

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
TUESDAY, MAY 27, 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 Michelle Landsverk, Diedre Nordin – Advance Thief River

10:15 Julie Sjostrand – Human Services Director

10:20 Mike Flaagan – County Engineer

10:30 Seth Vettleson – County Sheriff

7. County Auditor-Treasurer Items

8. County Coordinator Items

- Bids: Sale of County-owned property

9. County Attorney Items

10. Committee Reports / Commissioner Updates

11. Adjournment

Reminder: Bids will be opened in the Justice Center Board room at 9:00 a.m. on May 27, 2025, for the sale of the former Human Services building, property, and parking lot.

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
MAY 13, 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, May 13, 2025, at 10:00 a.m. Members present: Seth Nelson, Bruce Lawrence, Roy Sourdif, David Sorenson, and Neil Peterson. Members absent: None.

The meeting was called to order by Chairman 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 Sorenson, seconded by Commissioner Peterson, to approve the agenda as presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Nelson, seconded by Commissioner Lawrence, to approve the County Board minutes of April 22, 2025, as written. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to approve the Auditor & Manual warrants for April 2025 totaling \$1,261,621.95 and the following Commissioner warrants. Motion carried.

County Revenue	\$ 62,990.53
Road & Bridge	\$216,359.19
Solid Waste Facility	\$ 9,712.60
Ditch Funds	\$ 5,156.46

Meal reimbursements and per diems in the amount of \$1,817.47 were also approved.

Mike Flaagan – County Engineer

Mr. Flaagan noted that the Five-Year Road & Bridge plan hearing was held in the Justice Center Board room today at 9:00 a.m. Motioned by Commissioner Nelson, seconded by Commissioner Peterson, to approve the Pennington County Five-Year Road & Bridge plan for 2025-2029 as presented. Motion carried.

Engineer Flaagan noted that the road shouldering project is complete and he is recommending final payment to Thygeson Construction; total project cost is \$194,266.30. The following resolution was introduced by Commissioner Peterson, seconded by Commissioner Lawrence, and upon vote was unanimously carried. total cost.

RESOLUTION

WHEREAS, Contract No. CP57-25-04 (road shouldering) has in all things been completed, and the County Board being fully advised in the premises,

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

Mr. Flaagan noted that the State is considering accepting the low bid of Huot Construction Services, Inc. in the amount of \$2,947,142.21 for roof replacement at the Joint Use Facility. The county's share is 27.9% or \$822,252.68, and he recommended using County State Aid Highway maintenance funds to cover roughly 50% with the balance to be paid from the 2025, 2026, and possibly 2027 Highway Dept. budgets. The new roof will be an anchored system and will feature a 20-year warranty. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to accept the bid by Huot Construction Services, Inc. and the cost share plan for roof replacement at the Joint Use Facility as described above. Discussion followed with the Engineer noting that the current roof was installed when the building was added on to 20 years ago. Following discussion, the motion was carried.

Seth Vettleson – County Sheriff

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence to approve the hire of Kale Douglas Masseth as Part-Time Dispatcher/Correctional Officer, contingent on successful BCA fingerprinting. Motion carried.

Sheriff Vettleson noted that the employment ad for Deputy Sheriff continues through May 20th, 2025, at 4:00 p.m.

County Auditor-Treasurer Items: None.

County Coordinator Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to approve the appointment of Kim Swanson as the new Pennington County Director of the Red River Valley Development Association. Motion carried. She will succeed Glenice Johnson in the position.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve hire of Jenny Anne Gonsorowski as Full-time Deputy Registrar Assistant with an effective start date of May 28, 2025, contingent upon a successful background check. Motion carried.

Motioned by Commissioner Nelson, seconded by Commissioner Peterson, to hold a public informational meeting regarding the TRF Auditorium & Municipal building on June 17, 2025, at 6:00 p.m. in the Justice Center Board Room. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve a solid waste disposal agreement between Pennington County and the MAR-KIT Landfill Joint Powers Board effective January 1, 2026, to December 31, 2035, at a cost of \$60.00/ton for 2026-2027 and \$65.00/ton for 2028-2035. Motion carried.

Commissioner Lawrence requested that the County Coordinator setup a future Solid Waste Committee meeting at the MAR-KIT facility located in Kittson County.

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve a Retail Registration Form and Checklist as it relates to cannabis, as presented by the County Coordinator. Motion carried.

Mr. Erickson opened discussion on bids received for roof replacement at the Law Enforcement Center, which were referred to the Building Committee at the last Board meeting. Building & Grounds Supervisor Morgan Bernier noted that Gabriel Roofing LLC provided the low bid of \$146,900, and they have since answered all questions and are licensed, bonded, and insured. Following discussion on the bids, there was a motion by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the bid of \$146,900 by Gabriel Roofing LLC for roof replacement at the Law Enforcement Center, contingent upon review of the contract. Motion carried.

County Attorney Items:

Interim CA Nathan Haase informed the Board that Ashley Nelson began her position as Assistant County Attorney-Senior on May 5, 2025, and things are going very well.

Mr. Haase also provided an update on the new server.

Committee Reports / Commissioner Updates:

Commissioner Lawrence thanked Mr. Haase for volunteering at the county spring clean-up day on May 3, 2025. It was noted that less vehicles came through this year but they took in more garbage. Mr. Haase recommended in the future all garbage should be bagged. The Board noted that the clean-up day is well received by the public and has helped keep the county's ditches and roadways clean.

Commissioner Peterson noted that the current legislative session ends on May 19, 2025, and Health and Human Services cost shifts to the counties is still the largest piece to be decided on. Cuts to the Payments in Lieu of Tax (PILT) program are not included in the current session and proposed bills.

Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to adjourn the Board meeting to May 27, 2025, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Roy Sourdif, Chairman
Board of Commissioners

DRAFT

Danielle
5/23/25

3:00PM

Pennington County Financial System



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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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
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Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
107	1375 A CUT ABOVE PAINTING 01-251-000-0000-6300		1,600.00	TOUCH UP PAINT CELLS, BEDS, DO	582025	REPAIRS & MAINTENANCE	Y
	1375 A CUT ABOVE PAINTING		1,600.00	1 Transactions			
128	1307 ABM TECHNOLOGY GROUP 01-201-000-0000-6210		1,250.40	MICROSOFT OFFICE-365-MAY	AR1917126	E-MAIL SERVICES	N
129	01-201-000-0000-6300		1,863.00	SECURE 365/SECURE DEVICE/JUNE	AR1917270	REPAIRS & MAINTENANCE	N
130	01-220-000-0000-6263		2,250.00	IT CORE USE/DEVICE SUPPORT/JUN	AR1917271	COMPUTER SERVICES & SUPPLIES	N
	1307 ABM TECHNOLOGY GROUP		5,363.40	3 Transactions			
62	1347 Amazon Capital Services 01-111-000-0000-6300		33.48	6 VOLT BATTERIES	16JH-DJ7H-7QCC	REPAIRS & MAINTENANCE	N
75	01-091-000-0000-6401		17.05	SURFACE SCREEN PROTECTOR	1CCH-3RCV-MD7V	SUPPLIES	N
76	01-091-000-0000-6401		59.98	SURFACE CASE	1CCH-3RCV-MD7V	SUPPLIES	N
127	01-259-000-0000-6801		104.99	PROGRAMMING SUPPLIES	1V77-QTMM-MVVW	MISCELLANEOUS EXPENSE - CANTI	N
	1347 Amazon Capital Services		215.50	4 Transactions			
34	1020 AMERICAN SOLUTIONS FOR BUSINESS 01-041-000-0000-6401		4,509.79	2025 TAX STMTS/PRINT/PROCESSIN	INV07871265	SUPPLIES - AUDITOR	N
	1020 AMERICAN SOLUTIONS FOR BUSINESS		4,509.79	1 Transactions			
44	1308 ASSOCIATION OF MINNESOTA COUNTIES 01-041-000-0000-6241		175.00	2025 MCHRNA SPRING CONFERENCE	72865.00	DUES - AUDITOR	N
1	01-041-000-0000-6241		30.00	2025 MANAGING DIFFICULT CONVER	73084.00	DUES - AUDITOR	N
	1308 ASSOCIATION OF MINNESOTA COUNTIES		205.00	2 Transactions			
126	2324 BERGSTROM ELECTRIC INC 01-251-000-0000-6300		844.53	OUTLET/REPAIR JAIL TRAINING	22818	REPAIRS & MAINTENANCE	N
	2324 BERGSTROM ELECTRIC INC		844.53	1 Transactions			
116	3352 CHARM-TEX INC 01-251-000-0000-6416		113.80	WHITE POWER SCRUB	401445	CLOTHING SUPPLIES - JAIL	N
	3352 CHARM-TEX INC		113.80	1 Transactions			
73	999999997 CHENEY/JANELLE 01-253-000-0000-6262		200.00	BUS TICKETS FOR CLIENTS-TRI VA		OTHER SERVICES - PROBATION	N
	999999997 CHENEY/JANELLE		200.00	1 Transactions			
25	20007 CITY OF THIEF RIVER FALLS 01-270-000-0000-6262		2,197.40	UTILITY BILL 57-FA-24-471	19-02453-001	OTHER SERVICES-CRIME VICTIM	N

Pennington County Financial System



Danielle
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1 County Revenue

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
20007	CITY OF THIEF RIVER FALLS		2,197.40	1 Transactions		
3311	COLE PAPERS, INC.					
36	01-111-000-0000-6403		85.50	WHITE CAN LINER-GC	10578678	JANITORIAL SUPPLIES - COURTHOL N
38	01-111-000-0000-6403		44.65	WHITE MULTI-FOLD TOWELS-GC	10578678	JANITORIAL SUPPLIES - COURTHOL N
40	01-111-000-0000-6403		71.89	LIVI BATH TISSUE-GC	10578678	JANITORIAL SUPPLIES - COURTHOL N
35	01-218-000-0000-6403		7.00	PROCESSING FEE	10578678	JANITORIAL SUPPLIES N
37	01-218-000-0000-6403		42.75	WHITE CAN LINER-JC	10578678	JANITORIAL SUPPLIES N
39	01-218-000-0000-6403		44.65	WHITE MULTI-FOLD TOWELS-JC	10578678	JANITORIAL SUPPLIES N
3311	COLE PAPERS, INC.		296.44	6 Transactions		
3307	COMMISSIONER OF TRANSPORTATION-ST					
5	01-220-000-0000-6203		400.00	HIGHLANDING TOWER FEE	533938	TELETYPE N
3307	COMMISSIONER OF TRANSPORTATION-ST		400.00	1 Transactions		
999999997	COOK'S					
115	01-251-000-0000-6405		56.89	ECONOMY SPORKS	908132	GENERAL SUPPLIES - JAIL N
999999997	COOK'S		56.89	1 Transactions		
3350	COTA/WADE					
22	01-255-000-0000-6420		187.00	UNIFORM ALLOWANCE REIMBUSREMEN		UNIFORMS N
23	01-255-000-0000-6420		98.00	UNIFORM ALLOWANCE REIMBUSREMEN		UNIFORMS N
24	01-255-000-0000-6420		40.00	UNIFORM ALLOWANCE REIMBUSREMEN		UNIFORMS N
3350	COTA/WADE		325.00	3 Transactions		
4355	DACOTAH PAPER					
117	01-251-000-0000-6403		1,327.36	SANITIZER, FLR CLNR, FOAM SOAD	26753	JANITORIAL SUPPLIES - JAIL N
118	01-251-000-0000-6403		290.90	HAND SOAP	35683	JANITORIAL SUPPLIES - JAIL N
119	01-251-000-0000-6403		160.42-	CREDIT IN#5212	CREDIT NO 4212	JANITORIAL SUPPLIES - JAIL N
4355	DACOTAH PAPER		1,457.84	3 Transactions		
4321	DIAMOND DRUGS INC					
114	01-251-000-0000-6255		17.85	MEDICATIONS	1474902	MEDICAL - LOCAL N
113	01-251-000-0000-6255		59.22	MEDICATIONS	1487528	MEDICAL - LOCAL N
4321	DIAMOND DRUGS INC		77.07	2 Transactions		
6303	F-M AMBULANCE INC					
111	01-251-000-0000-6255		50.00	25-11903	2511903	MEDICAL - LOCAL N
112	01-251-000-0000-6255		50.00	25-13658	2513658	MEDICAL - LOCAL N
110	01-251-000-0000-6255		455.65	25-13884	2513884	MEDICAL - LOCAL N

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1 County Revenue

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
109	01-251-000-0000-6255		50.00	25-14186	2514186	MEDICAL - LOCAL N
108	01-251-000-0000-6255		50.00	25-14469	2514469	MEDICAL - LOCAL N
6303	F-M AMBULANCE INC		655.65	5 Transactions		
18407	FISCHER RUST LAW FIRM					
132	01-011-000-0000-6261		42.50	ATTORNEY FEES 57-PR-25-45	2883931	COURT APPOINTED ATTORNEYS Y
18407	FISCHER RUST LAW FIRM		42.50	1 Transactions		
7452	Guardian RFID					
120	01-251-000-0000-6801		148.25	WRISTBAND LABELS	12928	MISCELLANEOUS EXPENSE - JAIL N
7452	Guardian RFID		148.25	1 Transactions		
999999997	GUNDERSON, JORDIN					
18	01-252-000-0000-6330		12.55	MEAL REIMBURSEMENT/INTERROGATI		TRAVEL & EXPENSE N
19	01-252-000-0000-6330		35.00	MEAL REIMBURSEMENT/INTERROGATI		TRAVEL & EXPENSE N
20	01-252-000-0000-6330		33.73	MEAL REIMBURSEMENT/INTERROGATI		TRAVEL & EXPENSE N
21	01-252-000-0000-6330		35.00	MEAL REIMBURSEMENT/INTERROGATI		TRAVEL & EXPENSE N
999999997	GUNDERSON, JORDIN		116.28	4 Transactions		
8330	HALLIE FISCHER ATTORNEY AT LAW					
70	01-011-000-0000-6261		170.00	ATTORNEY FEES 57-PR-25-131	2302	COURT APPOINTED ATTORNEYS Y
71	01-011-000-0000-6261		318.75	ATTORNEY FEES 57-PR-25-101	2302	COURT APPOINTED ATTORNEYS Y
72	01-011-000-0000-6261		85.00	ATTORNEY FEES 57-PR-24-850	2302	COURT APPOINTED ATTORNEYS Y
68	01-011-000-0000-6261		297.50	ATTORNEY FEES 57-PR-25-197	2402	COURT APPOINTED ATTORNEYS Y
69	01-011-000-0000-6261		255.00	ATTORNEY FEES 57-PR-25-239	2402	COURT APPOINTED ATTORNEYS Y
8330	HALLIE FISCHER ATTORNEY AT LAW		1,126.25	5 Transactions		
8331	HARDWARE HANK					
16	01-201-000-0000-6304		45.92	OIL-SQUADS	22271402	REPAIR & MAINTENANCE - SQUADS N
17	01-201-000-0000-6405		229.90	SHOTGUN AMMO	22272789	GENERAL SUPPLIES N
8331	HARDWARE HANK		275.82	2 Transactions		
8014	HUGOS #7					
15	01-222-000-0000-6801		110.99	GOODRIDGE DARE GRADUATION	1161/00500018	MISCELLANEOUS EXPENSE - D.A.R. N
8014	HUGOS #7		110.99	1 Transactions		
9012	IHLE SPARBY & HAASE PA					
78	01-091-000-0000-6262		15,000.00	MAY SERVICES	5072	OTHER SERVICES Y
9012	IHLE SPARBY & HAASE PA		15,000.00	1 Transactions		

Pennington County Financial System



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COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
65	13524 JONES LAW OFFICE					
	01-011-000-0000-6261		51.00	ATTORNEY FEES 57-P9-05-206	2016164	COURT APPOINTED ATTORNEYS Y
	13524 JONES LAW OFFICE		51.00	1 Transactions		
133	13498 MARCO TECHNOLOGIES LLC					
	01-132-000-0000-6301		47.50	EQ1356645 MAINTENANCE AGREEMEN	INV13884748	MAINTENANCE AGREEMENT N
	13498 MARCO TECHNOLOGIES LLC		47.50	1 Transactions		
43	13589 MIKE'S AUTOMOTIVE CENTER INC.					
	01-270-000-0000-6262		170.96	TPMS SENSOR 57-CR-24-72	8293	OTHER SERVICES-CRIME VICTIM N
	13589 MIKE'S AUTOMOTIVE CENTER INC.		170.96	1 Transactions		
42	13341 MINNESOTA CLE					
	01-016-000-0000-6242		99.00	MN JUDGES CRIMINAL BENCHBOOK	INV1367960	SUBSCRIPTIONS - LAW LIBRARY N
	13341 MINNESOTA CLE		99.00	1 Transactions		
47	13355 MN COUNTIES COMPUTER COOP					
	01-070-000-0000-6263		7,440.69	1ST QTR PROP TAX SUPPORT-AVENU	250115	COMPUTER SERVICES - DP N
48	01-070-000-0000-6263		4,124.89	1ST QRT CAMA MAINT & SUPPORT	250115	COMPUTER SERVICES - DP N
49	01-070-000-0000-6263		2,500.00	2025 TAX USER GROUP - AVENU	250115	COMPUTER SERVICES - DP N
50	01-070-000-0000-6263		2,500.00	2025 CAMA USER GROUP	250115	COMPUTER SERVICES - DP N
51	01-070-000-0000-6263		5,500.00	2025 TYLER USER GROUP ENH	250115	COMPUTER SERVICES - DP N
52	01-070-000-0000-6263		2,500.00	2025 TYLER TAX USER GROUP	250115	COMPUTER SERVICES - DP N
53	01-070-000-0000-6263		300.00	2025 ISSG	250115	COMPUTER SERVICES - DP N
54	01-070-000-0000-6263		2,500.00	2025 ISSG SUPPORT DUES	250115	COMPUTER SERVICES - DP N
55	01-070-000-0000-6263		8,523.79	2025 IFS SUPPORT	250115	COMPUTER SERVICES - DP N
56	01-070-000-0000-6263		1,000.00	2025 JIC IFS ENH FUND	250115	COMPUTER SERVICES - DP N
57	01-070-000-0000-6263		1,250.00	2025 MNCCC JIC DUES	250115	COMPUTER SERVICES - DP N
58	01-070-000-0000-6263		300.00	2025 FGG ENH FUND	250115	COMPUTER SERVICES - DP N
59	01-070-000-0000-6263		2,500.00	2025 MNCCC FGG USE	250115	COMPUTER SERVICES - DP N
60	01-070-000-0000-6263		1,414.26	2025 1ST QTR PAYMATE	250115	COMPUTER SERVICES - DP N
61	01-070-000-0000-6263		394.75	2025 1ST QTR CAP ASSETS	250115	COMPUTER SERVICES - DP N
46	01-070-000-0000-6263		3,720.35	1ST QTR PROP TAX SUPPORT-AVENU	2502116	COMPUTER SERVICES - DP N
	13355 MN COUNTIES COMPUTER COOP		46,468.73	16 Transactions		
13	13388 MORRIS ELECTRONICS INC					
	01-223-000-0000-6801		1,350.00	SCHEDULED SERVICES #2-FIREWALL	13299	MISCELLANEOUS EXPENSE-E911 N
12	01-223-000-0000-6631		125.00	RSA ISSUES-TESING	13386	FURNITURE & EQUIPMENT N
124	01-091-000-0000-6262		93.75	SERVER SETUP	13477	OTHER SERVICES N
11	01-223-000-0000-6801		250.00	SERVIER ISSUES-REMOTE WORK	13483	MISCELLANEOUS EXPENSE-E911 N

Pennington County Financial System



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

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1 County Revenue

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
14	01-203-000-0000-6801		STORAGE SPACE-DATA CONVERSION	13549	GUN PERMIT - MISC	N
10	01-223-000-0000-6801		PCLEC SERVER TESTING	13570	MISCELLANEOUS EXPENSE-E911	N
13388	MORRIS ELECTRONICS INC		2,068.75	6 Transactions		
15323	OFFICE DEPOT					
8	01-251-000-0000-6405		INK-DC	422227349001	GENERAL SUPPLIES - JAIL	N
6	01-201-000-0000-6405		OFFICE SUPPLIES	422396351001	GENERAL SUPPLIES	N
64	01-041-000-0000-6401		HP414A TONER	422460475001	SUPPLIES - AUDITOR	N
7	01-201-000-0000-6405		PAPER ROLLS-ADDING MACHINE	422630147001	GENERAL SUPPLIES	N
9	01-220-000-0000-6401		PAPER	423788891001	SUPPLIES	N
15323	OFFICE DEPOT		381.23	5 Transactions		
13329	OFFICE OF MNIT SERVICES					
63	01-070-000-0000-6263		FIBER USAGE - APRIL	DV25040387	COMPUTER SERVICES - DP	N
13329	OFFICE OF MNIT SERVICES		1,338.65	1 Transactions		
999999997	OKLEE LUMBER INC					
125	01-255-000-0000-6300		DOOR-INSTALL W/DEADBOLT	272318	REPAIRS & MAINTENANCE	N
999999997	OKLEE LUMBER INC		470.78	1 Transactions		
15328	OTIS ELEVATOR COMPANY					
26	01-111-000-0000-6300		LOGISTICS FEE	285298	REPAIRS & MAINTENANCE	N
15328	OTIS ELEVATOR COMPANY		125.00	1 Transactions		
9001	PENNINGTON & RED LAKE COUNTY					
74	01-003-000-0000-6901		2025-2ND QTR ALLOCATION	1235	APPROPRIATIONS	N
9001	PENNINGTON & RED LAKE COUNTY		15,887.50	1 Transactions		
16027	PENNINGTON COUNTY TREASURER					
41	01-601-000-0000-6209		POSTAGE - APRIL	4421	POSTAGE	N
16027	PENNINGTON COUNTY TREASURER		36.24	1 Transactions		
16362	PETERSON/NEIL					
27	01-003-000-0000-6330		APRIL MILEAGE - 104 MILES		TRAVEL & EXPENSE	N
16362	PETERSON/NEIL		72.80	1 Transactions		
20358	QUADIENT FINANCE USA, INC.					
45	01-801-000-0000-6209		POSTAGE		POSTAGE	N
20358	QUADIENT FINANCE USA, INC.		3,000.00	1 Transactions		

Pennington County Financial System



Danielle
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1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
18477 ROKKE, AANDAL & ASSOCIATES, PLLC							
67	01-011-000-0000-6261		25.50	ATTORNEY FEES 57-PR-24-489	4448	COURT APPOINTED ATTORNEYS	Y
131	01-011-000-0000-6261		391.00	ATTORNEY FEES 57-P9-05-271	4462	COURT APPOINTED ATTORNEYS	Y
18477 ROKKE, AANDAL & ASSOCIATES, PLLC			416.50	2 Transactions			
19369 SANFORD PATIENT FINANCIAL SERVICES							
196	01-251-000-0000-6255		68.66	DR 6000	207543222	MEDICAL - LOCAL	6
197	01-251-000-0000-6255		125.11	DR 6144	211195048	MEDICAL - LOCAL	6
198	01-251-000-0000-6256		125.11	DR 6239	211516088	MEDICAL - REIMBURSED	6
202	01-251-000-0000-6255		308.00	DR 6248	212102046	MEDICAL - LOCAL	6
203	01-251-000-0000-6256		742.00	DR 6251	212452411	MEDICAL - REIMBURSED	6
199	01-251-000-0000-6256		12.01	DR 6251	212452675	MEDICAL - REIMBURSED	6
200	01-251-000-0000-6255		50.86	DR 6248	212458157	MEDICAL - LOCAL	6
204	01-251-000-0000-6256		123.20	DR 6237	212620124	MEDICAL - REIMBURSED	6
205	01-251-000-0000-6255		53.60	DR 6006	213317501	MEDICAL - LOCAL	6
206	01-251-000-0000-6255		310.40	DR 6144	213452665	MEDICAL - LOCAL	6
207	01-251-000-0000-6255		726.80	DR 6271	213678840	MEDICAL - LOCAL	6
201	01-251-000-0000-6255		86.46	DR 6271	21389127	MEDICAL - LOCAL	6
19369 SANFORD PATIENT FINANCIAL SERVICES			2,732.21	12 Transactions			
19547 SKILLET KITCHEN							
121	01-251-000-0000-6427		23,442.47	APRIL MEALS	10661	JAIL MEALS	N
19547 SKILLET KITCHEN			23,442.47	1 Transactions			
20512 THOMASON, SWANSON & ZAHN PLLC							
66	01-011-000-0000-6261		276.25	ATTORNEY FEES 57-PR-24-686	31244	COURT APPOINTED ATTORNEYS	Y
20512 THOMASON, SWANSON & ZAHN PLLC			276.25	1 Transactions			
20047 THRIFTY WHITE PHARMACY							
123	01-251-000-0000-6255		13.95	Z CORP		MEDICAL - LOCAL	N
185	01-251-000-0000-6256		150.23	RX 6009	10167	MEDICAL - REIMBURSED	N
167	01-251-000-0000-6255		24.14	RX 6132	11820	MEDICAL - LOCAL	N
140	01-251-000-0000-6255		15.96	RX 6003	12603	MEDICAL - LOCAL	N
170	01-251-000-0000-6256		11.97	RX 6014	15506	MEDICAL - REIMBURSED	N
142	01-251-000-0000-6255		3.99	RX 6070	15555	MEDICAL - LOCAL	N
190	01-251-000-0000-6255		31.92	RX 0020	25435	MEDICAL - LOCAL	N
186	01-251-000-0000-6256		102.17	RX 6024	2950	MEDICAL - REIMBURSED	N
141	01-251-000-0000-6256		148.29	RX 0067	3298	MEDICAL - REIMBURSED	N
192	01-251-000-0000-6255		3.99	RX 6044	33284	MEDICAL - LOCAL	N
150	01-251-000-0000-6256		30.13	RX 0108	38344	MEDICAL - REIMBURSED	N

Pennington County Financial System



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1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
122	01-251-000-0000-6255		79.89	40109	40109	MEDICAL - LOCAL	N
193	01-251-000-0000-6255		7.98	RX 0128	4419	MEDICAL - LOCAL	N
135	01-251-000-0000-6255		20.05	RX 6015	48774	MEDICAL - LOCAL	N
179	01-251-000-0000-6255		7.98	RX 0034	53380	MEDICAL - LOCAL	N
172	01-251-000-0000-6255		22.48	RX 0111	56907	MEDICAL - LOCAL	N
194	01-251-000-0000-6255		49.68	RX 6091/0140	57848	MEDICAL - LOCAL	N
214	01-251-000-0000-6256		22.06	RX 0127	58562	MEDICAL - REIMBURSED	N
213	01-251-000-0000-6256		35.02	RX 6001	58807	MEDICAL - REIMBURSED	N
144	01-251-000-0000-6255		15.96	RX 0011	58889	MEDICAL - LOCAL	N
159	01-251-000-0000-6255		52.91	RX 0042	59252	MEDICAL - LOCAL	N
157	01-251-000-0000-6255		63.70	RX 0025	59694	MEDICAL - LOCAL	N
146	01-251-000-0000-6255		24.58	RX 0080	60032	MEDICAL - LOCAL	N
155	01-251-000-0000-6255		97.57	RX 0005	61542	MEDICAL - LOCAL	N
215	01-251-000-0000-6255		9.58	RX 0029	63282	MEDICAL - LOCAL	N
154	01-251-000-0000-6255		15.96	RX 0141	64462	MEDICAL - LOCAL	N
160	01-251-000-0000-6256		3.91	RX 0109	65314	MEDICAL - REIMBURSED	N
147	01-251-000-0000-6256		7.98	RX 0010/0132	65657	MEDICAL - REIMBURSED	N
168	01-251-000-0000-6255		64.60	RX 0056	65842	MEDICAL - LOCAL	N
209	01-251-000-0000-6256		4.29	RX 0138	67281	MEDICAL - REIMBURSED	N
165	01-251-000-0000-6256		3.99	RX 0124	67358	MEDICAL - REIMBURSED	N
173	01-251-000-0000-6255		15.96	RX 0044	67812	MEDICAL - LOCAL	N
217	01-251-000-0000-6256		3.99	RX 0068	68135	MEDICAL - REIMBURSED	N
139	01-251-000-0000-6255		293.51	RX 6000	68484	MEDICAL - LOCAL	N
161	01-251-000-0000-6256		147.03	RX 6002	69073	MEDICAL - REIMBURSED	N
164	01-251-000-0000-6256		117.91	RX 6123/0041/0085	69331	MEDICAL - REIMBURSED	N
143	01-251-000-0000-6255		46.53	RX 6028	69499	MEDICAL - LOCAL	N
153	01-251-000-0000-6256		71.82	RX 6010	69518	MEDICAL - REIMBURSED	N
166	01-251-000-0000-6256		15.96	RX 6050/0057	69585	MEDICAL - REIMBURSED	N
137	01-251-000-0000-6256		66.06	RX 6012	69625	MEDICAL - REIMBURSED	N
134	01-251-000-0000-6256		39.90	RX 6021/0059	69645	MEDICAL - REIMBURSED	N
149	01-251-000-0000-6256		10.28	RX 6081	69706	MEDICAL - REIMBURSED	N
152	01-251-000-0000-6256		11.97	RX 6030	69740	MEDICAL - REIMBURSED	N
177	01-251-000-0000-6255		67.53	RX 6064/0054	69846	MEDICAL - LOCAL	N
195	01-251-000-0000-6255		3.40	APPLY CREIDT TO 57848	69895	MEDICAL - LOCAL	N
162	01-251-000-0000-6256		3.99	RX 6102	69901	MEDICAL - REIMBURSED	N
156	01-251-000-0000-6256		23.94	RX 6127	69941	MEDICAL - REIMBURSED	N
178	01-251-000-0000-6256		7.98	RX 6109	69953	MEDICAL - REIMBURSED	N
171	01-251-000-0000-6256		94.66	RX 6141	69964	MEDICAL - REIMBURSED	N
136	01-251-000-0000-6255		11.97	RX 6144	69965	MEDICAL - LOCAL	N

Pennington County Financial System



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Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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1 County Revenue

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
158	01-251-000-0000-6255		252.63	RX 0002	69966	MEDICAL - LOCAL	N
181	01-251-000-0000-6256		12.87	RX 0016	70001	MEDICAL - REIMBURSED	N
210	01-251-000-0000-6256		666.70	RX 0021	70019	MEDICAL - REIMBURSED	N
176	01-251-000-0000-6256		54.22	RX 6128	70023	MEDICAL - REIMBURSED	N
216	01-251-000-0000-6255		3.99	RX 6031	70024	MEDICAL - LOCAL	N
182	01-251-000-0000-6256		7.49	RX 0006	70042	MEDICAL - REIMBURSED	N
189	01-251-000-0000-6256		259.05	RX 0018	70047	MEDICAL - REIMBURSED	N
187	01-251-000-0000-6256		7.98	RX 0030	70049	MEDICAL - REIMBURSED	N
145	01-251-000-0000-6255		3.99	RX 0039	70061	MEDICAL - LOCAL	N
151	01-251-000-0000-6255		28.63	RX 0045	70065	MEDICAL - LOCAL	N
169	01-251-000-0000-6255		3.99	RX 0047	70066	MEDICAL - LOCAL	N
148	01-251-000-0000-6255		19.95	RX 6013	70081	MEDICAL - LOCAL	N
212	01-251-000-0000-6256		8.08	RX 0058	70086	MEDICAL - REIMBURSED	N
188	01-251-000-0000-6256		32.12	RX 0069	70097	MEDICAL - REIMBURSED	N
175	01-251-000-0000-6256		7.89	RX 0066	70104	MEDICAL - REIMBURSED	N
163	01-251-000-0000-6256		7.98	RX 0041	70114	MEDICAL - REIMBURSED	N
138	01-251-000-0000-6255		7.98	RX 0105	70145	MEDICAL - LOCAL	N
191	01-251-000-0000-6256		7.09	RX 0088	70154	MEDICAL - REIMBURSED	N
184	01-251-000-0000-6256		3.99	RX 0126	70175	MEDICAL - REIMBURSED	N
174	01-251-000-0000-6256		9.78	RX 0133	70177	MEDICAL - REIMBURSED	N
211	01-251-000-0000-6256		18.47	RX 0134	70194	MEDICAL - REIMBURSED	N
180	01-251-000-0000-6255		1,035.92	RX 0082	7156	MEDICAL - LOCAL	N
183	01-251-000-0000-6255		20.34	RX 6137	9960	MEDICAL - LOCAL	N
20047	THRIFTY WHITE PHARMACY		4,675.63	73 Transactions			
20341	TONGEN/ADAM						
4	01-220-000-0000-6420		33.73	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
20341	TONGEN/ADAM		33.73	1 Transactions			
21338	UNIVERSITY OF NORTH DAKOTA						
3	01-206-000-0000-6262		2,771.00	MEDICAL EXAM SERVICES/TOXICOLO	A25-086/1161850	OTHER SERVICES-CORONER	N
21338	UNIVERSITY OF NORTH DAKOTA		2,771.00	1 Transactions			
22303	VAREBERG/AMBER						
29	01-106-000-0000-6330		16.09	MEAL REIMBURSEMENT-5/11/25		TRAVEL & EXPENSE	N
30	01-106-000-0000-6330		17.33	MEAL REIMBURSEMENT-5/13/25		TRAVEL & EXPENSE	N
31	01-106-000-0000-6330		16.09	MEAL REIMBURSEMENT-5/15/25		TRAVEL & EXPENSE	N
32	01-106-000-0000-6330		27.16	MEAL REIMBURSEMENT-5/12/25		TRAVEL & EXPENSE	N
33	01-106-000-0000-6241		150.00	RETEST-MASS APPRAISAL BASICS	5/21/25	DUES - ASSESSOR	N
28	01-106-000-0000-6330		450.10	MILEAGE-NORTH TWN/LAKE ELMO	643 MILES	TRAVEL & EXPENSE	N

Pennington County Financial System



1 County Revenue

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>		<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
22303	VAREBERG/AMBER			676.77	6 Transactions		
23317	WILLIAMS/JO						
2	01-251-000-0000-6420			204.42	UNIFORM ALLOWANCE REIMBURSEME	JAILER UNIFORMS	N
23317	WILLIAMS/JO			204.42	1 Transactions		
1 Fund Total:				140,785.52	County Revenue	46 Vendors	187 Transactions

Pennington County Financial System



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3 Road & Bridge

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
219	3500 COULOMBE CONSULTING					
	03-330-000-0000-6261		2,700.00	SURVEY CP57-24-10		CONSULTING & LEGAL SERVICES Y
	3500 COULOMBE CONSULTING		2,700.00	1 Transactions		
93	10408 DEERE CREDIT INC.					
	03-350-000-0000-6631		53,562.18	LEASE MOTORGRADER (201)	3032813	FURNITURE & EQUIPMENT N
	10408 DEERE CREDIT INC.		53,562.18	1 Transactions		
106	6349 FASTENAL COMPANY					
	03-350-000-0000-6551		624.92	BOLTS - SIGNING		SIGNS N
	6349 FASTENAL COMPANY		624.92	1 Transactions		
105	8331 HARDWARE HANK					
	03-350-000-0000-6551		20.88	PIPE BOLTS		SIGNS N
99	03-350-000-0000-6556		13.98	FREEZER BAGS, DISH SOAP		SHOP SUPPLIES N
100	03-350-000-0000-6556		6.99	SEALANT		SHOP SUPPLIES N
101	03-350-000-0000-6556		29.80	BOLTS, SCREWS		SHOP SUPPLIES N
102	03-350-000-0000-6556		5.06	ROPE		SHOP SUPPLIES N
103	03-350-000-0000-6556		26.99	SPRAYER - 2 GALLON		SHOP SUPPLIES N
104	03-350-000-0000-6556		7.59	GORILLA GLUE		SHOP SUPPLIES N
	8331 HARDWARE HANK		111.29	7 Transactions		
98	8380 HDR ENGINEERING, INC.					
	03-330-000-0000-6261		1,273.00	P/E SAP 57-629-008	1200717433	CONSULTING & LEGAL SERVICES N
97	03-330-000-0000-6261		20,554.25	P/E SAP 57-611-002	1200718127	CONSULTING & LEGAL SERVICES N
	8380 HDR ENGINEERING, INC.		21,827.25	2 Transactions		
96	8315 HUBERT OUTDOOR POWER					
	03-350-000-0000-6564		22.99	CHAIN	95106	EQUIPMENT REPAIR PARTS Y
94	03-350-000-0000-6564		1,379.96	LINER, WINDSHIELD MIRROR	95180	EQUIPMENT REPAIR PARTS Y
95	03-350-000-0000-6564		37.96	SWITCHES, PIG TAIL	95685	EQUIPMENT REPAIR PARTS Y
	8315 HUBERT OUTDOOR POWER		1,440.91	3 Transactions		
92	12309 LAKE SUPERIOR COLLEGE					
	03-330-000-0000-6554		215.00	2025 SPEC BOOKS	1297815	ENGINEERING & SURVEYING SUPPLI N
	12309 LAKE SUPERIOR COLLEGE		215.00	1 Transactions		
90	13302 M-R SIGN CO, INC					
	03-350-000-0000-6551		17,884.33	SIGNS & POSTS	227676	SIGNS N
91	03-350-000-0000-6551		976.30	POSTS	227691	SIGNS N

Pennington County Financial System



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COMMISSIONER'S VOUCHERS ENTRIES

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3 Road & Bridge

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
13302	M-R SIGN CO, INC		18,860.63	2 Transactions			
89	13393 MINNESOTA NORTHERN RAILROAD INC						
	03-350-000-0000-6252		126.00	ELECTRICITY RR SIGNAL - APRIL	042025CR16	ELECTRICITY	N
	13393 MINNESOTA NORTHERN RAILROAD INC		126.00	1 Transactions			
87	14440 NORTHDALE OIL INC.						
	03-350-000-0000-6560		2,546.29	GAS & DIESEL SHOP 500		GAS & DIESEL	N
88	03-350-000-0000-6560		2,241.05	DIESEL SHOP 500		GAS & DIESEL	N
	14440 NORTHDALE OIL INC.		4,787.34	2 Transactions			
86	14315 NORTHERN MOTORS INC						
	03-350-000-0000-6564		916.59	A/C, REPAIR BRAKE PEDAL	6025292/1	EQUIPMENT REPAIR PARTS	N
	14315 NORTHERN MOTORS INC		916.59	1 Transactions			
85	15314 OLSON CONSTRUCTION TRF, INC.						
	03-330-000-0000-6341		332.50	CLEAN DITCH SA 7	3968	EQUIPMENT RENTAL	N
	15314 OLSON CONSTRUCTION TRF, INC.		332.50	1 Transactions			
83	16313 PENNINGTON COUNTY AUDITOR						
	03-320-000-0000-6801		5,035.88	ROAD ASSESSMENTS ON DITCHES		MISCELLANEOUS EXPENSE	N
	16313 PENNINGTON COUNTY AUDITOR		5,035.88	1 Transactions			
84	16027 PENNINGTON COUNTY TREASURER						
	03-320-000-0000-6263		1,070.69	HOSTED IT SERVICES - APRIL	4419	COMPUTER SERVICES	N
	16027 PENNINGTON COUNTY TREASURER		1,070.69	1 Transactions			
218	16419 PRECISE MRM LLC						
	03-350-000-0000-6564		374.00	MONTHLY GPS - APRIL		EQUIPMENT REPAIR PARTS	N
	16419 PRECISE MRM LLC		374.00	1 Transactions			
82	18357 RINKE NOONAN						
	03-330-000-0000-6261		200.00	RETAINER-MARCH	391088	CONSULTING & LEGAL SERVICES	Y
	18357 RINKE NOONAN		200.00	1 Transactions			
80	20381 THE HEARTLAND INN HOTEL & SUITES						
	03-330-000-0000-6330		143.48	LODGING-AB 5/14-5/15		TRAVEL & EXPENSE	N
	20381 THE HEARTLAND INN HOTEL & SUITES		143.48	1 Transactions			
	20309 TRUE NORTH STEEL						

Pennington County Financial System



Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
79	03-350-000-0000-6549		12,675.84	CULVERTS CSAH 7	27190	CULVERTS
						N
20309	TRUE NORTH STEEL		12,675.84	1 Transactions		
3 Fund Total:			125,004.50	Road & Bridge	18 Vendors	29 Transactions

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Pennington County Financial System



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5/23/25 3:00PM
32 Solid Waste Facility

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
19324	SAFETY-KLEEN SYSTEMS, INC.					
208	32-390-000-0000-6262		163.00	USED OIL RECYCLING	97220314	OTHER SERVICES-SCORE ACCOUN N
19324	SAFETY-KLEEN SYSTEMS, INC.		163.00	1 Transactions		
32 Fund Total:			163.00	Solid Waste Facility	1 Vendors	1 Transactions

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Pennington County Financial System



40 Ditch Funds

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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	Vendor		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description		1099
	No.	Account/Formula					On Behalf of Name		
77	15314	OLSON CONSTRUCTION TRF, INC.							
		40-796-000-0000-6262		6,252.50	CLEANING DITCH 96	3968	OTHER SERVICES		N
	15314	OLSON CONSTRUCTION TRF, INC.		6,252.50	1 Transactions				
81	19346	STICKLER/MIKE							
		40-762-000-0000-6849		375.00	BEAVER BOUTY		BEAVER CONTROL		N
	19346	STICKLER/MIKE		375.00	1 Transactions				
40 Fund Total:				6,627.50	Ditch Funds	2 Vendors	2 Transactions		
Final Total:				272,580.52	67 Vendors	219 Transactions			

Pennington County Financial System



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	140,785.52	County Revenue
	3	125,004.50	Road & Bridge
	32	163.00	Solid Waste Facility
	40	6,627.50	Ditch Funds
	All Funds	272,580.52	Total

Approved by,
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Danielle
5/23/25

2:59PM

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



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Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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	Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1	19343	LARSON/MELISSA					
2		01-251-000-0000-6330	14.11	MEAL REIMBURSE-TRANSPORT	5/15/25	TRAVEL & EXPENSE	N
	19343	LARSON/MELISSA	14.11	1 Transactions			
	999999997	MASSETH, KALE					
4		01-220-000-0000-6245	9.32	MEAL REIMBURSE-ARMER TRAINING	5/19/25	CONTINUING EDUCATION	N
	999999997	MASSETH, KALE	9.32	1 Transactions			
	16362	PETERSON/NEIL					
5		01-003-000-0000-6103	100.00	ROAD COMMITTEE	04/01/2025	PER DIEMS - BOARD	N
7		01-003-000-0000-6103	75.00	PENN CO TWP ASSC	04/08/25	PER DIEMS - BOARD	N
8		01-003-000-0000-6103	75.00	WRAC	04/14/25	PER DIEMS - BOARD	N
9		01-003-000-0000-6103	75.00	AIRPORT AUTH	04/16/25	PER DIEMS - BOARD	N
11		01-003-000-0000-6103	100.00	NWJTC	04/21/25	PER DIEMS - BOARD	N
10		01-003-000-0000-6103	75.00	AMC ZOOM	4/18/25	PER DIEMS - BOARD	N
6		01-003-000-0000-6103	75.00	MRC-ZOOM	4/7/25	PER DIEMS - BOARD	N
	16362	PETERSON/NEIL	575.00	7 Transactions			
	999999997	SCHWARTZ/STEPHANIE					
1		01-220-000-0000-6245	12.53	MEAL REIMBURSE-ARMER TRAINING	5/19/25	CONTINUING EDUCATION	N
	999999997	SCHWARTZ/STEPHANIE	12.53	1 Transactions			
	999999997	WELLMAN/TANNER					
3		01-220-000-0000-6245	12.96	MEAL REIMBURSE-ARMER TRAINING	5/19/25	CONTINUING EDUCATION	N
	999999997	WELLMAN/TANNER	12.96	1 Transactions			
1 Fund Total:			623.92	County Revenue		5 Vendors	11 Transactions
Final Total:			623.92	5 Vendors		11 Transactions	

Pennington County Financial System



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	623.92	County Revenue	
	All Funds	623.92	Total	Approved by,
			
			

DRAFT

Advance Thief River
1412 3rd Street W
Thief River Falls, MN 56701



May 27, 2025

Pennington County Board of Commissioners
101 Main Avenue N.
Thief River Falls, MN 56701

Dear Commissioners,

On behalf of Advance Thief River, I am writing to respectfully request a contribution of **\$30,000** from Pennington County in support of our 2026 budget. We are deeply grateful for your past support and the strong, effective partnership we've built together. Your investment has played a pivotal role in strengthening the economic fabric of our region, and we are eager to continue this important work with you.

With your support, Advance Thief River has secured over **\$200,000 in competitive grant funding**, significantly expanding our reach. In the past year, we have served **75 businesses**, delivering **950 hours of one-on-one service**. These businesses have accessed over **\$832,000 in capital**, driving job creation, business growth, and local spending—all of which contribute to the county's economic health.

In addition to our business support, we established a charitable fund for childcare, awarding **\$25,000 in grants** that helped **retain 234 childcare spots**—essential to maintaining a strong, reliable workforce for area employers.

We are also committed to building a welcoming and inclusive community. Since fall 2024, we've hosted **six newcomer events**, reaching more than **280 individuals**. These events foster connections, improve access to local resources, and help integrate new residents into our civic and economic life—an increasingly vital component of long-term growth and workforce development.

A vibrant local economy fuels job creation, household income, consumer spending, and public revenue, including property and sales taxes. Your support is an **investment**—one that yields measurable returns to the County's budget and contributes directly to outcomes you can proudly take credit for. Every business we help grow, every family we help retain, every newcomer we welcome strengthens the foundation of Pennington County's future.

We are proud of what we've accomplished together—and with your continued investment, we're poised to do even more. Thank you again for your past support and for considering this request. I would welcome the opportunity to discuss our 2026 plans and answer any questions you may have.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Landsverk".

Michelle Landsverk
Director
Advance Thief River

Advance Thief River Impact



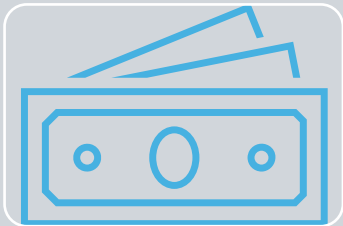
75
Businesses
Served



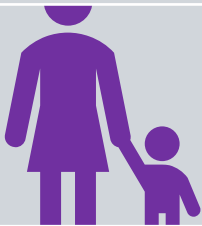
950 Hours of
Direct
Service



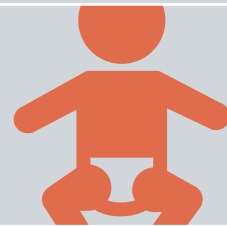
\$832,000+
of Capital
Accessed by
Businesses
Served



\$204,000
Grants
Secured for
Community



\$25,000
Awarded to
Childcare
Providers



Helped
Retain 234
Childcare
Spots

Six Welcoming Events Reaching 280 People



Advance Thief River drives economic development in Pennington County through business attraction, retention, expansion, and creation.

2026 BUDGET

Income	
Source	Amount
Advance Thief River Memberships	\$ 30,000
Pennington County	\$ 30,000
City of Thief River Falls	\$ 30,000
MN DEED	\$ 50,000
MN Humanities Festival Grant	\$ 30,000
Childcare Fund Donations and Grants	\$ 25,000
Total	\$195,000
Expenses	
Staff and personnel	\$ 80,000
Small Business Assistance Partnerships Project Expense	\$ 50,000
Welcoming Communities Project Expense	\$ 30,000
Childcare Fund Disbursements	\$ 25,000
Marketing	\$ 10,000
Total	\$195,000



2026 WORK PLAN

PURPOSE

Advance Thief River drives economic development in Pennington County through business retention, expansion, attraction, and creation.

OBJECTIVES

1. Develop short and long-term economic development strategies
2. Business retention and expansion
3. Support business startups
4. Business attraction
5. Increase the pool of workforce talent
6. Support housing development

ACTIONS

Business retention and expansion

1. Continue to support the small business community through a second DEED Small Business Assistance Partnerships grant
 - a. Small business training
 - b. Small business coaching
 - c. Small business marketing technical assistance
 - d. Small business navigation
 - e. Increase access to financial resources
2. Increase the pool of workforce talent
 - a. Recruit and retain new residents through the Welcoming Community program
 - b. Connect youth to area careers
 - c. Support efforts to increase housing
 - d. Childcare capacity
 - i. Help childcare fund attain its fundraising goal
 - ii. Continue to lead the ATR Childcare Collaborative
 - iii. Retain childcare capacity
 - iv. Increase childcare capacity, targeting areas of greatest need

Business attraction

1. Collaborate with realtors on marketing available commercial properties
2. Market Gilbert Industrial Park lots
3. Recruit businesses to redevelop/occupy vacant buildings
4. Invite target businesses with a footprint in the region to open branch operations in the area
5. Market local business opportunities to alumni who want to come home to start a business

Support business startups

1. Face-to-face meetings with entrepreneurs
2. Provide information on available resources and properties
3. Continued leadership of TREK entrepreneur education and networking group
4. Coordinate local Launch MN activities
5. Continued leadership of Two Rivers Angel Network, investment group

General and Administrative

1. Increase financial sustainability through diversified funding streams
2. Develop short- and long-term economic development strategies and action items
3. Convene roundtable meetings of core partners (City of TRF, Pennington County, Visit TRF, TRF Chamber)
4. Strengthen sustainability of Advance Thief River through increasing membership
5. Maintain website and blog
6. Maintain strong communication with the City of Thief River Falls and Pennington County
7. Collaborate with City and County staff on economic development projects
8. Make presentations to community groups on economic development efforts
9. Represent interests of Advance Thief River at pertinent regional meetings

PENNINGTON COUNY HUMAN SERVICES

HUMAN SERVICE COMMITTEE

CONSENT AGENDA

On a motion by Commissioner _____ and seconded by
Commissioner _____, The Following recommendations of the
Pennington County Human Service Committee for May 20, 2025 (detailed minutes on record)
are hereby adopted:

SECTION A

- I. To approve April 15, 2025, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the CY 2025-2026 Supervised Visitation and Visitation Exchange Purchase of Service Agreement between the Violence Intervention Project and Pennington County Human Services, as presented.
B. To approve the "Every Student Succeeds Act: (ESSA) Service Agreement between Goodridge Public Schools and Pennington County Human Services as presented.
C. To approve the Determination of need application to expand day services for the Rise Adult Day Services as presented.
D. To approve the Determination of Need Application to close Custom Wood Products and Close to transfer their main license to the new Dale St. Location for the Occupational Development Center (ODC).
E. To approve a letter from DHS Temporary Commissioner Shireen Gandhi, commending the Agency and staff for Perfect Performance in meeting all DHS Human Services Financial Reporting requirements for CY 2024 as presented.

SECTION B

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

Aye

Nay

Chairperson

Date