

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
TUESDAY, AUGUST 8TH, 2023, 10:00 A.M.**

AGENDA - REVISED

1. Call to Order

2. Pledge of Allegiance

3. Amendments to the Agenda

4. Recognition of Citizens – Individual's present may address the Board about items not on the regular agenda; no action on these items is required at this time.

5. Approval of the Board minutes; bills

6. Regular Agenda

- 10:05 Michelle Landsverk, Brian Carlson – Advance TR
- 2024 work plan & budget request
- 10:20 Mike Flaagan – County Engineer
- 10:35 Seth Vettleson – County Sheriff
Dave Casanova – Jail Administrator
- 10:45 Julie Sjostrand – Human Services Director
- 11:00 Mitchell Berg – RSVP Director (via Zoom)
Ruth Ostby – RSVP Board Chair

7. County Auditor-Treasurer Items

8. County Coordinator Items

9. County Attorney Items

10. Committee Reports / Commissioner Updates

11. Adjournment

AUDITOR & MANUAL WARRANTS JULY 2023

MANUAL WARRANTS

NW MN SERVICE COOP INSURANCE	\$147,775.95	
COMMISSIONER OF REVENUE	\$886.64	
INTER COUNTY NURSING	\$1,557.54	
INTER COUNTY NURSING	\$1,104.18	
INTER COUNTY NURSING	\$985.94	
INTER COUNTY NURSING	\$1,265.50	
INTER COUNTY NURSING	\$16,609.86	
INTER COUNTY NURSING	\$1,096.18	
INTER COUNTY NURSING	\$12,375.00	
PERA	\$50,829.09	
PERA	\$52,063.50	
MN DEPT OF REVENUE	\$28,595.84	
MN DEPT OF REVENUE	\$12,978.10	
MN DEPT OF REVENUE	\$14,209.15	
MN DEPT OF REVENUE	\$10.00	
INTERNAL REVENUE SERVICE	\$25.48	
INTERNAL REVENUE SERVICE	\$70,375.09	
INTERNAL REVENUE SERVICE	\$77,204.54	
WEX	\$1,258.24	
WEX	\$1,682.90	
WEX	\$1,598.28	
WEX	\$55,298.28	
BPA	\$462.50	
BPA	\$61,125.00	
MN DEPT OF NATURAL RES	\$396.25	
NET PAY - REVENUE	\$245,140.08	
NET PAY - HIGHWAY	\$69,509.55	
NET PAY - WELFARE	\$103,373.09	
NET PAY - ICN	\$40,066.49	
MISC - ICN	\$16,561.81	
NORTHERN STATE BANK	\$197.94	
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TOTAL		\$1,086,617.99

AUDITOR WARRANTS

July 6, 2023	\$17,350.17	
July 10, 2023	\$3,402.00	
July 13, 2023	\$18,416.72	
July 14, 2023	\$64,375.31	
July 17, 2023	\$114,192.18	
July 21, 2023	\$53,260.44	
July 26, 2023	\$14,926.16	
July 28, 2023	\$12,949.42	
TOTAL		\$298,872.40
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GRAND TOTAL

\$1,385,490.39

Pennington County Financial System



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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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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
1011	ACE HARDWARE						
124	01-111-000-0000-6300		2.99	KEY - GC	138843	REPAIRS & MAINTENANCE	N
123	01-801-000-0000-6300		29.99	ROUNDUP SPRAY	139124	REPAIRS & MAINTENANCE	N
122	01-111-000-0000-6300		14.94	STORAGE BINS - BOILER ROOM	139182	REPAIRS & MAINTENANCE	N
1011	ACE HARDWARE		47.92	3 Transactions			
1347	Amazon Capital Services						
142	01-201-000-0000-6405		54.68	PHONE CASE/SCREEN PROTECTORS7	14NY-6WN1-1ND3	GENERAL SUPPLIES	N
140	01-201-000-0000-6420		23.98	DEPUTY LAPEL PINS	17T6-9WTY-XYM7	UNIFORMS	N
141	01-201-000-0000-6405		31.98	2 PHONE CASES, SCREEN PROTECTO	1JV4-7Y9X-71QF	GENERAL SUPPLIES	N
1347	Amazon Capital Services		110.64	3 Transactions			
1308	ASSOCIATION MINNESOTA COUNTIES						
20	01-041-000-0000-6241		150.00	2023 MACA TECHNICAL DAY-JE	65685	DUES - AUDITOR	N
1308	ASSOCIATION MINNESOTA COUNTIES		150.00	1 Transactions			
20365	AXON ENTERPRISE, INC.						
125	01-201-000-0000-6405		384.00	4 SPARE BATTERY PACKS	NUS173960	GENERAL SUPPLIES	N
126	01-252-000-0000-6330		424.80	12 TRAINING CARTRIDGES	NUS173960	TRAVEL & EXPENSE	N
127	01-251-000-0000-6245		778.80	22 TRAINING CARTRIDGES	NUS174119	CONTINUING EDUCATION	N
128	01-251-000-0000-6245		96.00	SPARE BATTERY PACK	NUS174119	CONTINUING EDUCATION	N
20365	AXON ENTERPRISE, INC.		1,683.60	4 Transactions			
2360	BENSON/ASHLEY						
150	01-106-000-0000-6330		61.58	MILEAGE - 94 MILES	6/29-8/4	TRAVEL & EXPENSE	N
2360	BENSON/ASHLEY		61.58	1 Transactions			
2405	BLACK/TRAVIS						
129	01-251-000-0000-6420		325.00	UNIFORM ALLOWANCE REIMBURSE		JAILER UNIFORMS	N
2405	BLACK/TRAVIS		325.00	1 Transactions			
999999997	BORGEN/HEATHER						
143	01-251-000-0000-6420		74.79	UNIFROM ALLOWANCE REIMBURSE		JAILER UNIFORMS	N
999999997	BORGEN/HEATHER		74.79	1 Transactions			
13405	COCA-COLA BOTTLING COMPANY HIGH CC						
30	01-801-000-0000-6838		128.25	COKE PRODUCTS	4455593	POP MACHINE EXPENSE	N
13405	COCA-COLA BOTTLING COMPANY HIGH CC		128.25	1 Transactions			
3311	COLE PAPERS, INC.						

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1 County Revenue

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16	01-111-000-0000-6403		155.74	MERFIN WHITE TOWELS - GC	10322309	JANITORIAL SUPPLIES - COURTHOU	N
19	01-111-000-0000-6403		19.55	VACUUM BAGS - GC	10322309	JANITORIAL SUPPLIES - COURTHOU	N
11	01-218-000-0000-6403		7.00	PROCESSING FEE	10322309	JANITORIAL SUPPLIES	N
12	01-218-000-0000-6403		99.26	CARPET CLEANER - JC	10322309	JANITORIAL SUPPLIES	N
18	01-218-000-0000-6403		76.76	TP - JC	10322309	JANITORIAL SUPPLIES	N
15	01-501-000-0000-6403		16.48	MOP - AUDITORIUM	10322309	JANITORIAL SUPPLIES	N
17	01-501-000-0000-6403		189.27	MOP BUCKET - AUDITORIUM	10322309	JANITORIAL SUPPLIES	N
13	01-801-000-0000-6401		152.88	KLEENEX - WELFARE	10322309	SUPPLIES-UNALLOCATED	N
14	01-801-000-0000-6401		151.17	SCOTT WHITE TOWELS - WELFARE	10322309	SUPPLIES-UNALLOCATED	N
3311	COLE PAPERS, INC.		868.11	9 Transactions			
999999997	DAKOTA BUSINESS SOLUTIONS						
42	01-801-000-0000-6401		50.00	HALF TAPES - POSTAGE MACHINE	8036	SUPPLIES-UNALLOCATED	N
999999997	DAKOTA BUSINESS SOLUTIONS		50.00	1 Transactions			
13059	DHS - SWIFT						
31	01-061-000-0000-6262		0.40	PVC PRINTING	A300IC57245I	OTHER SERVICES - ELECTIONS	N
13059	DHS - SWIFT		0.40	1 Transactions			
6372	FAMILY ADVOCACY CENTER						
116	01-091-000-0000-6262		954.55	SEXUAL ASSAULT EXAM - A.T.		OTHER SERVICES	6
6372	FAMILY ADVOCACY CENTER		954.55	1 Transactions			
6314	FARM & HOME PUBLISHERS						
130	01-201-000-0000-6405		351.00	13 PLAT BOOKS	F714041	GENERAL SUPPLIES	N
6314	FARM & HOME PUBLISHERS		351.00	1 Transactions			
18407	FISCHER, RUST, STOCK & RUST, PLLC						
117	01-011-000-0000-6261		21.25	57-PR-23-117	2878446	COURT APPOINTED ATTORNEYS	Y
118	01-011-000-0000-6261		85.00	57-CR-22-508	2878446	COURT APPOINTED ATTORNEYS	Y
18407	FISCHER, RUST, STOCK & RUST, PLLC		106.25	2 Transactions			
8331	HARDWARE HANK						
115	01-111-000-0000-6330		42.97	BINS, GREASE GUN, GREASE,SCREW	22198134	TRAVEL & EXPENSE	N
8331	HARDWARE HANK		42.97	1 Transactions			
8315	HUBERT OUTDOOR POWER						
39	01-111-000-0000-6300		38.40	BATTERY FOR LAWN MOWER	76249	REPAIRS & MAINTENANCE	Y
8315	HUBERT OUTDOOR POWER		38.40	1 Transactions			

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8014 HUGOS #7							
144	01-201-000-0000-6801		49.50	WATER, CUPS, FIRST AID - FAIR	1161/00200080	MISCELLANEOUS EXPENSE	N
145	01-222-000-0000-6801		20.17	ICE, WATER - FAIR SUPPLIES	1161/00500005	MISCELLANEOUS EXPENSE - D.A.R.	N
120	01-003-000-0000-6330		11.73	FOOD FOR MEETING 7/11/23	ACCT # 1155	TRAVEL & EXPENSE	N
121	01-003-000-0000-6330		11.73	FOOD FOR MEETING 7/25/23	ACCT # 1155	TRAVEL & EXPENSE	N
8014 HUGOS #7			93.13	4 Transactions			
11315 KILEN/CYNTHIA							
9	01-601-000-0000-6401		13.08	COUNTY CLEAN UP DAY SUPPLIES		SUPPLIES - EXTENSION	N
7	01-601-000-0000-6631		29.91	WIRELESS COMPUTER KEYBOARD		FURNITURE & EQUIPMENT - EXTEN	N
8	01-601-000-0000-6631		76.39	6 FT FOLDING TABLE		FURNITURE & EQUIPMENT - EXTEN	N
11315 KILEN/CYNTHIA			119.38	3 Transactions			
12037 LEE PLUMBING & HEATING							
135	01-218-000-0000-6300		40.54	REPAIR TOILET - LEC	90692	REPAIRS & MAINTENANCE	N
21	01-111-000-0000-6300		674.90	PLUGGED DRAIN-3RD FLOOR	90735	REPAIRS & MAINTENANCE	N
12037 LEE PLUMBING & HEATING			715.44	2 Transactions			
13498 MARCO TECHNOLOGIES LLC							
6	01-132-000-0000-6301		53.58	EQ465509 MAINTENANCE	INV11422476	MAINTENANCE AGREEMENT	N
70	01-091-000-0000-6301		124.04	EQ7676167 MAINTENANCE	INV11453527	MAINTENANCE AGREEMENT	N
32	01-801-000-0000-6301		173.08	EQ1019556 MAINTENANCE	INV1444986	MAINTENANCE AGREEMENT	N
13498 MARCO TECHNOLOGIES LLC			350.70	3 Transactions			
13322 MINNESOTA STATE TREASURER							
59	01-101-000-0000-6801		3.00	REGISTERED LAND		MISCELLANEOUS EXPENSE - RECO	N
55	01-101-000-0000-6825		750.00	MARRIAGE SURCHARGE		MARRIAGE SURCHARGES MN - REC	N
58	01-101-000-0000-6827		1,323.00	RECORDER & REGISTRARS FEES		STATE SURCHARGES	N
54	01-101-000-0000-6829		120.00	CHILDRENS SURCHARGE		CHILDREN SURCHARGE MN - RECO	N
56	01-101-000-0000-6831		388.00	BIRTH/DEATH SURCHARGE		BIRTH/DEATH CERTIF SURCHARGE	N
57	01-101-000-0000-6848		400.00	BIRTH RECORD SURCHARGE		BIRTH DEFECT SURCHARGE	N
13322 MINNESOTA STATE TREASURER			2,984.00	6 Transactions			
13324 MN SHERIFFS ASSOCIATION							
146	01-252-000-0000-6330		300.00	ADVANCED CIVIL PROCESS-SB	291400	TRAVEL & EXPENSE	N
147	01-252-000-0000-6330		300.00	ADVANCED CIVIL PROCESS-MM	291400	TRAVEL & EXPENSE	N
13324 MN SHERIFFS ASSOCIATION			600.00	2 Transactions			
14397 NELSON/GRANT							
2	01-601-000-0000-6401		23.34	COOKIES - WEED INSPECTOR TRAIN		SUPPLIES - EXTENSION	N

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1 County Revenue

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3	01-601-000-0000-6401		9.54	ENVELOPES-WEED INSPECTOR TRAIN		SUPPLIES - EXTENSION	N
4	01-601-000-0000-6401		16.03	FLAGS - WEED MARKING		SUPPLIES - EXTENSION	N
5	01-601-000-0000-6401		4.26	CUPS - WEED INSPECTOR TRAINING		SUPPLIES - EXTENSION	N
1	01-601-000-0000-6330		199.12	MILEAGE 5/23/23-7/28/23	304 MILES	TRAVEL & EXPENSE	N
14397	NELSON/GRANT		252.29	5 Transactions			
15323	OFFICE DEPOT						
43	01-106-000-0000-6401		20.46	STACKABLE TRAYS	321469221001	SUPPLIES	N
44	01-801-000-0000-6401		23.16	ADDRESS LABELS	321469221001	SUPPLIES-UNALLOCATED	N
45	01-801-000-0000-6401		22.99	PENS	321469221001	SUPPLIES-UNALLOCATED	N
133	01-251-000-0000-6255		31.48	BANKERS BOXES	322620347001	MEDICAL - LOCAL	N
131	01-251-000-0000-6405		5.60	LETTER OPENERS	322620384001	GENERAL SUPPLIES - JAIL	N
10	01-132-000-0000-6401		252.99	HP89X INK CARTRIDGE	323190594001	SUPPLIES - MOTOR VEHICLE	N
132	01-251-000-0000-6405		210.69	TONER - TB	323636527001	GENERAL SUPPLIES - JAIL	N
15323	OFFICE DEPOT		567.37	7 Transactions			
15329	OIL BOYZ EXPRESS LUBE INC						
134	01-201-000-0000-6304		99.44	OIL CHANGE/SERVICE #07	184095	REPAIR & MAINTENANCE - SQUADS	N
15329	OIL BOYZ EXPRESS LUBE INC		99.44	1 Transactions			
16359	PENNINGTON COUNTY CRIME VICTIM						
25	01-272-000-0000-6401		158.57	OFFICE & PROGRAM SUPPLIES	57-CR-21-729	SUPPLIES - CRIME VICTIM	N
24	01-272-000-0000-6401		197.94	OFFICE & PROGRAM SUPPLIES	57-CR-22-454	SUPPLIES - CRIME VICTIM	N
23	01-270-000-0000-6262		61.90	PERSONAL SERVICE -CLAY COUNTY	57-FA-21-770	OTHER SERVICES-CRIME VICTIM	N
22	01-272-000-0000-6262		200.00	COMPUTER FOR VICTIM	CK #1109	Other Services	N
16359	PENNINGTON COUNTY CRIME VICTIM		618.41	4 Transactions			
16362	PETERSON/NEIL						
26	01-003-000-0000-6330		119.21	JULY MILEAGE - 182 MILES		TRAVEL & EXPENSE	N
16362	PETERSON/NEIL		119.21	1 Transactions			
16448	PREMIUM WATERS, INC.						
41	01-801-000-0000-6401		38.98	WATER - JULY	176590-07-23	SUPPLIES-UNALLOCATED	N
71	01-091-000-0000-6801		36.99	JULY WATER BILL	176878-07-23	MISCELLANEOUS EXPENSE	N
138	01-251-000-0000-6801		85.99	WATER (10) BOTTLE DEPOSIT	341082961	MISCELLANEOUS EXPENSE - JAIL	N
139	01-220-000-0000-6801		63.99	WATER (8) BOTTLE DEPOSIT	341086440	MISCELLANEOUS EXPENSE	N
136	01-220-000-0000-6801		23.44	MONTHLY RENTAL/AUGUST	341088997	MISCELLANEOUS EXPENSE	N
137	01-251-000-0000-6801		21.45	MONTHLY RENTAL/AUGUST	341088997	MISCELLANEOUS EXPENSE - JAIL	N
16448	PREMIUM WATERS, INC.		270.84	6 Transactions			

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

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1 County Revenue

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
18477	ROKKE, AANDAL & ASSOCIATES, PLLC						
76	01-011-000-0000-6261		85.00	ATTORNEY FEES	57-PR-23-408/2555	COURT APPOINTED ATTORNEYS	N
75	01-011-000-0000-6261		501.50	ATTORNEY FEES	57-PR-23-430/2558	COURT APPOINTED ATTORNEYS	N
77	01-011-000-0000-6261		901.50	ATTORNEY FEES	57-PR-23-434/2559	COURT APPOINTED ATTORNEYS	N
78	01-011-000-0000-6261		391.00	ATTORNEY FEES	57-PR-23-472/2557	COURT APPOINTED ATTORNEYS	N
18477	ROKKE, AANDAL & ASSOCIATES, PLLC		1,879.00	4 Transactions			
18319	RT VISION, INC.						
149	01-070-000-0000-6263		4,518.42	ANNUAL TIMECARD BASIC	INV437	COMPUTER SERVICES - DP	N
18319	RT VISION, INC.		4,518.42	1 Transactions			
19369	SANFORD PATIENT FINANCIAL SERVICES						
119	01-091-000-0000-6262		2,222.17	SEXUAL ASSAULT EXAM	318121371	OTHER SERVICES	6
19369	SANFORD PATIENT FINANCIAL SERVICES		2,222.17	1 Transactions			
19339	SCHMITZ BUILDERS INC						
40	01-804-000-0000-6636		119,783.60	3RD FLOOR REMODEL PAYMENT #7		BUILDING IMPROVEMENTS	N
19339	SCHMITZ BUILDERS INC		119,783.60	1 Transactions			
19577	SOURDIF/ROY						
72	01-003-000-0000-6330		25.00	MEAL - GOV'T 201-ST CLOUD	080223	TRAVEL & EXPENSE	N
73	01-003-000-0000-6330		35.00	MEAL - GOV'T 201-ST CLOUD	080223	TRAVEL & EXPENSE	N
74	01-003-000-0000-6330		28.18	MEAL - GOV'T 201-ST CLOUD	080423	TRAVEL & EXPENSE	N
19577	SOURDIF/ROY		88.18	3 Transactions			
20027	THE TIMES						
114	01-106-000-0000-6231		262.00	DEPUTY ASSESSOR AD		PUBLISHING - ASSESSOR	N
51	01-003-000-0000-6231		319.77	TIMES-PROCEEDINGS OF 6/27	7-19-23	PUBLISHING - BOARD	N
52	01-041-000-0000-6231		1,256.31	TIMES-2020 FINANCIAL RPT	7-19-23	PUBLISHING/ADVERTISING - AUDIT	N
53	01-041-000-0000-6231		1,098.90	TIMES-2021 FINANCIAL RPT	7-19-23	PUBLISHING/ADVERTISING - AUDIT	N
46	01-041-000-0000-6401		176.80	7 DEED TAX RECEIPT BOOKS	7-19-23	SUPPLIES - AUDITOR	N
47	01-041-000-0000-6401		149.70	15 BOOKS - 2020 FINANCIALS	7-20-23	SUPPLIES - AUDITOR	N
48	01-041-000-0000-6401		149.70	15 BOOKS - 2021 FINANCIALS	7-20-23	SUPPLIES - AUDITOR	N
49	01-003-000-0000-6231		142.56	TIMES-PROCEEDINGS OF 6/12	7-5-23	PUBLISHING - BOARD	N
50	01-003-000-0000-6231		259.38	TIMES-PROCEEDINGS OF 6/13	7-5-23	PUBLISHING - BOARD	N
20027	THE TIMES		3,815.12	9 Transactions			
23303	THOMSON REUTERS/WEST PAYMENT CEN'						
69	01-016-000-0000-6242		1,105.24	JULY WESTLAW ACCESS	848717927	SUBSCRIPTIONS - LAW LIBRARY	N
148	01-091-000-0000-6240		817.82	JULY WESTLAW ACCESS	848722830	SUBSCRIPTIONS	N

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

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1 County Revenue

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
								Paid On Bhf #	On Behalf of Name	
23303	THOMSON REUTERS/WEST PAYMENT CEN				1,923.06		2 Transactions			
1 Fund Total:					146,013.22	County Revenue		35 Vendors		97 Transactions

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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
113	1350 ARAMARK UNIFORM SERVICES 03-320-000-0000-6262		1,080.48	SHOP 500 RUGS - JULY		OTHER SERVICES	N
	1350 ARAMARK UNIFORM SERVICES		1,080.48	1 Transactions			
111	1364 AUTO VALUE 03-350-000-0000-6556		140.49	PERMATEX, FILTERS, TOOLS		SHOP SUPPLIES	N
109	03-350-000-0000-6564		79.47	SWITCH, CALIPER		EQUIPMENT REPAIR PARTS	N
110	03-350-000-0000-6564		27.59	FILTER, SCREW		EQUIPMENT REPAIR PARTS	N
112	03-350-000-0000-6564		69.94	FILTERS, PIN, SEAL		EQUIPMENT REPAIR PARTS	N
	1364 AUTO VALUE		317.49	4 Transactions			
108	2394 BACKWOODS CUSTOMS 03-350-000-0000-6564		200.00	FIX TRAILER		EQUIPMENT REPAIR PARTS	N
	2394 BACKWOODS CUSTOMS		200.00	1 Transactions			
107	2307 BRODIN COMFORT SYSTEMS 03-350-000-0000-6636		155.00	FIX FURNACE SHOP 213		BUILDING IMPROVEMENTS	N
	2307 BRODIN COMFORT SYSTEMS		155.00	1 Transactions			
106	3307 COMMISSIONER OF TRANSPORTATION-ST 03-350-000-0000-6252		49.33	REIMBURSE RLEC UTILITES		ELECTRICITY	N
	3307 COMMISSIONER OF TRANSPORTATION-ST		49.33	1 Transactions			
105	6456 FORX RADIATOR 03-350-000-0000-6564		4,478.98	FIX RADIATOR		EQUIPMENT REPAIR PARTS	N
	6456 FORX RADIATOR		4,478.98	1 Transactions			
104	7339 GALAXIE AUTO SALES & TRAILER SALES 03-350-000-0000-6564		500.00	BED LINER		EQUIPMENT REPAIR PARTS	Y
	7339 GALAXIE AUTO SALES & TRAILER SALES		500.00	1 Transactions			
103	13393 MINNESOTA NORTHERN RAILROAD INC 03-350-000-0000-6252		58.00	ELECTRICITY RR SIGNAL - JUNE		ELECTRICITY	N
	13393 MINNESOTA NORTHERN RAILROAD INC		58.00	1 Transactions			
99	14440 NORTHDALE OIL INC. 03-350-000-0000-6560		2,725.23	DIESEL SHOP 500		GAS & DIESEL	N
100	03-350-000-0000-6560		2,980.36	DIESEL & GAS SHOP 500		GAS & DIESEL	N
101	03-350-000-0000-6560		2,592.08	DIESEL SHOP 500		GAS & DIESEL	N

Pennington County Financial System



Danielle
8/7/23 2:10PM

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
14440	NORTHDALE OIL INC.		8,297.67		3 Transactions		
14315	NORTHERN MOTORS INC						
97	03-350-000-0000-6564		70.20	SERVICE BAG LIGHT		EQUIPMENT REPAIR PARTS	N
98	03-350-000-0000-6564		355.12	REPLACE MODULE		EQUIPMENT REPAIR PARTS	N
14315	NORTHERN MOTORS INC		425.32		2 Transactions		
14307	NORTHERN SAFETY & INDUSTRIAL						
102	03-350-000-0000-6428		62.86	FIRST AID SUPPLIES		SAFETY EQUIPMENT	N
14307	NORTHERN SAFETY & INDUSTRIAL		62.86		1 Transactions		
16027	PENNINGTON COUNTY TREASURER						
96	03-320-000-0000-6263		445.71	IT GLOBAL JUNE 2023	4280	COMPUTER SERVICES	N
16027	PENNINGTON COUNTY TREASURER		445.71		1 Transactions		
16460	POMP'S TIRE SERVICE, INC						
95	03-350-000-0000-6564		65.49	TIRE REPAIR		EQUIPMENT REPAIR PARTS	N
16460	POMP'S TIRE SERVICE, INC		65.49		1 Transactions		
16419	PRECISE MRM LLC						
94	03-350-000-0000-6564		396.00	MONTHLY GPS - JUNE		EQUIPMENT REPAIR PARTS	N
16419	PRECISE MRM LLC		396.00		1 Transactions		
16448	PREMIUM WATERS, INC.						
93	03-320-000-0000-6401		37.99	WATER - ACCT #176896		SUPPLIES	N
16448	PREMIUM WATERS, INC.		37.99		1 Transactions		
17306	QUALITY FARM SUPPLY, INC.						
92	03-350-000-0000-6562		375.00	GREASE		MOTOR OIL & LUBRICANTS	N
17306	QUALITY FARM SUPPLY, INC.		375.00		1 Transactions		
18379	RDO Equipment Co.						
91	03-350-000-0000-6564		727.45	FILTERS		EQUIPMENT REPAIR PARTS	N
18379	RDO Equipment Co.		727.45		1 Transactions		
18440	READITECH IT SOLUTIONS						
84	03-320-000-0000-6202		67.00	READIVOICE-AUGUST		TELEPHONE	N
85	03-320-000-0000-6263		40.00	BACKUP MANAGER-AUGUST		COMPUTER SERVICES	N
86	03-320-000-0000-6263		61.25	HOSTED OFFICE - AUGUST		COMPUTER SERVICES	N
87	03-320-000-0000-6263		25.47	HOSTED EXCHANGE - AUGUST		COMPUTER SERVICES	N

Pennington County Financial System



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

Page 10

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
88	03-320-000-0000-6263		12.00	POP EMAIL - AUGUST		COMPUTER SERVICES	N
89	03-320-000-0000-6263		31.23	EMAIL ARCHIVING - AUGUST		COMPUTER SERVICES	N
90	03-320-000-0000-6263		4.60	MICROSOFT TEAMS - AUGUST		COMPUTER SERVICES	N
18440	READITECH IT SOLUTIONS		241.55	7 Transactions			
18357	RINKE NOONAN						
83	03-330-000-0000-6261		200.00	RETAINER DRAINAGE ISSUES		CONSULTING & LEGAL SERVICES	N
18357	RINKE NOONAN		200.00	1 Transactions			
18439	ROCKSBURY TRUCK REPAIR						
81	03-350-000-0000-6564		107.50	DOT INSPECTION		EQUIPMENT REPAIR PARTS	N
82	03-350-000-0000-6564		449.00	REPAIR TRAILER		EQUIPMENT REPAIR PARTS	N
18439	ROCKSBURY TRUCK REPAIR		556.50	2 Transactions			
19426	SANDAHL'S						
80	03-350-000-0000-6564		95.00	DECALS		EQUIPMENT REPAIR PARTS	N
19426	SANDAHL'S		95.00	1 Transactions			
20075	THIEF RIVER GLASS CO						
79	03-350-000-0000-6564		450.00	WINDSHIELD		EQUIPMENT REPAIR PARTS	N
20075	THIEF RIVER GLASS CO		450.00	1 Transactions			
3 Fund Total:			19,215.82	Road & Bridge		22 Vendors	35 Transactions

Pennington County Financial System



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

Page 11

32 Solid Waste Facility

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
19324	SAFETY-KLEEN SYSTEMS, INC.						
29	32-390-000-0000-6262		10.00	USED OIL RECYCLING	92265396	OTHER SERVICES-SCORE ACCOUN	N
28	32-390-000-0000-6262		27.50	USED OIL RECYCLING	92265397	OTHER SERVICES-SCORE ACCOUN	N
27	32-390-000-0000-6262		30.00	USED OIL RECYCLING	92363657	OTHER SERVICES-SCORE ACCOUN	N
19324	SAFETY-KLEEN SYSTEMS, INC.		67.50				
				3 Transactions			
32 Fund Total:			67.50	Solid Waste Facility	1 Vendors	3 Transactions	

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Pennington County Financial System



Danielle
8/7/23 2:10PM

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

40 Ditch Funds

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
18331 RED LAKE COUNTY AUDITOR							
33	40-701-000-0000-6262		1,598.20	2022 SHAREWORK JD #1		OTHER SERVICES - JD #1	N
34	40-711-000-0000-6262		319.25	2022 SHAREWORK JD #11		OTHER SERVICES - JD #11	N
35	40-713-000-0000-6262		218.74	2022 SHAREWORK JD #13		OTHER SERVICES - JD #13	N
36	40-715-000-0000-6262		550.63	2022 SHAREWORK JD #15		OTHER SERVICES - JD #15	N
37	40-731-000-0000-6262		333.31	2022 SHAREWORK JD #31		OTHER SERVICES	N
38	40-760-000-0000-6262		8.44	2022 SHAREWORK JD #60		OTHER SERVICES - JD #60	N
18331	RED LAKE COUNTY AUDITOR		3,028.57	6 Transactions			
20309 TRUE NORTH STEEL							
62	40-744-000-0000-6262		10,633.60	HG09010F40LL	FP0000024129	OTHER SERVICES	N
60	40-762-000-0000-6262		8,615.80	HG09610F30LL	FP0000024129	OTHER SERVICES	N
61	40-762-000-0000-6262		11,454.40	HG09610F40LL	FP0000024129	OTHER SERVICES	N
63	40-762-000-0000-6262		556.70	BG09616T24	FP0000024129	OTHER SERVICES	N
68	40-735-000-0000-6262		345.74	BG07216T24	FP0000024137	OTHER SERVICES	N
65	40-736-000-0000-6262		6,409.90	HG07210F30LL	FP0000024137	OTHER SERVICES	N
66	40-736-000-0000-6262		8,513.20	HG07210F40LL	FP0000024137	OTHER SERVICES	N
64	40-744-000-0000-6262		8,000.20	HG09010F30LL	FP0000024137	OTHER SERVICES	N
67	40-744-000-0000-6262		515.68	BG09016T24	FP0000024137	OTHER SERVICES	N
20309	TRUE NORTH STEEL		55,045.22	9 Transactions			
40 Fund Total:			58,073.79	Ditch Funds	2 Vendors	15 Transactions	
Final Total:			223,370.33	60 Vendors	150 Transactions		

Pennington County Financial System



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	146,013.22	County Revenue
	3	19,215.82	Road & Bridge
	32	67.50	Solid Waste Facility
	40	58,073.79	Ditch Funds
	All Funds	223,370.33	Total

Approved by,

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DRAFT

Pennington County Financial System



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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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Pennington County Financial System



Danielle
8/7/23 8:58AM

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

Page 2

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	19343 LARSON/MELISSA 01-251-000-0000-6330		24.36	TRANSPORT MEAL REIMBURSE		TRAVEL & EXPENSE	N
	19343 LARSON/MELISSA		24.36	1 Transactions			
5	12323 LAWRENCE/BRUCE 01-003-000-0000-6103		75.00	TECHNOLOGY COMMITTEE	7/10/23	PER DIEMS - BOARD	N
6	01-003-000-0000-6103		75.00	NW PRIVATE INDUSTRY COUNCIL	7/11/23	PER DIEMS - BOARD	N
7	01-003-000-0000-6103		75.00	BUILDING COMMITTEE/PROBATION	7/13/23	PER DIEMS - BOARD	N
8	01-003-000-0000-6103		100.00	BUILDING COMMITTEE/CONTRACTORS	7/17/23	PER DIEMS - BOARD	N
9	01-003-000-0000-6103		75.00	AIRPORT AUTHORITY	7/19/23	PER DIEMS - BOARD	N
10	01-003-000-0000-6103		75.00	EXTENSION COMMITTEE	7/20/23	PER DIEMS - BOARD	N
11	01-003-000-0000-6103		100.00	PERSONNEL COMM INTERVIEW/MEET	7/21/23	PER DIEMS - BOARD	N
12	01-003-000-0000-6103		75.00	HIGHWAY COMMITTEE BIDS	7/24/23	PER DIEMS - BOARD	N
13	01-003-000-0000-6103		100.00	HWY DEPT INTERV/ADVISORY CONFE	7/26/23	PER DIEMS - BOARD	N
3	01-003-000-0000-6103		100.00	BUILDING COMM/OPIOID COMM	7/6/23	PER DIEMS - BOARD	N
4	01-003-000-0000-6103		100.00	PERSONNEL COMM/LAW ENFORCE	7/7/23	PER DIEMS - BOARD	N
	12323 LAWRENCE/BRUCE		950.00	11 Transactions			
16	16362 PETERSON/NEIL 01-003-000-0000-6103		75.00	WRAC	7/10/23	PER DIEMS - BOARD	N
17	01-003-000-0000-6103		75.00	LAW ENFORCEMENT	7/17/23	PER DIEMS - BOARD	N
18	01-003-000-0000-6103		75.00	PERSONNEL	7/18/23	PER DIEMS - BOARD	N
19	01-003-000-0000-6103		75.00	AIRPORT AUTHORITY	7/19/23	PER DIEMS - BOARD	N
20	01-003-000-0000-6103		100.00	NWSTC - BEMIDJI	7/20/23	PER DIEMS - BOARD	N
21	01-003-000-0000-6103		75.00	SWCD TOUR	7/25/23	PER DIEMS - BOARD	N
22	01-003-000-0000-6103		75.00	HWY COMMITTEE	7/26/23	PER DIEMS - BOARD	N
23	01-003-000-0000-6103		75.00	PERSONNEL	7/31/23	PER DIEMS - BOARD	N
15	01-003-000-0000-6103		75.00	PERSONNEL	7/7/23	PER DIEMS - BOARD	N
	16362 PETERSON/NEIL		700.00	9 Transactions			
2	18475 ROLLER/HUNTER 01-251-000-0000-6330		14.01	TRANSPORT MEAL REIMBURSE		TRAVEL & EXPENSE	N
	18475 ROLLER/HUNTER		14.01	1 Transactions			
24	19577 SOURDIF/ROY 01-003-000-0000-6103		100.00	NWRL MEETINGS/CHAMBER		PER DIEMS - BOARD	N
14	01-003-000-0000-6103		75.00	NWRL - JPA	7/17/23	PER DIEMS - BOARD	N
	19577 SOURDIF/ROY		175.00	2 Transactions			

1 Fund Total:

1,863.37

County Revenue

5 Vendors

24 Transactions

Pennington County Financial System



Danielle
8/7/23 8:58AM

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

Page 3

1 County Revenue

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
Final Total:		1,863.37	5 Vendors	24 Transactions	

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Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,863.37	County Revenue
All Funds	1,863.37	Total

Approved by,

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DRAFT

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
JULY 25TH, 2023 – 10:00 A.M.**

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Justice Center Board Room in Thief River Falls, MN, on Tuesday, July 25th, 2023, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Dave Sorenson, Roy Sourdif, and Neil Peterson. Members absent: None.

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

The Chairman asked if there were any amendments to the agenda. Hearing none, Commissioner Nelson motioned, seconded by Commissioner Sourdif, to approve the Board agenda as presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the Board minutes of July 11th, 2023, as presented. Motion carried.

Motioned by Commissioner Nelson, seconded by Commissioner Sourdif, to approve the Human Services warrants totaling \$232,149.53 and the following Commissioner warrants. Motion carried.

County Revenue	\$34,149.25
Road & Bridge	\$41,276.92
Ditch Funds	\$ 600.00

Human Services Director Julie Sjostrand presented the consent agenda from the July 18th, 2023, Human Service Committee meeting. On a motion by Commissioner Sorenson and seconded by Commissioner Sourdif, the following recommendations of the Pennington County Human Service Committee for July 18, 2023 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the June 20, 2023, Human Service Committee meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the "Every Student Succeeds Act" (ESSA) Service Agreement between Goodridge Public Schools and Pennington County Human Services as presented.

SECTION B

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

NW Regional Library Director Jim Trojanowski presented the budget request for 2024. They are requesting an increase of 3%, for a total request of \$126,666. It was noted that the Pennington County library location accounts for 25% of total circulation, 21% of total weekly hours, and 39% of staffing hours. Hearing no questions, the Board took the budget request under advisement.

Ag Services/Solid Waste Coordinator Grant Nelson discussed a Noxious Weed Appeal Committee that would take noxious weed complaints and review noxious weed removal order appeals. The committee would consist of three members – one county board member, one landowner, and the TRF City Forester. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the appointments of Commissioner Neil Peterson, landowner Gabe Carlson, and TRF City Forester Louis Brown to the Noxious Weed Appeal Committee. Motion carried.

MN Department of Corrections District Supervisor Cody Underdahl presented an update on local programming and the legislative changes that will affect the district. He noted that Pennington and Marshall counties are served by seven agents and three support staff. Pennington County currently has 191 adults on probation, 24 adults on supervised release, 20 juveniles on probation, and 31 adults with predatory offender registration. He noted the recent retirement of agent Wayne Nomeland and said the position will likely be filled internally. The Pennington/Marshall DWI Court currently has 19 participants, and the Pennington County Drug Court currently has 12 participants. Cognitive behavioral programming is expanding and has been shown to reduce recidivism by up to 30%. Legislative changes include the MN Rehab and Reinvestment Act, supervised release Board for life sentences, sentence review for juveniles with life or long sentences, Restore the Vote, legalization of cannabis, and murder resentencing. Legislative funding changes include base funding for each county and per capita distribution changes, which should both result in more reimbursement for the counties. Work is also in progress to renew the probation lease in the Justice Center. Commissioner Lawrence questioned the results of the DWI and Drug Courts, and if he agreed with the early release program. Mr. Underdahl stated that the two programs are yielding positive results, as its beneficial to have a committee review and allow more time and attention to each client/case, versus just one agent. Regarding early release, he believes in public safety first and is in favor of early release only if specific criteria and goals for each client are met. The Board thanked him for his report.

County Engineer Mike Flaagan noted that following bids for the CSAH#7 project were opened on July 24th, 2023, as duly advertised. He noted that this is a federal project, so the low bidder will have to submit bid documents to MnDOT for approval, so at this time the four bids received are information only and require no action by the Board at this time. The original Engineer's Estimate was \$2.1M but was found to include an error, so the estimate has been revised to \$1,235,752.50. Construction is expected to start in late August and continue into mid-October. Mr. Flaagan noted that federal funding can cover up to 80% of the project, so he will provide the revised Engineer's Estimate to the State.

R.J. Zavoral and Son's Inc.

\$1,245,911.19

Knife River Materials-Northern MN	\$1,297,845.26
Agassiz Asphalt, LLC	\$1,343,803.87
Mark Sand & Gravel Co.	\$1,406,348.32

Mr. Flaagan provided an update on local projects: The CSAH#3/T.H.#59 roundabout is open on the north, south and west legs, with the east leg to be completed in approximately 3 weeks. A detour for access to the east has been set up. The bridge rehab projects are going good with Long's bridge work in process now. He reminded the Board that the SWCD project tour is this afternoon with a meal to follow later.

Kayla Jore – Penn/Red Lake County Public Health & Home Care, Julie Sjostrand – Human Services Director, Sara Olson – ISD 564 Director of Teaching, Learning & Technology, and Miranda Solem – Sanford Health Director of Community and Residential Services and Chemical Dependency, presented an opioid settlement funding update. Ms. Jore noted that over an 18-year period the county is set to receive \$1.15 million, but it is front-loaded and to date we have received over \$130,000. The Opioid Committee has been meeting for about a year to discuss what areas we can use the funding. An epidemiologist has met with the opioid committee to discuss the region and its needs. It was noted that women of child-bearing age are the highest opioid users in the region. A workplan was discussed and includes utilizing our community partners. Services will be billed as able and opioid funds will be used where needed. The Board questioned how far the opioid funds would go. Ms. Solem noted that grants may be available in the future to help once the settlement funds are depleted. A public meeting will be held on August 3rd, 2023, at 1:00 p.m. in Meeting Room A of the Government Center and will include the other cities within the county. The Board thanked the group for their report.

Constituent Faye Auchenpaugh met with the Board regarding the recent decision to investigate demolition costs of the Old Auditorium, and questioned what problem the Board is trying to solve. Commissioner Lawrence stated that parking for the Government Center will be a major issue for staff and the public once Human Services moves into the building. Other Board members cited the costs for electricity, heating/cooling, and the larger upcoming costs such as roof and boiler replacement. Costs to renovate the building to make it ADA-compliant, asbestos-free, and usable are estimated to be in the millions of dollars. Human Services Director Julie Sjostrand noted that the needs of the disabled population must also be considered in regard to the Government Center. Ms. Auchenpaugh noted the historical registration of the building, presented a map of area parking lots, and stated that legacy funds are available and could be used for renovation. The Board noted that while such funds may be available, they are limited, and their use can increase overall project costs. The Board noted that they appreciate and admire her desire to save the building, and as of now they have only taken action to address the costs of demolition, asbestos, etc.

Auditor-Treasurer Items:

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

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

BE IT RESOLVED, that Pennington County enter in a grant agreement with the Minnesota Department of Public Safety for traffic safety projects during the period of October 1st, 2023 through September 30th, 2024.

The County Auditor-Treasurer is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the County of Pennington and to be the fiscal agent and administer the grant.

County Coordinator Items:

County Coordinator Kevin Erickson provided an update on the Government Center 3rd floor remodel project, noting that priming of the walls is nearly complete with painting to follow soon, and the new HVAC units arrived and are being installed.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve a quote by Bjorklund Compensation Consulting in the amount of \$5,000 to conduct a wage study for Pennington County employees. Discussion followed with it noted that the study will take about 5-7 weeks to complete, and it was noted that all the union contracts in the county expire on 12/31/23. Following discussion, the motion was carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Nelson, to approve issuance of a duplicate warrant to Jordan Jagol in the amount of \$2.00 to replace lost warrant numbered 194553 dated June 29th, 2022, without issuance of an indemnifying bond. Motion carried.

The Coordinator provided an update on the investigation into a temporary position for the County Assessor's office. In speaking with the local Workforce Center, the county is not alone in the search for temp workers as many local employers are seeking the same, thus few temp workers are available. The agency will reach out to NCTC to see if any students may be qualified and interested in a temp position here, or if any may be interested in the FT Deputy Assessor-Appraiser position.

The Coordinator provided an update on the county health insurance following a recent mid-year review held with North Risk Partners. From 2011-2023, the health insurance plans have averaged a 4.91% annual increase, and based on the claims experience since July 2021 we are expecting another low increase for 2024. Actual rates will be provided in mid-August. It was noted that participation in the HSA/VEBA health plans is up to 73% and large health claims (\$25k+) are down from 62% in 2021 to 31% in 2023.

County Attorney Items: None.

Committee Reports:

Commissioner Nelson noted that the Community Strong “Be The Voice” event and races are being held on August 22nd, 2023. Registrations for the events can be completed online and via social media.

Commissioner Nelson provided an update on the TRF Airport hangar project. He believes all the outside work will be completed this fall and the project is moving along well.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to adjourn the Board meeting to August 8th, 2023, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Neil Peterson, Chairman
Board of Commissioners

DRAFT



Advance Thief River drives economic development in the Thief River Falls area through business attraction, retention, and expansion.

2024 BUDGET

Income	
Source	Amount
Pennington County	\$25,000
City of Thief River Falls	\$25,000
Advance Thief River	\$25,000
Total	\$75,000
Expenses	
• Staff and personnel*	\$67,500
• Printing and copying	\$ 300
• Postage and delivery	\$ 200
• Marketing (various media & channels to recruit residents and businesses**)	\$ 7,000
Total	\$75,000

*Includes staff time, office, computers, software, phone, liability insurance, and travel

**Includes Join Us Thief River promotion, web, social media, print, and video.



2024 WORK PLAN

PURPOSE

Advance Thief River drives economic development in the Thief River Falls area through business retention, expansion, and attraction.

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. Increase the pool of workforce talent
 - a. Resident recruitment and retention
 - b. Connecting youth to area careers
 - c. Support efforts to increase housing
2. Increase access to financial resources
3. Identify and address emerging issues
4. Provide one-on-one technical assistance
5. Retain/increase childcare capacity

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
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. Serve as Ex-Officio member of the Chamber of Commerce board
7. Maintain strong communication with the City of Thief River Falls and Pennington County
8. Collaborate with City and County staff on economic development projects
9. Make presentations to community groups on economic development efforts
10. Represent interests of Advance Thief River at pertinent regional meetings



Billing Address:

PENNINGTON COUNTY SHERIFFS OFFICE
 PO BOX 484
 THIEF RIVER FALLS MN, 56701

Quote Date: 2023-08-01
Expiration Date: 2023-09-30
Contract Name: 20927 - MN DOT 209493

Customer: PENNINGTON COUNTY SHERIFFS OFFICE

Contact Name: David Olson
Contact Email: dolson@penningtonsheriff.org
Contact Phone: 218-683-7068

Terms and Conditions: none

Line #	Item Number	Description	Quantity
	APX™ 900		
1	H92UCF9PW6AN	APX 900 7/800 MHZ MODEL 2 PORTABLE.	1
1a	QA06765AA	ALT: IMPRESS LI-ION 3000MAH.	1
1b	QA04096AA	ENH: P25 TRUNKING.	1
1c	QA06653AA	ENH: AES 256 SW ENCRYPTION AND ADP.	1
1d	H869CQ	ADD: MULTIKEY.	1
1e	HA00688AA	ADD: 7Y ESSENTIAL SERVICE LTP.	1
2	PMNN4493A	BATT IMPRES LIION HE DENS IP68 3000T.	1
	Standalone Items		
3	PMMN4062AL	AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,IMPRES RSM, NOISE CANC. EMERGENCY BUTTON 3.5MM JACK IP54.	1
4	PMPN4576A	CHARGER,CHGR DESKTOP SINGLE UNIT IMPRES EXT PS US/NA/TW.	1

Quote Number: QUOTE-2254252

Quote Created By:

Kevin Praska

kevin@stonesmobileradio.com

Currency: USD

Unit List Price	Ext. List Price	Discount %	Discount \$	Unit Sale Price
\$1,973.92	\$1,973.92	30.77%	\$607.36	\$1,366.56
\$98.70	\$98.70	31.43%	\$31.02	\$67.68
\$1,177.00	\$1,177.00	28.00%	\$329.56	\$847.44
\$358.00	\$358.00	28.00%	\$100.24	\$257.76
\$83.00	\$83.00	28.00%	\$23.24	\$59.76
\$280.00	\$280.00	0.00%	\$0.00	\$280.00
\$148.84	\$148.84	34.69%	\$51.64	\$97.20
\$127.12	\$127.12	33.34%	\$42.38	\$84.74
\$82.08	\$82.08	28.00%	\$22.98	\$59.10

Net Total
Estimated Tax
Estimated Freight
Grand Total



Ext. Sale Price	APC	Parametric Data
\$1,366.56	0837	
\$67.68	0837	
\$847.44	0837	
\$257.76	0837	
\$59.76	0837	
\$280.00	0185	
\$97.20	0453	
\$84.74	0372	
\$59.10	0785	

\$3,120.24

\$0.00

\$0.00

\$3,120.24



Norix Group, Inc
One Innovation Drive
West Chicago IL 60185-2033
United States

Date 07/21/2023
Quote # QUO552346
Expires 08/20/2023
Project Name Mattress quote
Terms Subject to Credit Approval
Estimated Ship Date

Bill To

Travis Black
Pennington County Jail
119 Main Ave S
Thief River Falls MN 56701
United States

Ship To


Travis Black
Pennington County Jail
119 Main Ave S
Thief River Falls MN 56701
United States

Contact Name

David Casanova
dcasanova@penningtonsheriff.org
(218) 416-7097

Partner

Office Products Marketing
jen@opmreps.com
(763) 416-3850
Customer Service Rep
Olivia, Bell
obell@norix.com
(630) 492-5694

Line #	Item	Description	Image	Product Spec Sheet	Qty	Unit Price	Ext. Price
1	MCB4-3 079- C1DB-5	Comfort Shield Custody - Sealed Seam Mattress, MCB4, 30" x 79" x 4.5"		Product Spec Sheet	16	\$204.75	\$3,276.00

Subtotal	\$3,276.00
Tax Total (%)	\$0.00
Shipping Charges	\$259.58
Total	\$3,535.58

Shipping

Additional Services:

Important: Unless otherwise noted above, Freight shown above is Standard Dock to Dock Delivery via common carrier, using your personnel to unload the merchandise. You will be contacted 24 hours prior to delivery so you may make arrangements to unload the merchandise. If you require different delivery options, please complete and return the attached Delivery Change Form prior to placing your order.

This Quotation is valid for 30 days and subject to the Standard Terms and Conditions stated in the Norix Group Price List.

Thank you for allowing Norix the privilege of quoting your requirements.

If you'd like to place an order:

For orders over \$10,000, please submit a PO to your Norix Customer Service Representative.

For orders under \$10,000, please fill out the bottom portion of this quote and return all pages of the quote to your Norix Customer Service Representative.

Ship To: _____

Accepted By: _____

Address: _____

P.O. Number: _____

Sales Tax Exempt? (please circle) Yes or No

Contact: _____

Tax Exempt #: _____

Phone: _____

Requested Delivery Date: _____

Billing Email: _____

Bill To (if different from above): _____

Address: _____

Contact: _____

Phone: _____

[Click Here for Norix Terms and Conditions](#)

MEMO

To: Pennington County Commissioners

CC: Kevin Erickson, County Administrator

From: Mitchell Berg, RSVP Program Director

Date: 8/2/2023

Su: UMN Crookston – Retired Volunteer Senior Program (RSVP) Update

Introduction

The RSVP program of the Red River Valley is a program which provides health and wellness programming for retired seniors to maintain an independent lifestyle throughout Pennington County.

Summary of programs RSVP of the RRV provides:

There are four critical programs within the RSVP program of the RRV:

- Stay Active for Independent Living (SAIL) courses which is a program offered twice a week to engage seniors in exercise and fitness in Thief River Falls
- Wellness Way which is a program to educate seniors on wellness, as well as to offer seniors information on how to maintain an independent lifestyle throughout Pennington County and the NW region of MN.
- Senior dining and Groceries-to-Go of which RSVP Volunteers help to deliver meals in conjunction with the other social service organizations in Thief River Falls
- Food security which is a program which provides volunteers to support the food shelves within Thief River Falls

In total there were 13 volunteers providing over 746 volunteer hours in over 3 sites located in cities throughout Polk County.

Request

In the past the county board has contributed \$1,000 towards the RSVP of the RRV program. The funds in the past have been used exclusively to reimburse the volunteers for their mileage, and to help with volunteer support and recognition. We are grateful of the continued contribution Pennington County has made to support the RSVP of the RRV program.

SCHMITZ BUILDERS, INC.

210 3RD ST. NE
RED LAKE FALLS, MN 56750
218 253 – 2474
218 253 – 2484 FAX
SCHBLD@GVTEL.COM

CHANGE PROPOSAL

8/1/23

Proposal submitted to:

Pennington County
101 Main Ave S
Thief River Falls, MN.56701

Project: Pennington Government Center

We hereby propose to furnish all materials & perform all labor necessary for the completion of:

Change Proposal Request #8

Replace existing fire doors in front of elevator on 3rd floor

Central Door		\$	1,939.00
Installation		\$	1,000.00
P/OH& Bond	=	\$	394.00
Total	=	\$	3,333.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with drawings & specifications submitted for the above work and completed in a suitable workmanlike manner.

Submitted by : Kent Schmitz, President



CENTRAL DOOR & HARDWARE INC.

Box 9044 • 602 43rd St. N.W. • Fargo, North Dakota 58106

Toll Free: 1-800-747-9082 • Phone: 701-281-9082 • Fax: 701-281-1707

CDH Project # 7163

DATE: 7/31/2023

PROJECT: TRF Government Center

TO: Schmitz Builders

LOCATION: Fargo, ND

WE PROPOSE TO FURNISH THE MATERIAL SPECIFIED BELOW:

Pair of 20-minute Wood Doors
2 each

3'-6" x 6'-9-1/2" Flush Plain Slice Red Oak Doors
20-minute

Re-use existing hardware - verify hinge weight and flushbolts
Frame to remain - verify hinge and flushbolt strike locations

Current Wood Door lead-time is 9-10 weeks after attached existing hardware locations form is returned

TOTAL PROPOSAL REQUEST

\$1,763.00 + Tax \$ 1939⁰⁰

NO CITY OR STATE TAX INCLUDED

F.O.B. Jobsite

MATERIAL ONLY

A signed copy of this proposal or a formal change order must be return to process the order

This pricing is valid for 30 days

We reserve the right to correct this quote for errors and omissions

This pricing is based on project specific pricing and in no way reflects pricing for material ordered outside the contract.

ACCEPTED: _____

RESPECTFULLY SUBMITTED,

Printed: _____

CENTRAL DOOR & HARDWARE, INC.

DATE: _____

BY: Kari Zick