. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to authorize the Sheriff to readvertise for the position of Full-Time STS Crew Leader. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to approve a quote from Magnet Forensics to renew the GrayKey license for one year in the amount of \$17,030.00, with costs to be shared with the City of Thief River Falls. Motion carried.

Mike Flaagan – County Engineer

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to grant a time extension to August 1, 2025, to Lucas Miller to become compliant with the requirements of the county buffer program. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to grant a time extension to June 1<sup>st</sup>, 2025, to Jimmy Johnson to become compliant with the requirements of the county buffer program. Motion carried.

At 10:30 a.m. the Chairman recessed the Board meeting and opened the Public Hearing on the Economic Development Tax Abatements.

Present for the Hearing: Seth Nelson, Bruce Lawrence, Neil Peterson, Roy Sourdif, David Sorenson, Jennifer Herzberg, Nathan Hasse, Levi Jacobson, April Scheinoha, and Lucas Fornshell.

Auditor-Treasurer Jennifer Herzberg reviewed the Economic Development Tax Abatement Policy and submitted those parcels that the City of Thief River Falls has determined as qualifying. There are two new parcels and eleven parcels from previous years.

Hearing no comments on the abatements, Chairman Sourdif closed the Public Hearing at 10:32 a.m. and called the Board meeting back to order.

Motioned by Commissioner Lawrence seconded by Commissioner Nelson, to approve the abatement of the County's portion of real estate tax for the following properties, as per the abatement policy and recommended by the City of Thief River Falls and authorize the County Auditor-Treasurer to issue payment by Auditor's warrant. Motion carried.

#### **First Year**

- 2016 Nelson Dr: MMCDC's Greenwood Neighborhood Addition Lot-003 Block-001. Parcel Number 25121.019.10 – Davis J. Mills. The total estimated abatement is \$1,201.81.
- 619 Evergreen Street: Noreen's First Addition West 68' of Lot-014 & Lot-015 less the West 54' Block-006. Parcel Number 25.062.087.00 – Richard Merrill. The total estimated abatement is \$910.98.

#### **Second Year**

- 2006 Nelson Dr: MMCDC's Greenwood Neighborhood Addition Lot-024 Block-001. Parcel Number 25.121.024.10 – Haven Keuhn. The total estimated abatement is \$1,206.86.
- 2014 Nelson Drive: MMCDC's Greenwood Neighborhood Addition Lot-020 Block-001. Parcel Number 25.121.020.10 – Rebekah Lion. The total estimated abatement is \$1,070.29.

#### **Third Year**

- 828 Alice Drive: First Southeast Addition Lot-015 Block-003. Parcel number 25.033.041.29 – James Trojanowski. The total estimated abatement is \$1,393.58.
- 208 Willow Road: Noreen's First Addition s122 of lot 21 & lot 22 less the SO 12' Blk 4 Parcel Number 25.062.052.00 – Margaret Porter. The total estimated abatement is \$979.46.
- 2024 Nelson Drive: MMCDC's Greenwood Neighborhood Addition Lot-015 Block-001 Parcel number 25.121.015.10 – Shelby Hagen. The total estimated abatement is \$1,009.48.

#### **Fourth Year**

- 2028 Nelson Drive: MMCDC's Greenwood Neighborhood Addition Lot-013 Block-001 Parcel number 25.121.013.10 – Bryce Gillie. The total estimated abatement is \$275.79.
- 2004 Nelson Drive: Lot 4 Block 1, MMCDC's Greenwood Neighborhood Addition Lot- 025 Block-001. Parcel Number 25.121.025.10 – Lori Alvarado. The total estimated abatement is \$713.71.
- 2022 Nelson Drive: MMCDC's Greenwood Neighborhood Addition Lot-016 Block-001 Parcel number 25.121.016.10 – Shelby Erickson. The total estimated abatement is \$3.48.

#### **Fifth Year**

- 2013 Greenwood Street East: Lot 3, Block 1, MMCDC's Greenwood Neighborhood Addition. Parcel Number 25.121.003.10 – Tanner Nessen. The total estimated abatement is \$78.73.
- 2103 Greenwood Street East: Lot 9, Block 1, MMCDC's Greenwood Neighborhood Addition. Parcel Number 25.121.009.10 – Brandi Dorge. The total estimated abatement is \$395.29.
- 2021 Greenwood Street East: Lot 7, Block 1, MMCDC's Greenwood Neighborhood Addition. Parcel Number 25.121.007.10 – Mackenzie Swick. The total estimated abatement is \$99.10.

County Auditor-Treasurer Items:

Auditor-Treasurer Jennifer Herzberg presented the requirements that must be met in order for the County to sell the former Human Services building.

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

#### **RESOLUTION AUTHORIZING THE SALE OF REAL PROPERTY**

**WHEREAS**, Pennington County owns real property legally described as: Lots 9-12, Block 27, Original Townsite of Thief River Falls, and Lots 17-19, Block 28, Original Townsite of Thief River Falls; and

**WHEREAS**, the Pennington County Board of Commissioners has determined that it is in the best interest of the County to sell the above-described properties, pursuant to MN Statute §373.01.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pennington County Board of Commissioners hereby authorizes the sale of the properties described herein, pursuant to MN Statute §373.01.

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

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR SALE OF  
REAL PROPERTY**

**WHEREAS**, Pennington County owns real property legally described as: Lots 9-12, Block 27, Original Townsite of Thief River Falls, and Lots 17-19, Block 28, Original Townsite of Thief River Falls; and

**WHEREAS**, the Pennington County Board of Commissioners has determined that it is in the best interest of the County to sell the above-described properties; and

**WHEREAS**, the sale of real property owned by a County must first be advertised for bids for three consecutive weeks and state the time, place, and manner of considering and accepting bids, pursuant to MN Statute §373.01.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pennington County Board of Commissioners hereby authorizes the advertising of bids for the sale of properties mentioned herein, pursuant to MN Statute §373.01.

**BE IT FURTHER RESOLVED**, that bids will be considered on March 11, 2025, at the 10:00 a.m. meeting of the Pennington County Board of Commissioners, Justice Center Board Room, 141 Main Ave. S., Thief River Falls, MN 56701.

County Coordinator Items (presented by the Auditor-Treasurer):

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve termination of the Auditorium leases with St. Bernard's Catholic Church and the Thief River Falls Area Hockey Association, effective March 1<sup>st</sup>, 2025. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve a quote from Climate Control Inc. in the amount of \$12,900.00 for a 12-month service agreement for the boilers located in the Justice Center. Motion carried.

County Attorney Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to approve a notice of intent to remove the restriction of use on the Solid Waste transfer station building. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve a cost-of-living adjustment increase of 3% for the Crime Victim Advocate and Crime Victim Advocate Assistant positions with an effective date of January 1, 2025. Motion carried. It is noted that these positions are paid via a grant.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorensen, to approve the use of funds from the attorney budget to purchase gift cards as incentives for the Truancy Program. Motion carried.

Committee Reports / Commissioner Updates:

Commissioner Peterson presented a recap of an AMC board meeting he recently attended. He also noted that at least three of the County Board members would be attending the Watershed meeting that is being held today, January 28, 2025.

Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to adjourn the Board meeting to February 11<sup>th</sup>, 2025, at 10:00 a.m. Motion carried.

ATTEST:

Jennifer Herzberg, Auditor-Treasurer  
Pennington County

Roy Sourdif, Chairman  
Board of Commissioners

DRAFT



# Pennington County Financial System



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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

DRAFT

# Pennington County Financial System



Danielle  
2/10/25 11:28AM

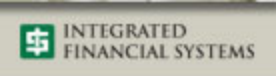
Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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 ABM TECHNOLOGY GROUP</b>							
175	01-201-000-0000-6210		1,250.00	MICROSOFT OFFICE 365- AUGUST	AR1817425	E-MAIL SERVICES	N
176	01-201-000-0000-6210		1,250.00	MICROSOFT OFFICE 365-SEPTEMBER	AR1828033	E-MAIL SERVICES	N
177	01-201-000-0000-6210		1,250.00	MICROSOFT OFFICE 365-OCTOBER	AR1839311	E-MAIL SERVICES	N
178	01-201-000-0000-6210		1,250.00	MICROSOFT OFFICE 365-NOVEMEBER	AR1850359	E-MAIL SERVICES	N
179	01-220-000-0000-6263		2,250.00	IT CORE USER/DEVICE SUPPORT-DE	AR1850456	COMPUTER SERVICES & SUPPLIES	N
			<b>7,250.00</b>	<b>5 Transactions</b>			
<b>1604 ACCURATE CONTROLS, INC</b>							
63	01-251-000-0000-6300		164.00	UPDATE CAMERA SYSTEM-SUPPORT	22945	REPAIRS & MAINTENANCE	N
			<b>164.00</b>	<b>1 Transactions</b>			
<b>1011 ACE HARDWARE</b>							
60	01-218-000-0000-6300		9.59	AIR CHUCK/BOILER REPAIRS	175957	REPAIRS & MAINTENANCE	N
61	01-218-000-0000-6300		73.98	LEVEL, STUD SENSOR/HANGING HAR	176296	REPAIRS & MAINTENANCE	N
62	01-218-000-0000-6300		114.24	MOUNTING HARDWARE/COURT	176353	REPAIRS & MAINTENANCE	N
			<b>197.81</b>	<b>3 Transactions</b>			
<b>1376 AMEM</b>							
58	01-290-000-0000-6241		200.00	AMEM ANNUAL MEMBERSHIP		Dues	Y
			<b>200.00</b>	<b>1 Transactions</b>			
<b>2030 AVERY/JILL</b>							
4	01-011-000-0000-6261		42.50	ATTORNEY FEES 57-PR-07-107		COURT APPOINTED ATTORNEYS	Y
			<b>42.50</b>	<b>1 Transactions</b>			
<b>999999997 AZURE/JOHN</b>							
64	01-201-000-0000-6304		525.00	REMOTE START #1308 TAHOE	582273	REPAIR & MAINTENANCE - SQUADS	N
			<b>525.00</b>	<b>1 Transactions</b>			
<b>2050 BREDESON SUPPLY</b>							
11	01-601-000-0000-6401		9.90	OFFICE SUPPLIES	213898	SUPPLIES - EXTENSION	N
			<b>9.90</b>	<b>1 Transactions</b>			
<b>2322 BRUZEK/CARL</b>							
143	01-106-000-0000-6241		105.00	MAAO 2025 DUES - CB		DUES - ASSESSOR	N
144	01-106-000-0000-6241		105.00	MAAO 2025 DUES - AV		DUES - ASSESSOR	N
145	01-106-000-0000-6330		126.84	MILEAGE 181.20 MILES @.70		TRAVEL & EXPENSE	N
			<b>336.84</b>	<b>3 Transactions</b>			

# Pennington County Financial System



Danielle  
2/10/25 11:28AM

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

1 County Revenue

Vendor No.	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
12	<b>2550 CEDAR LODGE</b>					
	01-270-000-0000-6262		RENT 57-CR-25-50 1/28-2/28/25		OTHER SERVICES-CRIME VICTIM	Y
	<b>2550 CEDAR LODGE</b>		<b>600.00</b>	<b>1</b> Transactions		
65	<b>3407 CLIMATE CONTROL, INC.</b>					
	01-218-000-0000-6300		2025 SITE VISITS/TECH SUPPORT	17776	REPAIRS & MAINTENANCE	N
	<b>3407 CLIMATE CONTROL, INC.</b>		<b>12,900.00</b>	<b>1</b> Transactions		
52	<b>13405 COCA-COLA BOTTLING COMPANY HIGH C</b>					
	01-801-000-0000-6838		COKE PRODUCTS	4865368	POP MACHINE EXPENSE	N
	<b>13405 COCA-COLA BOTTLING COMPANY HIGH C</b>		<b>196.65</b>	<b>1</b> Transactions		
20	<b>3311 COLE PAPERS, INC.</b>					
	01-111-000-0000-6403		7.00 PROCESSING FEE	10540622	JANITORIAL SUPPLIES - COURTHOL	N
21			134.20 MERFIN WHITE TOWEL ROLLS-GC	10540622	JANITORIAL SUPPLIES - COURTHOL	N
23			303.58 SCOTT TOWEL ROLLS - GC	10540622	JANITORIAL SUPPLIES - COURTHOL	N
25			143.78 LIVI BATH TISSUE - GC	10540622	JANITORIAL SUPPLIES - COURTHOL	N
27			46.98 LIVI 2PLY TOWEL ROLL - GC	10540622	JANITORIAL SUPPLIES - COURTHOL	N
22			134.20 MERFIN WHITE TOWEL ROLLS-JC	10540622	JANITORIAL SUPPLIES	N
24			151.79 SCOTT TOWEL ROLLS - JC	10540622	JANITORIAL SUPPLIES	N
26			71.89 LIVI BATH TISSUE - JC	10540622	JANITORIAL SUPPLIES	N
	<b>3311 COLE PAPERS, INC.</b>		<b>993.42</b>	<b>8</b> Transactions		
75	<b>6305 FLAAGAN/JODI</b>					
	01-013-000-0000-6853		59 HRS @ \$35/HZD GRANT		TOWARD ZERO DEATH GRANT	Y
	<b>6305 FLAAGAN/JODI</b>		<b>2,065.00</b>	<b>1</b> Transactions		
164	<b>7031 GARDEN VALLEY TELEPHONE</b>					
	01-003-000-0000-6210		226.00 HOSTED IT SERVICES - FEB	101393039	E-MAIL SERVICES	N
146			75.86 FEBRUARY PHONE - TREASURER	101393039	TELEPHONE-AUDITOR	N
147			157.09 FEBRUARY PHONE - AUDITOR	101393039	TELEPHONE-AUDITOR	N
155			542.41 HOSTED IT SERVICES - FEB	101393039	E-MAIL SERVICES	N
165			936.03 HOSTED IT SERVICES -HWY - FEB	101393039	COMPUTER SERVICES - DP	N
166			1,070.37 HOSTED IT SERVICES-NURSING-FEB	101393039	COMPUTER SERVICES - DP	N
167			960.02 HOSTED IT SERVICES-DP-FEB	101393039	COMPUTER SERVICES - DP	N
168			2,154.05 HOSTED IT SERVICES-HS-FEB	101393039	COMPUTER SERVICES - DP	N
170			0.14 CREDIT-OVERPAYMENT	101393039	COMPUTER SERVICES - DP	N
149			146.39 FEBRUARY PHONE - ATTORNEY	101393039	TELEPHONE - ATTORNEY	N
156			316.40 HOSTED IT SERVICES - FEB	101393039	REPAIRS & MAINTENANCE	N
153			86.54 FEBRUARY PHONE - RECORDER	101393039	TELEPHONE - RECORDER	N

# Pennington County Financial System



Danielle  
2/10/25 11:28AM

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

Page 4

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
163	01-101-000-0000-6300		180.80	HOSTED IT SERVICES - FEB	101393039	REPAIRS & MAINTENANCE	N
150	01-106-000-0000-6202		81.21	FEBRUARY PHONE - ASSESSOR	101393039	TELEPHONE - ASSESSOR	N
162	01-106-000-0000-6300		226.00	HOSTED IT SERVICES - FEB	101393039	REPAIRS & MAINTENANCE	N
148	01-111-000-0000-6202		23.51	FEBRUARY PHONE - CUSTODIAN	101393039	TELEPHONE - COURTHOUSE	N
169	01-111-000-0000-6262		45.20	HOSTED IT SERVICES-HS-FEB	101393039	OTHER SERVICES - COURTHOUSE	N
154	01-121-000-0000-6202		95.55	FEBRUARY PHONE - VET SERVICES	101393039	TELEPHONE - VETS SERVICE	N
157	01-121-000-0000-6300		90.40	HOSTED IT SERVICES - FEB	101393039	Repairs & Maintenance	N
152	01-132-000-0000-6202		99.37	FEBRUARY PHONE - MOTOR VEHICLE	101393039	TELEPHONE - MOTOR VEHICLE	N
160	01-132-000-0000-6300		316.40	HOSTED IT SERVICES - FEB	101393039	REPAIRS & MAINTENANCE	N
158	01-270-000-0000-6300		90.40	HOSTED IT SERVICES - FEB	101393039	REPAIRS & MAINTENANCE	N
159	01-290-000-0000-6300		45.20	HOSTED IT SERVICES - FEB	101393039	Repairs & Maintenance	N
151	01-601-000-0000-6202		186.47	FEBRUARY PHONE - EXTENSION	101393039	TELEPHONE - EXTENSION	N
161	01-601-000-0000-6300		135.60	HOSTED IT SERVICES - FEB	101393039	REPAIRS & MAINTENANCE	N
<b>7031</b>	<b>GARDEN VALLEY TELEPHONE</b>		<b>8,287.13</b>	<b>25 Transactions</b>			
<b>7420</b>	<b>Government Forms and Supplies</b>						
171	01-061-000-0000-6401		109.25	AB BALLOTS SIGN ENVELOPES	0352526	SUPPLIES-ELECTION	N
<b>7420</b>	<b>Government Forms and Supplies</b>		<b>109.25</b>	<b>1 Transactions</b>			
<b>8014</b>	<b>HUGOS #7</b>						
41	01-003-000-0000-6330		15.08	COFFEE/NAPKINS	ACCT #1155	TRAVEL & EXPENSE	N
<b>8014</b>	<b>HUGOS #7</b>		<b>15.08</b>	<b>1 Transactions</b>			
<b>7012</b>	<b>JOHNSON-GREEN FUNERAL SERVICE INC</b>						
66	01-206-000-0000-6262		260.00	TRANSPORT GF	11425	OTHER SERVICES-CORONER	N
<b>7012</b>	<b>JOHNSON-GREEN FUNERAL SERVICE INC</b>		<b>260.00</b>	<b>1 Transactions</b>			
<b>12037</b>	<b>LEE PLUMBING &amp; HEATING</b>						
67	01-251-000-0000-6300		47.00	GASKET KIT/STS TOILET	31214157	REPAIRS & MAINTENANCE	N
<b>12037</b>	<b>LEE PLUMBING &amp; HEATING</b>		<b>47.00</b>	<b>1 Transactions</b>			
<b>999999997</b>	<b>MANNING/STORM</b>						
68	01-251-000-0000-6420	AP	101.67	2024 UNIFORM REIMBURSEMENT		JAILER UNIFORMS	N
<b>999999997</b>	<b>MANNING/STORM</b>		<b>101.67</b>	<b>1 Transactions</b>			
<b>13331</b>	<b>MAPES/ANTHONY</b>						
72	01-121-000-0000-6330		161.00	MILEAGE-FARGO COMPUTER ACCESS	230 MILES @.70	TRAVEL & EXPENSE	N
<b>13331</b>	<b>MAPES/ANTHONY</b>		<b>161.00</b>	<b>1 Transactions</b>			
<b>13500</b>	<b>MARCO</b>						

# Pennington County Financial System



Danielle  
2/10/25 11:28AM

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

Page 5

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
10	01-601-000-0000-6301		170.84	KONICA MINOLTA LEASE	38447468	MAINTENANCE AGREEMENT	N
	<b>13500 MARCO</b>		<b>170.84</b>	1 Transactions			
	<b>13498 MARCO TECHNOLOGIES LLC</b>						
9	01-091-000-0000-6301		129.74	EQ767167 MAINTENANCE	INV13443542	MAINTENANCE AGREEMENT	N
49	01-101-000-0000-6301		17.09	EQ442257 MAINTENANCE	INV13478014	MAINTENANCE AGREEMENT	N
	<b>13498 MARCO TECHNOLOGIES LLC</b>		<b>146.83</b>	2 Transactions			
	<b>13434 MILLER/DANIELLE</b>						
74	01-801-000-0000-6801		60.00	WELLNESS PRIZES-ENERGY ON MAIN		MISCELLANEOUS EXPENSE	N
	<b>13434 MILLER/DANIELLE</b>		<b>60.00</b>	1 Transactions			
	<b>13322 MINNESOTA STATE TREASURER</b>						
46	01-101-000-0000-6825		360.00	MARRIAGE SURCHARGE		MARRIAGE SURCHARGES MN - REC	N
48	01-101-000-0000-6827		1,386.00	RECORDER & REGISTRAR'S FEES		STATE SURCHARGES	N
45	01-101-000-0000-6829		180.00	CHILDRENS SURCHARGE		CHILDREN SURCHARGE MN - RECO	N
47	01-101-000-0000-6831		480.00	BIRTH/DEATH SURCHARGE		BIRTH/DEATH CERTIF SURCHARGE	N
54	01-101-000-0000-6848		600.00	BIRTH RECORD SURCHARGE		BIRTH DEFECT SURCHARGE	N
	<b>13322 MINNESOTA STATE TREASURER</b>		<b>3,006.00</b>	5 Transactions			
	<b>13355 MN COUNTIES COMPUTER COOP</b>						
73	01-070-000-0000-6263		8,854.00	TYLER TECH-FIELD MOBILE JANUAR	2502017	COMPUTER SERVICES - DP	N
	<b>13355 MN COUNTIES COMPUTER COOP</b>		<b>8,854.00</b>	1 Transactions			
	<b>15323 OFFICE DEPOT</b>						
15	01-121-000-0000-6401		196.98	HP210A BLACK TONER	407592432001	SUPPLIES - VETS SERVICE	N
14	01-041-000-0000-6401		312.08	HP90X BLACK TONER	407592860001	SUPPLIES - AUDITOR	N
16	01-041-000-0000-6401		22.49	BACK PACK	409193121001	SUPPLIES - AUDITOR	N
17	01-041-000-0000-6401		77.18	HP414A TONER	409193121001	SUPPLIES - AUDITOR	N
18	01-041-000-0000-6401		97.69	HP414A TONER YELLOW	409193121001	SUPPLIES - AUDITOR	N
70	01-251-000-0000-6255		216.67	TONER - MEDICAL	409629499001	MEDICAL - LOCAL	N
71	01-251-000-0000-6255		161.78	TONER - MEDICAL	409629628001	MEDICAL - LOCAL	N
	<b>15323 OFFICE DEPOT</b>		<b>1,084.87</b>	7 Transactions			
	<b>15329 OIL BOYZ EXPRESS LUBE INC</b>						
69	01-201-000-0000-6304		49.18	OIL CHANGE/SERVICE #01	14808	REPAIR & MAINTENANCE - SQUADS	N
	<b>15329 OIL BOYZ EXPRESS LUBE INC</b>		<b>49.18</b>	1 Transactions			
	<b>16362 PETERSON/NEIL</b>						
1	01-003-000-0000-6330		716.80	JANUARY MILEAGE - 1024 MILES		TRAVEL & EXPENSE	N

# Pennington County Financial System



Danielle  
2/10/25 11:28AM

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
2	01-003-000-0000-6330		17.95	MEAL REIMBURSEMENT	1/24/25	TRAVEL & EXPENSE	N
3	01-003-000-0000-6330		14.00	PARKING REIMBURSEMENT	1/24/25	TRAVEL & EXPENSE	N
	<b>16362 PETERSON/NEIL</b>		<b>748.75</b>	<b>3 Transactions</b>			
	<b>16448 PREMIUM WATERS, INC.</b>						
40	01-801-000-0000-6401		50.48	WATER - JANUARY	176590-01-25	SUPPLIES-UNALLOCATED	N
19	01-601-000-0000-6401		58.98	WATER - JANUARY	176888	SUPPLIES - EXTENSION	N
	<b>16448 PREMIUM WATERS, INC.</b>		<b>109.46</b>	<b>2 Transactions</b>			
	<b>17003 QUICK PRINT/ROBIN HOOD BUSINESS SER</b>						
13	01-270-000-0000-6401		63.00	CONFIDENTIALITY STATEMENT CARD	YG432TPWZ	SUPPLIES - CRIME	N
	<b>17003 QUICK PRINT/ROBIN HOOD BUSINESS SER</b>		<b>63.00</b>	<b>1 Transactions</b>			
	<b>19339 SCHMITZ BUILDERS INC</b>						
57	01-804-000-0000-6636		34,000.00	3RD FLOOR REMODEL PAYMENT #13		BUILDING IMPROVEMENTS	N
	<b>19339 SCHMITZ BUILDERS INC</b>		<b>34,000.00</b>	<b>1 Transactions</b>			
	<b>19319 SEACHANGE</b>						
8	01-061-000-0000-6262		223.80	2025 TWP GEN. BALLOTS-ROCKSBUR	43376	OTHER SERVICES - ELECTIONS	N
55	01-061-000-0000-6262		444.50	OMNI BALLOT PROGRAM-ROCKSBURY	43395	OTHER SERVICES - ELECTIONS	N
	<b>19319 SEACHANGE</b>		<b>668.30</b>	<b>2 Transactions</b>			
	<b>20027 THE TIMES</b>						
44	01-106-000-0000-6401		354.00	2400 DOOR HAGNERS	1410	SUPPLIES	N
43	01-101-000-0000-6401		215.10	1000 9 X 12 ENVELOPES	1915	SUPPLIES - RECORDER	N
30	01-003-000-0000-6231		307.89	TIMES - PROCEEDINGS OF 12/12	281	PUBLISHING - BOARD	N
33	01-003-000-0000-6231		51.48	TIMES - HEARING TAX ABATE	281	PUBLISHING - BOARD	N
37	01-003-000-0000-6231		354.43	PROCEEDINGS 12/27	281	PUBLISHING - BOARD	N
29	01-091-000-0000-6801		78.00	TIMES - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
31	01-091-000-0000-6801		70.00	WATCH - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
32	01-091-000-0000-6801		78.00	TIMES - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
34	01-091-000-0000-6801		70.00	WATCH - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
35	01-091-000-0000-6801		10.00	INTERNET JOB PAGE	281	MISCELLANEOUS EXPENSE	N
36	01-091-000-0000-6801		87.75	TIMES - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
38	01-091-000-0000-6801		87.75	TIMES - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
39	01-091-000-0000-6801		87.75	TIMES - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
28	01-101-000-0000-6401		127.75	MORTGAGE TAX STATEMENTS	281	SUPPLIES - RECORDER	N
	<b>20027 THE TIMES</b>		<b>1,979.90</b>	<b>14 Transactions</b>			
	<b>23346 WELLS FARGO CREDIT CARD SERVICES</b>						

# Pennington County Financial System



Danielle  
2/10/25 11:28AM

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

Page 7

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
59	01-290-000-0000-6330		363.83	2025 MN GOV EM CONFERENCE		Travel & Expense	N
<b>23346</b>	<b>WELLS FARGO CREDIT CARD SERVICES</b>		<b>363.83</b>	1 Transactions			
<b>1 Fund Total:</b>			<b>85,767.21</b>	<b>County Revenue</b>	<b>34 Vendors</b>	<b>101 Transactions</b>	

DRAFT

# Pennington County Financial System



Danielle  
2/10/25 11:28AM

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

Page 8

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
141	<b>1011 ACE HARDWARE</b> 03-350-000-0000-6556		11.97	DAWN SOAP		SHOP SUPPLIES	N
	<b>1011 ACE HARDWARE</b>		<b>11.97</b>	1 Transactions			
133	<b>1364 AUTO VALUE</b> 03-350-000-0000-6556		245.27	SPIRAL ROLL, PARTS CLEANER		SHOP SUPPLIES	N
137	03-350-000-0000-6556		68.44	ANTI SEIZE, TIRE REPAIR		SHOP SUPPLIES	N
138	03-350-000-0000-6556		103.93	DIESEL FUEL SUPPLEMENT		SHOP SUPPLIES	N
134	03-350-000-0000-6564		126.59	V BELT, OIL FILTER, AIR FILTER		EQUIPMENT REPAIR PARTS	N
135	03-350-000-0000-6564		169.68	REFLECTOR, FILTERS		EQUIPMENT REPAIR PARTS	N
136	03-350-000-0000-6564		193.98	CARBURETOR, BATTERY		EQUIPMENT REPAIR PARTS	N
139	03-350-000-0000-6564		19.40	WIPER BLADE, FILTER		EQUIPMENT REPAIR PARTS	N
140	03-350-000-0000-6564		147.99	BATTERY		EQUIPMENT REPAIR PARTS	N
	<b>1364 AUTO VALUE</b>		<b>1,075.28</b>	8 Transactions			
132	<b>2326 BERT'S TRUCK EQUIPMENT INC</b> 03-350-000-0000-6564		27.83	BUTTOM		EQUIPMENT REPAIR PARTS	N
	<b>2326 BERT'S TRUCK EQUIPMENT INC</b>		<b>27.83</b>	1 Transactions			
172	<b>2505 BLADOW/ALEX</b> 03-330-000-0000-6330		61.40	MEALS-CLASS ST COUD		TRAVEL & EXPENSE	N
173	03-330-000-0000-6330		30.33	MEALS CLASS- MAPLEWOOD		TRAVEL & EXPENSE	N
174	03-330-000-0000-6330		49.60	GAS		TRAVEL & EXPENSE	N
	<b>2505 BLADOW/ALEX</b>		<b>141.33</b>	3 Transactions			
53	<b>2050 BREDESON SUPPLY</b> 03-320-000-0000-6401		18.95	NOTARY STAMP		SUPPLIES	N
	<b>2050 BREDESON SUPPLY</b>		<b>18.95</b>	1 Transactions			
131	<b>3500 COULOMBE CONSULTING</b> 03-330-000-0000-6261		2,400.00	SURVEY CP57-24-10		CONSULTING & LEGAL SERVICES	Y
	<b>3500 COULOMBE CONSULTING</b>		<b>2,400.00</b>	1 Transactions			
128	<b>5301 EVANS STEEL COMPANY</b> 03-350-000-0000-6551		58.68	SQUARE TUBE		SIGNS	N
125	03-350-000-0000-6556	AP	99.99	BLADE		SHOP SUPPLIES	N
126	03-350-000-0000-6556	AP	45.54	ANGLE IRON		SHOP SUPPLIES	N
127	03-350-000-0000-6556	AP	70.55	ANGLE IRON		SHOP SUPPLIES	N
	<b>5301 EVANS STEEL COMPANY</b>		<b>274.76</b>	4 Transactions			



# Pennington County Financial System



Danielle  
2/10/25 11:28AM

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>6006 FARMERS UNION OIL</b>							
118	03-350-000-0000-6560		1,814.30	DIESEL SHOP 211		GAS & DIESEL	N
119	03-350-000-0000-6560		1,257.75	DIESEL SHOP 213		GAS & DIESEL	N
120	03-350-000-0000-6560		731.25	DIESEL SHOP 215		GAS & DIESEL	N
121	03-350-000-0000-6560		1,269.45	DIESEL SHOP 212		GAS & DIESEL	N
122	03-350-000-0000-6560		637.65	DIESEL SHOP 211		GAS & DIESEL	N
123	03-350-000-0000-6560		754.65	DIESEL SHOP 213		GAS & DIESEL	N
124	03-350-000-0000-6562		1,700.30	OIL, PROPANE		MOTOR OIL & LUBRICANTS	N
<b>6006</b>	<b>FARMERS UNION OIL</b>		<b>8,165.35</b>		<b>7 Transactions</b>		
<b>6349 FASTENAL COMPANY</b>							
115	03-350-000-0000-6556		36.62	SQUEEGEE		SHOP SUPPLIES	N
117	03-350-000-0000-6556		367.84	PLIERS, SCOKET SETS		SHOP SUPPLIES	N
116	03-350-000-0000-6564		27.98	TOGGLE CLAMP		EQUIPMENT REPAIR PARTS	N
<b>6349</b>	<b>FASTENAL COMPANY</b>		<b>432.44</b>		<b>3 Transactions</b>		
<b>6306 FLEET DISTRIBUTING</b>							
142	03-350-000-0000-6556		33.80	TARP STRAPS		SHOP SUPPLIES	N
130	03-350-000-0000-6564		159.99	CHAIN HOOK		EQUIPMENT REPAIR PARTS	N
<b>6306</b>	<b>FLEET DISTRIBUTING</b>		<b>193.79</b>		<b>2 Transactions</b>		
<b>7384 GOPHER STATE ONE CALL</b>							
114	03-320-000-0000-6240		50.00	2025 ANNUAL FACILITY FEE		SUBSCRIPTIONS	N
<b>7384</b>	<b>GOPHER STATE ONE CALL</b>		<b>50.00</b>		<b>1 Transactions</b>		
<b>8331 HARDWARE HANK</b>							
109	03-350-000-0000-6551		126.95	M AILBOXES		SIGNS	N
112	03-350-000-0000-6551		49.98	MAILBOXES		SIGNS	N
107	03-350-000-0000-6556		52.94	TOILET BOWL CLEANER, ALL PURPO		SHOP SUPPLIES	N
108	03-350-000-0000-6556		155.91	WIRE, QUICK LINK PAINT		SHOP SUPPLIES	N
110	03-350-000-0000-6556		41.34	MUTS, BOLTS, METAL WHEEL, COAT		SHOP SUPPLIES	N
111	03-350-000-0000-6556		6.55	NUTS, BOLTS		SHOP SUPPLIES	N
113	03-350-000-0000-6556		14.99	SLOW MOVING SIGN		SHOP SUPPLIES	N
<b>8331</b>	<b>HARDWARE HANK</b>		<b>448.66</b>		<b>7 Transactions</b>		
<b>8380 HDR ENGINEERING, INC.</b>							
105	03-330-000-0000-6261		3,865.50	P/E SAP 57-611-002		CONSULTING & LEGAL SERVICES	N
106	03-330-000-0000-6261		637.50	P/E SAP 57-629.008		CONSULTING & LEGAL SERVICES	N
<b>8380</b>	<b>HDR ENGINEERING, INC.</b>		<b>4,503.00</b>		<b>2 Transactions</b>		

# Pennington County Financial System



Danielle  
2/10/25 11:28AM

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
104	<b>8315 HUBERT OUTDOOR POWER</b> 03-350-000-0000-6564		41.18	KIT SWITCH		EQUIPMENT REPAIR PARTS	Y
	<b>8315 HUBERT OUTDOOR POWER</b>		<b>41.18</b>	1 Transactions			
129	<b>10008 JOHN DEERE FINANCIAL</b> 03-350-000-0000-6564		55.70	SLIP HOOK		EQUIPMENT REPAIR PARTS	N
	<b>10008 JOHN DEERE FINANCIAL</b>		<b>55.70</b>	1 Transactions			
102	<b>13033 MN COUNTIES INTERGOVERNMENTAL TRU</b> 03-803-000-0000-6355		172.00	AUTO ADD ON		INSURANCE - PROPERTY CASUALT	N
	<b>13033 MN COUNTIES INTERGOVERNMENTAL TRU</b>		<b>172.00</b>	1 Transactions			
103	<b>13368 MN TRANSPORTATION ALLIANCE</b> 03-320-000-0000-6241		1,903.00	2025 DUES		DUES	N
	<b>13368 MN TRANSPORTATION ALLIANCE</b>		<b>1,903.00</b>	1 Transactions			
96	<b>14324 NAPA AUTO PARTS</b> 03-350-000-0000-6556		64.76	SHOP TOWELS		SHOP SUPPLIES	N
97	03-350-000-0000-6556		79.98	TIRE VALVE, ADAPTER		SHOP SUPPLIES	N
98	03-350-000-0000-6556		20.98	SCRAPER, DETAIL KIT		SHOP SUPPLIES	N
100	03-350-000-0000-6556		25.99	KNEE PAD		SHOP SUPPLIES	N
101	03-350-000-0000-6556		18.38	CHAIN CABLE LUBE		SHOP SUPPLIES	N
99	03-350-000-0000-6564		47.58	OIL SEAL		EQUIPMENT REPAIR PARTS	N
	<b>14324 NAPA AUTO PARTS</b>		<b>257.67</b>	6 Transactions			
95	<b>14440 NORTHDALE OIL INC.</b> 03-350-000-0000-6560		992.25	GAS & DIESEL SHOP 500		GAS & DIESEL	N
	<b>14440 NORTHDALE OIL INC.</b>		<b>992.25</b>	1 Transactions			
92	<b>14312 NORTHWEST POWER SYSTEMS</b> 03-350-000-0000-6564		49.11	ORING		EQUIPMENT REPAIR PARTS	N
93	03-350-000-0000-6564		17.64	BUSHING		EQUIPMENT REPAIR PARTS	N
94	03-350-000-0000-6564		62.93	HOSE		EQUIPMENT REPAIR PARTS	N
	<b>14312 NORTHWEST POWER SYSTEMS</b>		<b>129.68</b>	3 Transactions			
91	<b>16079 PETERSON LUMBER</b> 03-350-000-0000-6551		110.37	SHELVING - SIGNS		SIGNS	N
	<b>16079 PETERSON LUMBER</b>		<b>110.37</b>	1 Transactions			
	<b>16448 PREMIUM WATERS, INC.</b>						

# Pennington County Financial System



Danielle  
2/10/25 11:28AM

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

Page 11

**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
90	03-320-000-0000-6401		74.99	WATER - HWY DEPT	176896	SUPPLIES	N
<b>16448</b>	<b>PREMIUM WATERS, INC.</b>		<b>74.99</b>	1 Transactions			
89	03-350-000-0000-6564		460.00	LIGHTS		EQUIPMENT REPAIR PARTS	N
<b>18379</b>	<b>RDO Equipment Co.</b>		<b>460.00</b>	1 Transactions			
83	03-320-000-0000-6263		40.00	BACK UP MANAGER - FEB		COMPUTER SERVICES	N
84	03-320-000-0000-6263		61.25	HOSTED OFFICE - FEB		COMPUTER SERVICES	N
85	03-320-000-0000-6263		12.00	HOSTED EXCHANGE - FEB		COMPUTER SERVICES	N
86	03-320-000-0000-6263		25.47	HOSTED EXCHANGE - FEB		COMPUTER SERVICES	N
87	03-320-000-0000-6263		31.23	EMAIL ARCHIVING - FEB		COMPUTER SERVICES	N
88	03-320-000-0000-6263		4.60	MICROSOFT TEAMS - FEB		COMPUTER SERVICES	N
<b>18440</b>	<b>READITECH IT SOLUTIONS</b>		<b>174.55</b>	6 Transactions			
79	03-350-000-0000-6418		1,020.87	PROPANE SHOP 213		PROPANE FOR HEATING SHOPS	N
80	03-350-000-0000-6418		432.11	PROPANE SHOP 215		PROPANE FOR HEATING SHOPS	N
81	03-350-000-0000-6418		867.00	PROPANE SHOP 211		PROPANE FOR HEATING SHOPS	N
82	03-350-000-0000-6418		1,107.24	PROPANE SHOP 212		PROPANE FOR HEATING SHOPS	N
<b>18106</b>	<b>RED LAKE COUNTY COOP</b>		<b>3,427.22</b>	4 Transactions			
78	03-320-000-0000-6232		234.00	ARTISE EMPLOYMENT	842	ADVERTISING	N
<b>20027</b>	<b>THE TIMES</b>		<b>234.00</b>	1 Transactions			
77	03-320-000-0000-6232		150.00	ADVERTIZE EMPLOYMENT		ADVERTISING	N
<b>11039</b>	<b>TRF RADIO</b>		<b>150.00</b>	1 Transactions			
76	03-320-000-0000-6262		692.48	SHOP 500 COATS & FIRST AID		OTHER SERVICES	N
<b>1350</b>	<b>VESTIS</b>		<b>692.48</b>	1 Transactions			
<b>3 Fund Total:</b>			<b>26,618.45</b>	<b>Road &amp; Bridge</b>		<b>28 Vendors</b>	<b>71 Transactions</b>

# Pennington County Financial System



Danielle  
2/10/25 11:28AM  
32 Solid Waste Facility

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 12

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
56	1308 ASSOCIATION OF MINNESOTA COUNTIES 32-390-000-0000-6801		300.00	SWAA DUES	14064	MISCELLANEOUS EXPENSE-SCORE	N
	1308 ASSOCIATION OF MINNESOTA COUNTIES		300.00	1 Transactions			
51	999999997 BNSF RAILWAY COMPANY 32-390-000-0000-6801		25.00	32 FT PLANK ROAD CROSSING	25001729	MISCELLANEOUS EXPENSE-SCORE	N
	999999997 BNSF RAILWAY COMPANY		25.00	1 Transactions			
50	6454 FAST GRAPHIX 32-390-000-0000-6801		41.53	NEW SIGN -WASTE OIL-ST HILAIRE		MISCELLANEOUS EXPENSE-SCORE	N
	6454 FAST GRAPHIX		41.53	1 Transactions			
42	12123 LES'S SANITATION SERVICE 32-390-000-0000-6801		5,500.00	RECYCLING - JANUARY	51X08023	MISCELLANEOUS EXPENSE-SCORE	N
	12123 LES'S SANITATION SERVICE		5,500.00	1 Transactions			
5	13378 NORTHWEST MN HOUSEHOLD 32-390-000-0000-6836		5,600.00	2025 HHW ASSESSMENT		HOUSEHOLD HAZARDOUS WASTE (	N
	13378 NORTHWEST MN HOUSEHOLD		5,600.00	1 Transactions			
6	19324 SAFETY-KLEEN SYSTEMS, INC. 32-390-000-0000-6262		118.25	USED OIL RECYCLING	96374359	OTHER SERVICES-SCORE ACCOUN	N
7	32-390-000-0000-6262		41.00	USED OIL RECYCLING	96374360	OTHER SERVICES-SCORE ACCOUN	N
	19324 SAFETY-KLEEN SYSTEMS, INC.		159.25	2 Transactions			
<b>32 Fund Total:</b>			<b>11,625.78</b>	<b>Solid Waste Facility</b>	<b>6 Vendors</b>	<b>7 Transactions</b>	
<b>Final Total:</b>			<b>124,011.44</b>	<b>68 Vendors</b>	<b>179 Transactions</b>		

# Pennington County Financial System



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	85,767.21	County Revenue
3	26,618.45	Road & Bridge
32	11,625.78	Solid Waste Facility
<b>All Funds</b>	<b>124,011.44</b>	<b>Total</b>

Approved by, .....

.....

.....

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  
2/10/25 9:40AM

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

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>12323 LAWRENCE/BRUCE</b>							
21	01-003-000-0000-6103		100.00	BUILDING COMMITTEE/PERSONNEL C	01/02/2025	PER DIEMS - BOARD	N
22	01-003-000-0000-6103		75.00	AMC SOLID WASTE SEMINAR	01/07/25	PER DIEMS - BOARD	N
23	01-003-000-0000-6103		75.00	NWRECB COMMITTEE	01/08/25	PER DIEMS - BOARD	N
24	01-003-000-0000-6103		75.00	NWRECB/FINANCE COMMITTEE	01/09/25	PER DIEMS - BOARD	N
25	01-003-000-0000-6103		75.00	TECHNOLOGY COMMITTEE	01/13/25	PER DIEMS - BOARD	N
26	01-003-000-0000-6103		75.00	BUILDING COMMITTEE	01/14/25	PER DIEMS - BOARD	N
27	01-003-000-0000-6103		75.00	AIRPORT AUTHORITY COMMITTEE	01/15/25	PER DIEMS - BOARD	N
28	01-003-000-0000-6103		75.00	DRUG TASK FORCE	01/16/25	PER DIEMS - BOARD	N
29	01-003-000-0000-6103		100.00	SOLID WASTE COMMITTEE/CONTRACT	01/21/25	PER DIEMS - BOARD	N
			<b>725.00</b>	<b>9 Transactions</b>			
<b>14478 NELSON/SETH</b>							
6	01-003-000-0000-6103		75.00	COMMUNITY STRONG	01/07/25	PER DIEMS - BOARD	N
7	01-003-000-0000-6103		75.00	NWRE	01/08/25	PER DIEMS - BOARD	N
8	01-003-000-0000-6103		75.00	NORTHERN COUNTIES-ZOOM	01/09/25	PER DIEMS - BOARD	N
9	01-003-000-0000-6103		75.00	TECH COMMITTEE	01/13/25	PER DIEMS - BOARD	N
10	01-003-000-0000-6103		75.00	HRA	01/15/25	PER DIEMS - BOARD	N
11	01-003-000-0000-6103		75.00	SOLID WASTE	01/21/25	PER DIEMS - BOARD	N
12	01-003-000-0000-6103		75.00	ICCC	01/27/25	PER DIEMS - BOARD	N
			<b>525.00</b>	<b>7 Transactions</b>			
<b>16362 PETERSON/NEIL</b>							
13	01-003-000-0000-6103		75.00	PERSONNEL COMMITTEE	01/02/2025	PER DIEMS - BOARD	N
14	01-003-000-0000-6103		75.00	WRAC	01/06/25	PER DIEMS - BOARD	N
15	01-003-000-0000-6103		100.00	NCLUB	01/09/25	PER DIEMS - BOARD	N
16	01-003-000-0000-6103		75.00	AIRPORT AUTHORITY	01/15/25	PER DIEMS - BOARD	N
17	01-003-000-0000-6103		75.00	MRC - ZOOM	01/22/25	PER DIEMS - BOARD	N
18	01-003-000-0000-6103		100.00	NWJTC	01/23/25	PER DIEMS - BOARD	N
19	01-003-000-0000-6103		125.00	AMC	01/24/25	PER DIEMS - BOARD	N
20	01-003-000-0000-6103		75.00	WATERSHED MTG	01/28/25	PER DIEMS - BOARD	N
			<b>700.00</b>	<b>8 Transactions</b>			
<b>19577 SOURDIF/ROY</b>							
2	01-003-000-0000-6103		75.00	NWRL - BOARD	01/15/2025	PER DIEMS - BOARD	N
3	01-003-000-0000-6103		75.00	NWRL - BUDGET	01/16/25	PER DIEMS - BOARD	N
4	01-003-000-0000-6103		75.00	GEN GOV	01/28/25	PER DIEMS - BOARD	N
5	01-003-000-0000-6103		75.00	GEN GOV - NWB (ICN)	01/30/25	PER DIEMS - BOARD	N
1	01-003-000-0000-6103		75.00	NWRL - PERSONNEL	1/7/25	PER DIEMS - BOARD	N

# Pennington County Financial System



Danielle  
2/10/25 9:40AM

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

Page 3

1 County Revenue

Vendor No.	Vendor Name	Account/Formula	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
			Accr	Amount	Service Dates	On Behalf of Name	
					Paid On Bhf #		
19577	SOURDIF/ROY			375.00	5 Transactions		
<b>1 Fund Total:</b>				<b>2,325.00</b>	<b>County Revenue</b>	<b>4 Vendors</b>	<b>29 Transactions</b>
<b>Final Total:</b>				<b>2,325.00</b>	<b>4 Vendors</b>	<b>29 Transactions</b>	

DRAFT



# Pennington County Financial System



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	2,325.00	County Revenue
<b>All Funds</b>	<b>2,325.00</b>	<b>Total</b>

Approved by, .....  
.....  
.....

DRAFT

## AUDITOR & MANUAL WARRANTS JANUARY 2025

### MANUAL WARRANTS

NW MN SERVICE COOP INSURANCE	\$147,011.74	
INTER COUNTY NURSING	\$2,681.94	
INTER COUNTY NURSING	\$20,832.25	
INTER COUNTY NURSING	\$2,732.06	
INTER COUNTY NURSING	\$1,038.80	
INTER COUNTY NURSING	\$7,012.50	
PERA	\$116,038.93	
MN DEPT OF REVENUE	\$30,207.44	
MN DEPT OF REVENUE	\$2,131.91	
MN DEPT OF REVENUE	\$17,654.13	
MN DEPT OF REVENUE	\$303.00	
COMMISSIONER OF REVENUE	\$369.93	
INTERNAL REVENUE SERVICE	\$159,990.29	
WEX	\$70,431.88	
WEX	\$3,323.75	
BPA	\$225.75	
BPA	\$68,975.00	
MN DEPT OF NATURAL RES	\$317.00	
NET PAY - REVENUE	\$270,946.25	
NET PAY - HIGHWAY	\$63,896.31	
NET PAY - WELFARE	\$125,079.07	
NET PAY - ICN	\$39,013.25	
MISC - ICN	\$27,325.48	
TOTAL		\$1,177,538.66

### AUDITOR WARRANTS

January 3, 2025	\$2,637.28	
January 10, 2025	\$49,648.41	
January 13, 2025	\$203,918.07	
January 17, 2025	\$21,354.51	
January 22, 2025	-\$20,918.07	
January 24, 2025	\$15,855.98	
January 24, 2025	\$14,230.21	
January 27, 2025	\$154,711.39	
January 31, 2025	\$4,604.23	
TOTAL		\$446,042.01

**GRAND TOTAL**

**\$1,623,580.67**

**DOCUMENTATION OF  
THE THIEF RIVER FALLS AUDITORIUM  
PENNINGTON COUNTY, MINNESOTA  
TO THE STANDARDS OF THE MINNESOTA HISTORIC PROPERTY RECORD - LEVEL I  
ESTIMATE OF FEE FOR PENNINGTON COUNTY**

**ESTIMATED DIRECT LABOR**

**Daniel R. Pratt, M.A.**

Project Administration	\$100.00
Mobilization/Demobilization (Travel Rate 50%)	\$600.00
Archival Research	\$300.00
Narrative History Preparation	\$600.00
Large Format Documentary Photography	\$1,000.00
Construction Plan Sheet Digital Photography and Post-Processing	\$400.00
Archival Film Processing	\$500.00
Archival Photograph Printing	\$750.00
Index to Photographs/Photograph Location Map Preparation	\$400.00
Draft and Final Negative Scans/Post-Processing	\$400.00
Negative and Print Labeling/Mount Card Preparation/Flash Drive Production	\$400.00
<b>SUBTOTAL ESTIMATED DIRECT LABOR:</b>	<b>\$5,450.00</b>

**ESTIMATED DIRECT EXPENSES**

	<b>UNIT</b>	<b>RATE</b>	
Business Vehicle (2025 GSA Mileage Rate)	625 Miles	\$0.70	\$437.50
Lodging (2025 GSA Rate)	2 Nights	\$110.00	\$220.00
Meals (2025 GSA Rate)	1 Days	\$68.00	\$68.00
Meals (2025 First Day/Last Day GSA Rate)	2 Days	\$51.00	\$102.00
<b>SUBTOTAL ESTIMATED DIRECT EXPENSES:</b>			<b>\$827.50</b>

**TOTAL ESTIMATED FEE: \$6,277.50**

**ASSUMPTIONS**

ARCH<sup>3</sup>, LLC will provide the following to Pennington County:

*Large Format Documentary Photography*

1. Up to sixteen (16) perspective-corrected, large format (4" x 5") photographs of the property interior and exterior to MHPR standards, including:
  - > Elevation or oblique images of building exterior (4)
  - > Images of exterior architectural details (2)
  - > Images of interior rooms: lobby, auditorium, offices, jail cells, basement, etc. (8)
  - > Images of interior architectural details (TBD) (2)
2. One (1) set of 4" x 5" negatives on ISO 100 emulsion, processed to MHPR archival quality, properly labeled and sleeved in archival envelopes (MnSHPO).
3. One (1) set of properly labeled 4" x 5" prints exposed on archivally-processed, double-weight, fiber-based photographic paper, mounted on slotted, 8-1/2" x 11" acid-free mount cards (MnSHPO).
4. One (1) TIFF format file of each image, scanned at 2400 dpi resolution from the 4" x 5" negatives.
5. One (1) JPG format file of each image, downsampled to 400dpi from the 2400dpi TIFF files.

*Index to Photographs*

1. One (1) copy of an *Index to Photographs* with descriptions and locations of all images, printed on acid-free bond (MnSHPO).

*Photograph Location Map*

1. One (1) copy of a *Photograph Location Map* that includes location information for all images, printed on acid-free bond (MnSHPO).

*Digital Reproduction of Construction Plan Sheets*

1. One (1) set of ten (10) selected original construction plan sheets (Thief River Falls Public Works Department), provided in 20 megapixel resolution TIFF format and printed on 11" x 17" acid-free bond (MnSHPO).

*Electronic Files*

1. One (1) archival gold DVD containing copies of all on-site images and selected construction plan sheets scanned in TIFF and JPG formats and the *Index to Photographs* and *Photograph Location Maps* in PDF Format (MnSHPO).
2. Two (2) flash drives containing copies of all on-site images and selected construction plan sheets scanned in TIFF and JPG formats and the *Index to Photographs* and *Photograph Location Maps* in PDF Format (MnSHPO).

All project communication will be with Pennington County or their designated contact.

Estimated costs are based on project task information provided by Pennington County.

All project deliverables will comply with the guidelines established by the Minnesota Historic Property Record.

A draft *Index to Photographs* and low-resolution preview JPGs will be provided for review within 10 business days of the completion of field photography.

Following approval of the draft materials by the MnSHPO, final deliverables will be provided within 14 business days.



Building a Better World  
for All of Us®

## TRANSMITTAL

To: Kevin Erickson  
Pennington County  
101 Main Avenue South  
Thief River Falls, MN 56701

Date: February 5, 2025  
SEH File No.: PENCO 164814  
Client No.: \_\_\_\_\_

Re: 3rd Floor Improvements Project

We are:

- Enclosing                       Sending under separate cover             Sending as requested
- One copy of Application for Payment No.13-Final for the above referenced project. It is our recommendation to make a payment in the amount of \$34,000.00 to Schmitz Builders, Inc. for the 3rd Floor Improvements Project.

Please note this is the final payment and releases all remaining retainage on the Contractor.

For your:

- Information/Records                       Review and comment                       Approval  
 Action                                       Distribution                                       Revision and resubmittal

Remarks:

By: Brian Bergstrom, AIA

C:

**APPLICATION AND CERTIFICATE FOR PAYMENT**

TO OWNER: Pennington County  
 101 Main Ave S  
 Thief River Falls, MN 56701

FROM CONTRACTOR: Schmitz Builders, Inc.  
 210 3rd Street NE  
 Red Lake Falls, MN 56750

PROJECT: Third Floor Government Center Improvements

VIA ARCHITECT: Short Elliott Hendrickson, Inc. (SEH)  
 3535 Vadnais Center Drive  
 St. Paul, MN 55110

CONTRACT FOR: \_\_\_\_\_

APPLICATION #: 13  
 PERIOD TO: 06/01/24  
 PROJECT NOS: \_\_\_\_\_

Distribution to:  
 Owner \_\_\_\_\_  
 Const. Mgr \_\_\_\_\_  
 Architect \_\_\_\_\_  
 Contractor \_\_\_\_\_

CONTRACT DATE: 06/30/24

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract.  
 Continuation Sheet is attached.

- 1. ORIGINAL CONTRACT SUM----- \$ 1,497,500.00
- 2. Net change by Change Orders----- \$ 51,812.58
- 3. CONTRACT SUM TO DATE (Line 1 +/- 2) \$ 1,549,312.58
- 4. TOTAL COMPLETED & STORED TO DATE-\$ (Column G on Continuation Sheet) \$ 1,549,312.58

**5. RETAINAGE:**

- a. \_\_\_\_\_ of Completed Work (Columns D+E on Continuation Sheet) \$ \_\_\_\_\_
  - b. 5.0% of Stored Material (Column F on Continuation Sheet) \$ \_\_\_\_\_
- Total Retainage (Line 5a + 5b or Total in Column 1 of Continuation Sheet)----- \$ \_\_\_\_\_

- 6. TOTAL EARNED LESS RETAINAGE----- \$ 1,549,312.58
- (Line 4 less Line 5 Total)

**7. LESS PREVIOUS CERTIFICATES FOR PAYMENT**

- (Line 6 from prior Certificate)----- \$ 1,515,312.58
- 8. CURRENT PAYMENT DUE----- \$ 34,000.00

**9. BALANCE TO FINISH, INCLUDING RETAINAGE**

(Line 3 less Line 6) \$ \_\_\_\_\_

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$51,812.58	
TOTALS	\$51,812.58	
NET CHANGES by Change Order		\$51,812.58

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

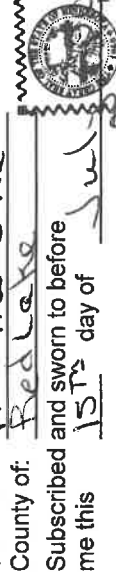
**CONTRACTOR:**

By: Kathleen Schmitz Date: 7-15-24

State of: Minnesota

County of: Red Lake

Subscribed and sworn to before me this 15<sup>th</sup> day of July



Notary Public: Jane Marie Thibert

My Commission expires: 1-31-2027

**CERTIFICATE FOR PAYMENT**

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ----- \$ 34,000.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

**ARCHITECT:**

By: Bevin Bayler Date: 2.5.2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

**CONTINUATION SHEET**

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 13

APPLICATION DATE: 06/30/24

PERIOD TO: 063024

PROJECT:  
Third Floor Government Center Improvements

ARCHITECT'S PROJECT NO:

A Item No.	B Description of Work	C Scheduled Value		D Work Completed		E This Period	F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
		Scheduled Value	Scheduled Value	From Previous Application (D + E)	Work Completed This Period			Total Completed And Stored To Date (D + E + F)	% (G/C)		
1	General Conditions	52,250.00	52,250.00	52,250.00				52,250.00	100%		
2	Selective Demo	41,000.00	41,000.00	41,000.00				41,000.00	100%		
3	Section 33000 Cast in Place Concrete	9,200.00	9,200.00	9,200.00				9,200.00	100%		
4	Division 5 Structural Steel	34,000.00	34,000.00	34,000.00				34,000.00	100%		
5	Section 61053 Rough Carpentry	3,500.00	3,500.00	3,500.00				3,500.00	100%		
6	Section 61023 Interior Arch Woodwork	41,400.00	41,400.00	41,400.00				41,400.00	100%		
7	Section 75323 EPDM Roofing	30,800.00	30,800.00	30,800.00				30,800.00	100%		
8	Section 78400 Fire Stopping	4,050.00	4,050.00	4,050.00				4,050.00	100%		
9	Section 79200 Joint Sealants	6,000.00	6,000.00	6,000.00				6,000.00	100%		
10	Section 81113 HMF/81400WD/87100Hard	88,000.00	88,000.00	88,000.00				88,000.00	100%		
11	Section 083443 Fire & Smoke Containment	23,500.00	23,500.00	23,500.00				23,500.00	100%		
12	Section 83955 Bullet Resistant Panels	3,750.00	3,750.00	3,750.00				3,750.00	100%		
13	Section 84313 Glass/85653 Sec Wind/88000	66,100.00	66,100.00	66,100.00				66,100.00	100%		
14	Section 92200 NonSt Frames/92900 Gyp	180,000.00	180,000.00	180,000.00				180,000.00	100%		
15	Section 93000 Tiling	28,000.00	28,000.00	28,000.00				28,000.00	100%		
16	Section 95113 Acoustical Panels	44,400.00	44,400.00	44,400.00				44,400.00	100%		
17	Section 96519 Resilient Flooring	21,500.00	21,500.00	21,500.00				21,500.00	100%		
18	Section 96800 Carpeting	29,500.00	29,500.00	29,500.00				29,500.00	100%		
19	Section 099100 Painting	24,200.00	24,200.00	24,200.00				24,200.00	100%		
20	Section 101423 Signage	1,500.00	1,500.00	1,500.00				1,500.00	100%		
21	Section 102113 Toilet Compartments	6,050.00	6,050.00	6,050.00				6,050.00	100%		
22	Section 102813 Toilet Accessories	5,200.00	5,200.00	5,200.00				5,200.00	100%		
23	Section 10440 Safety Specialties	1,500.00	1,500.00	1,500.00				1,500.00	100%		
24	Section 122413 Window Shades	14,000.00	14,000.00	14,000.00				14,000.00	100%		
25	Division 22 Plumbing/Div 23 HVAC	440,200.00	440,200.00	440,200.00				440,200.00	100%		
26	Division 26 Electrical	243,400.00	243,400.00	243,400.00				243,400.00	100%		
27	Appliances	2,000.00	2,000.00	2,000.00				2,000.00	100%		
28	Alternate	52,500.00	52,500.00	52,500.00				52,500.00	100%		
	<b>SUBTOTALS PAGE 2</b>	<b>1,497,500.00</b>	<b>1,497,500.00</b>	<b>1,497,500.00</b>				<b>1,497,500.00</b>	<b>100%</b>		

**CONTINUATION SHEET**

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 13

APPLICATION DATE: 06/30/24

PERIOD TO: 30-Jun-24

PROJECT: Third Floor Government Center Improvements

ARCHITECT'S PROJECT NO:

A Item No.	B Description of Work	C Scheduled Value	D		E Work Completed This Period	F Materials Presently Stored (Not In D or E)	G Total Completed And Stored To Date (D + E + F)	H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)	% (G/C)					
29	Change order 001	51,812.58	51,812.58				51,812.58	100%	
30									
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									
41									
42									
43									
44									
45									
46									
47									
48									
49									
50									
51									
52									
53									
54									
55									
56									
		1,549,312.58	1,549,312.58				1,549,312.58	100%	



### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number:	1-259-352-928
Submitted Date and Time:	19-Apr-2024 4:12:18 PM
Legal Name:	SCHMITZ BUILDERS INC
Federal Employer ID:	41-1785912
User Who Submitted:	Schmitz Builders, Inc
Type of Request Submitted:	Contractor Affidavit

#### Affidavit Summary

<b>Affidavit Number:</b>	<b>536301568</b>
Minnesota ID:	1667717
Project Owner:	PENNINGTON COUNTY
Project Number:	164814
Project Begin Date:	09-Jan-2023
Project End Date:	29-Dec-2023
Project Location:	THIEF RIVER FALLS
Project Amount:	\$1,549,312.58

#### Subcontractor Summary

Name	ID	Affidavit Number
A & R ROOFING COMP INC	3167520	2048446464
GRAND FORKS MARBLE & TILE INC	2979870	764203008
PAINT & GLASS INTERIORS	4181415	110579712
DOW ACOUSTICS	5809263	333500416
NORTH COUNTRY OVERHEAD DOOR	4449208	1502040064
AMY'S WINDOWS LLC	7096369	1088212992
LEE PLUMBING & HEATING CO, INC	6311154	1730105344
MESABI GLASS WINDOW & DOOR, TRF GLASS	5524113	1242517504
ESKELI ELECTRIC	6713855	1958432768
TRAIL PAINTING COMPANY LLC	2161067	976703488

#### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

#### Contact Us