

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
TUESDAY, SEPTEMBER 24, 2024, 10:00 A.M.**

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Amendments to the Agenda**
- 4. Recognition of Citizens** – Individual's present may address the Board about items not on the regular agenda; no action on these items is required at this time.
- 5. Approval of the Board minutes; bills**
- 6. Regular Agenda**
 - 10:05 Julie Sjostrand – Human Services Director
 - 10:10 John Anderson & Brian Ketring – MN DOT
 - 10:25 Seth Vettleson – County Sheriff
 - 10:35 Mike Flaagan – County Engineer
- 7. County Auditor-Treasurer Items**
- 8. County Coordinator Items**
- 9. County Attorney Items**
- 10. Committee Reports / Commissioner Updates**

11. Adjournment

Reminder: A Public Hearing will be held on September 24, 2024, at 9:00 a.m. in the Justice Center Board Room regarding a proposed body camera policy for the Sheriff's Department.

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
SEPTEMBER 10, 2024 – 10:00 A.M.**

Pursuant to M.S. 375.07, the Pennington County Board of Commissioners met in the Pennington County Justice Center Board Room in Thief River Falls, MN, on Tuesday, September 10th, 2024, at 10:00 a.m. Members Present: Seth Nelson, Roy Sourdif, David Sorenson, Neil Peterson, and Bruce Lawrence. Members absent: None.

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

The Chairman asked if there were any amendments to the agenda. County Coordinator Kevin Erickson stated that Rep. John Burkel has been added to the agenda at 10:45 a.m. Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to approve the agenda with the change presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the County Board minutes of August 27, 2024, as written. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve the Auditor and Manual warrants for August 2024 totaling \$3,089,934.62 and the following Commissioner warrants. Motion carried.

County Revenue	\$88,366.91
Road & Bridge	\$80,079.80

Per diems and meal reimbursements in the amount of \$2,500.00 were also approved.

NWMN Multi-County HRA Executive Director Charity Brault and Finance Manager Heather Harbott presented a program update and their proposed levy for 2025. Ms. Brault noted that their levy authority is 25% of .0185% of taxable market value. An overview of the program was given, including discussion on funding, grants available, rehabilitation efforts, their rent assistance program, etc. They noted a new state rent assistance program called 'Bring It Home' and they are making application to it. The Board thanked them for their report.

Bryanna Greffthen of the Pennington County SWCD presented the 2024-2025 Aquatic Invasive Species plan. She noted that AIS funding for the county totaled \$20,394 and \$20,382 in 2024 and 2025, respectively. The two-year plan includes maintenance of the signage at the county's boat launch sites and they are planning to also put up signage at the kayak launch sites. They are monitoring for zebra mussels in the Red Lake River at several bridge sites, so far there no zebra mussels have been found. The SWCD maintains an AIS link on their website and completes all required reporting to the State. Discussion was held on the boat landings and improvements that are needed. Engineer

Flaagan said he's toured the launch sites with the MN DNR and they are hoping to improve the sites in the future. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the 2024 & 2025 Pennington County Aquatic Invasive Species Plan as presented. Motion carried.

County Engineer Mike Flaagan presented the following items:

Mr. Flaagan spoke in regard to county boat launch sites, stating that he hasn't found any grants available but he will keep searching for funding sources.

Engineer Flaagan noted that 2024 road striping project is complete and noted that this year the west 1/3 of the county was completed. He noted a final cost of \$70,330.11 and requested approval of final payment. The following resolution was motioned by Commissioner Lawrence, seconded by Commissioner Peterson, and upon vote was unanimously carried.

RESOLUTION

WHEREAS, CP 57-24-06 (2024 county road striping) 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 accept said completed project for and on behalf of the Pennington County Highway Department and authorize final payment as specified herein.

The Engineer noted that the compressor on the sign truck is no longer working. They would like to replace it with a larger one to allow them to drive larger signs and posts. The following two quotes were received:

Bert's Truck Equipment Inc.	\$11,595.00
ACME	\$11,500.00

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the quote by ACME in the amount of \$11,500 for a new compressor for the Highway Dept. sign truck. Motion carried.

Engineer Flaagan noted they have a new, larger Ferris mower and the current trailer for hauling mowers is light duty and cannot handle the new mower. They have received the following two quotes for a new, heavy-duty trailer:

Hubert's Outdoor Power	\$3,399.00
Northern Crankshaft	\$3,944.20

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve the quote by Hubert's Outdoor Power in the amount of \$3,399.00 for the purchase of a new trailer for the Highway Department. Discussion followed regarding the old trailer, with Mr. Flaagan stating it might be kept for hauling their ATV, otherwise it will be sold on auction. Following discussion, the motion was carried.

Mr. Flaagan discussed gravel crushing, noting the one quote for 2024 was quite high and was rejected, so no crushing was completed this year. He also stated that his department is trying a Massy Ferguson tractor from Ziegler as part of a one-month lease. He said it

is currently very difficult to find lease programs for the tractors they need. They are also looking at some used utility trucks for the department.

County Sheriff Seth Vettleon presented the following items:

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the transfer of Part-Time Dispatcher/Correctional Officer Tanner Wellman to Full-Time Dispatcher/Correctional Officer effective on September 16, 2024. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve a Purchase of Services Agreement between the Pennington County Corrections Center and the Lake of the Woods County Sheriff's Office for inmate housing, whereas the LOTWSO will contract for three daily beds at the rate of \$65.00 per day, per bed, effective September 1, 2024 – September 1, 2025. Motion carried.

John Burkel, MN Representative - District 1A, met with the Board to discuss the county's current concerns and needs. He noted the increase in County Program Aid for 2024 and hoped that and other local government aid helped. He noted that the MN Department of Revenue is considering a big change to the taxing of pipelines and other utilities. Commissioner Peterson questioned what is next and wonders how counties are supposed to budget on the revenues of a utility as they can fluctuate up and down. Commissioner Nelson noted that cannabis is a big county issue right now and we continue to discuss ordinances and try to interpret the law. Commissioner Peterson noted possible changes to the public waters inventory to include ditches, stating this would be a big 'red flag' for farmers. Sheriff Vettleon questioned Mr. Burkel about jail inmates that belong in mental health facilities but must remain in jail due 10-month waiting periods due to lack of beds. The Sheriff asked about \$5 billion that is coming into the State Human Services over the next 5 years. Mr. Burkel said this has come up with other counties and he doesn't believe the funding is going to the counties. He noted the next legislative session starts January 14, 2025. The Board thanked him for coming and for hearing our concerns on local issues.

Auditor-Treasurer Items:

Ms. Herzberg discussed the proposed department budgets for 2025. Current estimates equate to a 7.194% increase in the levy but additional budget cuts are expected before the levy is set at the September 24, 2024, County Board meeting. She noted no increase to health insurance premiums for 2025, which will help the county budget.

County Coordinator Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve a new Public Health and Home Care Agreement between Pennington County and Red Lake County effective August 27th, 2024. Motion carried. It was noted that Red Lake County no longer will house any public health staff; all will be based out of the Pennington County office.

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to approve issuance of a duplicate warrant to Ecolab Inc. in the amount of \$1,935.25 to replace lost warrant #199583 dated April 12th, 2024, without issuance of an indemnifying bond. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve a quote by Johnson Controls Fire Protection LP in the amount of \$2,208.00 for the purchase and installation of an IP Communicator kit for the fire alarm system in the Government Center, which will allow the system to call out in emergencies and also to be monitored by Johnson Controls. Motion carried.

County Attorney Items:

Interim County Attorney Nathan Haase noted that today is Scott Collins last day in the office. He and Mr. Sparby are currently getting to know the office and duties, and he is helping with the 2025 department budget. The board questioned if there is a backlog of cases due to the staffing shortage, to which he replied that criminal and juvenile matters are the only items slightly backlogged. He plans to attend the Human Services Committee meeting next Tuesday.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to authorize the County Personnel Committee to hire for the position of Assistant County Attorney prior to the next Board meeting. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to authorize the County Coordinator to advertise for the position of Assistant County Attorney. Discussion followed with Mr. Haase recommending that we advertise the position as open until filled. Following discussion, the motion was carried.

Committee Reports / Commissioner Updates:

The Chairman reminded everyone that the AMC Fall Policy Conference is September 11-13, 2024.

Commissioner Peterson discussed Minnesota Rural Counties (MRC) and noted that 43 counties are a part of the organization at this time.

Commissioner Nelson noted that the new roundabout at the intersection of US Highway 75 and CSAH 21 in Polk County is opening soon. He also noted that the TRF School District is asking county representatives to attend a joint meeting on October 2nd, 2024, at 6:00 p.m. in the Lincoln High School Training Center.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to adjourn the Board meeting to September 24, 2024, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Seth Nelson, Chairman
Board of Commissioners

DRAFT

Pennington County Financial System



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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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Pennington County Financial System



Danielle
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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
267	1306 ADVANCED CORRECTIONAL HEALTHCARE 01-251-000-0000-6255		120.01	NURSING HOURS OVERAGE	974	MEDICAL - LOCAL	N
	1306 ADVANCED CORRECTIONAL HEALTHCARE		120.01	1 Transactions			
	1347 Amazon Capital Services						
81	01-041-000-0000-6631		163.18	CP1213DIII CALCULATOR	11W3-CYW4-4RG7	FURNITURE & EQUIPMENT - AUDITC	N
80	01-041-000-0000-6401		13.87	FILE CABINET KEYS	1313-PP6T-61Q6	SUPPLIES - AUDITOR	N
83	01-111-000-0000-6300		257.76	COILER CLEANER DEGREASER	1391-61GT-113V	REPAIRS & MAINTENANCE	N
70	01-061-000-0000-6401		17.94	DRY ERASE MARKERS	1773-KRLW-6J9T	SUPPLIES-ELECTION	N
69	01-801-000-0000-6631		159.99	ROLLING TV CART - MEETING ROOM	1773-KRLW-6J9T	FURNITURE & EQUIPMENT	N
68	01-041-000-0000-6401		17.72	HDMI CABLE & ADAPTOR	1FCX-4NCN-6T7Y	SUPPLIES - AUDITOR	N
39	01-259-000-0000-6801		14.23	BOOK-PROGRAMMING	1L00-GR17-3MMD	MISCELLANEOUS EXPENSE - CANTI	N
78	01-041-000-0000-6401		60.00	RETURN TONER	1LKN-YKIM-9CNH	SUPPLIES - AUDITOR	N
79	01-041-000-0000-6401		20.00	RETURN TONER	1LNK-JJ9V-7N14	SUPPLIES - AUDITOR	N
82	01-061-000-0000-6401		166.58	11X17 HANGING FOLDERS	1MDD-VJ7W-93NH	SUPPLIES-ELECTION	N
75	01-111-000-0000-6300		194.68	NEUTRAPAL NEUTRALIZATION KIT	1NT4-V7GF-PCMW	REPAIRS & MAINTENANCE	N
71	01-272-000-0000-6262		20.98	IPHONE 13 CASE & CHARGER	1NT4-V7GF-PCMW	Other Services	N
72	01-272-000-0000-6401		59.19	DESK ORG, LAPTOP BAG, PENS	1NT4-V7GF-PCMW	SUPPLIES - CRIME VICTIM	N
73	01-272-000-0000-6401		26.98	SECURITY STAMP	1NT4-V7GF-PCMW	SUPPLIES - CRIME VICTIM	N
74	01-272-000-0000-6401		10.98	STICKY NOTES	1NT4-V7GF-PCMW	SUPPLIES - CRIME VICTIM	N
77	01-061-000-0000-6401		13.79	FILE ORGANIZER	1YJR-4JV4-QJTH	SUPPLIES-ELECTION	N
76	01-111-000-0000-6300		69.81	DIAPHRAGM KIT	1YJR-4JV4-QJTH	REPAIRS & MAINTENANCE	N
	1347 Amazon Capital Services		1,127.68	17 Transactions			
	1364 AUTO VALUE						
334	01-201-000-0000-6304		24.54	HEAT SHRINK, ELECTRICAL TAPE	9668983	REPAIR & MAINTENANCE - SQUADS	N
335	01-201-000-0000-6304		12.41	WINDSHIELD FLUID	9679433	REPAIR & MAINTENANCE - SQUADS	N
	1364 AUTO VALUE		36.95	2 Transactions			
	2360 BENSON/ASHLEY						
320	01-106-000-0000-6801		10.72	TAPE FOR SIGN		MISCELLANEOUS EXPENSE	N
	2360 BENSON/ASHLEY		10.72	1 Transactions			
	2307 BRODIN COMFORT SYSTEMS						
23	01-111-000-0000-6300		110.00	RTU TRIPPING HIGH PRESSURE	68438	REPAIRS & MAINTENANCE	N
	2307 BRODIN COMFORT SYSTEMS		110.00	1 Transactions			
	3397 CASANOVA/DAVID						
336	01-251-000-0000-6245		31.26	MEAL REIMBURSEMENT-JAIL CONFER		CONTINUING EDUCATION	N
337	01-251-000-0000-6245		18.59	MEAL REIMBURSEMENT-JAIL CONFER		CONTINUING EDUCATION	N

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
3397	CASANOVA/DAVID		49.85		2 Transactions		
108	3407 CLIMATE CONTROL, INC. 01-218-000-0000-6300		2,560.00	CO/CO2 SENSOR-SALLY PORT	17441	REPAIRS & MAINTENANCE	N
	3407 CLIMATE CONTROL, INC.		2,560.00		1 Transactions		
18	3311 COLE PAPERS, INC. 01-111-000-0000-6403		46.25	WHITE CAN LINER - GC	10480012	JANITORIAL SUPPLIES - COURTHOL	N
19	01-218-000-0000-6403		46.25	WHITE CAN LINER - JC	10480012	JANITORIAL SUPPLIES	N
12	01-111-000-0000-6403		42.75	WHITE CAN LINERS - GC	10481797	JANITORIAL SUPPLIES - COURTHOL	N
13	01-218-000-0000-6403		42.75	WHITE CAN LINERS - JC	10481797	JANITORIAL SUPPLIES	N
11	01-800-000-0000-6403		85.50	WHITE CAN LINERS - HS	10481797	JANITORIAL SUPPLIES	N
31	01-111-000-0000-6403		71.29	MERFIN TOWEL ROLLS - GC	10483648	JANITORIAL SUPPLIES - COURTHOL	N
34	01-111-000-0000-6403		55.72	LYSOL WIPES - GC	10483648	JANITORIAL SUPPLIES - COURTHOL	N
30	01-218-000-0000-6403		72.42	DUST SHEETS - JC	10483648	JANITORIAL SUPPLIES	N
35	01-218-000-0000-6403		34.72	CAN LINER - JC	10483648	JANITORIAL SUPPLIES	N
28	01-800-000-0000-6403		7.00	PROCESSING FEE	10483648	JANITORIAL SUPPLIES	N
29	01-800-000-0000-6403		72.42	DUST SHEETS - HS	10483648	JANITORIAL SUPPLIES	N
32	01-800-000-0000-6403		71.29	MERFIN TOWEL ROLLS - HS	10483648	JANITORIAL SUPPLIES	N
33	01-800-000-0000-6403		55.72	LYSOL WIPES - HS	10483648	JANITORIAL SUPPLIES	N
	3311 COLE PAPERS, INC.		704.08		13 Transactions		
66	3490 CORELOGIC 01-106-000-0000-6240		420.27	RESIDENTIAL COST HANDBOOK		SUBSCRIPTIONS	N
	3490 CORELOGIC		420.27		1 Transactions		
26	4310 D & T VENTURES 01-070-000-0000-6301		472.50	PROPERTY TAX WEBSITE SUPPORT	303220	MAINTENANCE AGREEMENT	N
	4310 D & T VENTURES		472.50		1 Transactions		
263	4355 DACOTAH PAPER 01-251-000-0000-6403		524.10	BATHROOM CLEANER	71265	JANITORIAL SUPPLIES - JAIL	N
	4355 DACOTAH PAPER		524.10		1 Transactions		
27	999999997 DAKOTA BUSINESS SOLUTIONS 01-801-000-0000-6401		100.00	HALF TAPE - POSTAGE MACHINE	9872	SUPPLIES-UNALLOCATED	N
	999999997 DAKOTA BUSINESS SOLUTIONS		100.00		1 Transactions		
264	4321 DIAMOND DRUGS INC 01-251-000-0000-6255		55.13	MEDICATIONS	INV001453999	MEDICAL - LOCAL	N

Pennington County Financial System



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Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	4321 DIAMOND DRUGS INC			55.13				
					1 Transactions			
	6303 F-M AMBULANCE INC							
260	01-251-000-0000-6255			50.00	24-25858	2425858	MEDICAL - LOCAL	N
259	01-251-000-0000-6255			50.00	24-27996	2427996	MEDICAL - LOCAL	N
261	01-251-000-0000-6255			50.00	24.28408	2428408	MEDICAL - LOCAL	N
	6303 F-M AMBULANCE INC			150.00				
					3 Transactions			
	6338 FISCHER LAW OFFICE							
45	01-011-000-0000-6261			575.85	ATTY FEES 57-PR-24-486	2882091	COURT APPOINTED ATTORNEYS	Y
46	01-011-000-0000-6261			106.25	ATTY FEES 57-PR-24-517	2882091	COURT APPOINTED ATTORNEYS	Y
	6338 FISCHER LAW OFFICE			682.10				
					2 Transactions			
	7031 GARDEN VALLEY TELEPHONE							
47	01-272-000-0000-6631			1,099.00	LENOVO THINKPAD	INV-23009	FURNITURE & EQUIPMENT	N
85	01-070-000-0000-6631			213.99	UPS BACKUPS	INV-23028	FURNITURE & EQUIPMENT	N
	7031 GARDEN VALLEY TELEPHONE			1,312.99				
					2 Transactions			
	7314 GOVERNMENT MANAGEMENT GROUP, INC							
1	01-003-000-0000-6261			3,750.00	2023 PREP COUNTY COST	2345	CONSULTING & LEGAL SERVICES -	N
	7314 GOVERNMENT MANAGEMENT GROUP, INC			3,750.00				
					1 Transactions			
	8329 HAMRE/JOHN							
126	01-121-000-0000-6330			310.88	MILEAGE -VSO TRAINING-CRAIGUNS	464 MILES @ .67	TRAVEL & EXPENSE	N
	8329 HAMRE/JOHN			310.88				
					1 Transactions			
	8326 HILLYARD INC							
117	01-111-000-0000-6403			204.88	ARSENAL 1 AIR FRESHENER	605602355	JANITORIAL SUPPLIES - COURTHOU	N
119	01-111-000-0000-6403			355.16	ARSENAL 1 SPRAY CLEAN HD	605602355	JANITORIAL SUPPLIES - COURTHOU	N
121	01-111-000-0000-6403			199.80	ARSENAL 1 WINDO-CLEAN	605602355	JANITORIAL SUPPLIES - COURTHOU	N
124	01-111-000-0000-6403			212.76	ARSENAL 1 TOP CLEAN	605602355	JANITORIAL SUPPLIES - COURTHOU	N
118	01-218-000-0000-6403			204.88	ARSENAL 1 AIR FRESHENER	605602355	JANITORIAL SUPPLIES	N
120	01-218-000-0000-6403			355.16	ARSENAL 1 SPRAY CLEAN HD	605602355	JANITORIAL SUPPLIES	N
122	01-218-000-0000-6403			199.80	ARSENAL 1 WINDO-CLEAN	605602355	JANITORIAL SUPPLIES	N
123	01-218-000-0000-6403			139.60	ARSENAL 1 SANITIZER	605602355	JANITORIAL SUPPLIES	N
125	01-218-000-0000-6403			212.76	ARSENAL 1 TOP CLEAN	605602355	JANITORIAL SUPPLIES	N
116	01-111-000-0000-6403			139.60	ARSENAL 1 SANITIZER	605603036	JANITORIAL SUPPLIES - COURTHOU	N
	8326 HILLYARD INC			2,224.40				
					10 Transactions			
	9012 IHLE SPARBY & HAASE PA							

Pennington County Financial System



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338	01-091-000-0000-6262		1,935.00	AUGUST SERVICES	4570	OTHER SERVICES	Y
339	01-091-000-0000-6262		15,000.00	SEPTEMBER SERVICES	4570	OTHER SERVICES	Y
9012	IHLE SPARBY & HAASE PA		16,935.00				2 Transactions
10396	JACOBSON/LEVI						
324	01-041-000-0000-6330		131.95	LODGING - IT TRAINING-STAPLES		TRAVEL & EXPENSE	N
326	01-041-000-0000-6330		10.40	MEAL-IT TRAINING-STAPLES	091924	TRAVEL & EXPENSE	N
325	01-041-000-0000-6330		13.83	MEAL-IT TRAINING-STAPLES	24	TRAVEL & EXPENSE	N
327	01-041-000-0000-6330		211.72	MILEAGE - IT TRAINING - STAPLE	316 MILES @.67	TRAVEL & EXPENSE	N
10396	JACOBSON/LEVI		367.90				4 Transactions
11313	KALASH/SARAH						
106	01-251-000-0000-6245		18.31	MEAL REIMBURSEMENT-JAIL CONFER		CONTINUING EDUCATION	N
107	01-251-000-0000-6245		18.69	MEAL REIMBURSEMENT-JAIL CONFER		CONTINUING EDUCATION	N
11313	KALASH/SARAH		37.00				2 Transactions
12451	LARSON/ANGELA						
50	01-270-000-0000-6330		11.82	LUNCH-MTG W NW MN COUNCIL		TRAVEL & EXPENSE	N
51	01-270-000-0000-6330		52.93	79 MILES @ .67/MILE		TRAVEL & EXPENSE	N
12451	LARSON/ANGELA		64.75				2 Transactions
12037	LEE PLUMBING & HEATING						
316	01-111-000-0000-6300		768.15	REMOVE GATE VALVE/INST. BALL V	27391356	REPAIRS & MAINTENANCE	N
318	01-111-000-0000-6300		691.60	INSTALL RELIEF VALVES - BOILER	27702883	REPAIRS & MAINTENANCE	N
64	01-800-000-0000-6300		185.33	WATER HEATER VALVE	27710970	REPAIRS & MAINTENANCE	N
109	01-251-000-0000-6300		54.50	REPLACE SOLENOID-FAUCET HOLDIN	27740358	REPAIRS & MAINTENANCE	N
12037	LEE PLUMBING & HEATING		1,699.58				4 Transactions
12336	LEXIPOL						
317	01-251-000-0000-6245		2,054.88	CORRECTIONS ONE ACADAMY	11240798	CONTINUING EDUCATION	N
12336	LEXIPOL		2,054.88				1 Transactions
13498	MARCO TECHNOLOGIES LLC						
86	01-101-000-0000-6301		16.41	EQ442257 MAINTENANCE AGREEMENT	INV12902526	MAINTENANCE AGREEMENT	N
13498	MARCO TECHNOLOGIES LLC		16.41				1 Transactions
13355	MN COUNTIES COMPUTER COOP						
96	01-804-000-0000-6262		23,717.00	TYLER TAX IMPLEMENTATION - AUG	2409016	OTHER SERVICES	N
13355	MN COUNTIES COMPUTER COOP		23,717.00				1 Transactions

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Danielle
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13391 MN DEPT OF LABOR & INDUSTRY							
61	01-111-000-0000-6300		10.00	BOILER - GC	ABR0334084X	REPAIRS & MAINTENANCE	N
63	01-218-000-0000-6300		10.00	BOILER - JC	ABR0334084X	REPAIRS & MAINTENANCE	N
62	01-501-000-0000-6300		10.00	BOILER - AUDITORIUM	ABR0334084X	REPAIRS & MAINTENANCE	N
13391	MN DEPT OF LABOR & INDUSTRY		30.00	3 Transactions			
13406 MOECO FIRE & SAFETY							
15	01-501-000-0000-6262		117.05	ANNUAL SERVICES	A5114	OTHER SERVICES	N
14	01-800-000-0000-6262		34.75	ANNUAL SERVICES	A5115	OTHER SERVICES-WELFARE BUILD	N
17	01-111-000-0000-6262		73.65	ANNUAL SERVICES	A5116	OTHER SERVICES - COURTHOUSE	N
16	01-218-000-0000-6262		59.75	ANNUAL SERVICES	A5161	OTHER SERVICES	N
13406	MOECO FIRE & SAFETY		285.20	4 Transactions			
14328 NELSON/BRANDY							
110	01-251-000-0000-6245		14.15	MEAL REIMBURSEMENT-JAIL CONFER		CONTINUING EDUCATION	N
111	01-251-000-0000-6245		11.57	MEAL REIMBURSEMENT-JAIL CONFER		CONTINUING EDUCATION	N
14328	NELSON/BRANDY		25.72	2 Transactions			
14318 NORTHERN IRON FIREMAN, INC							
43	01-111-000-0000-6300		824.09	BOILER CHECK - GC	8358	REPAIRS & MAINTENANCE	N
44	01-218-000-0000-6300		824.09	BOILER CHECK - JC	8358	REPAIRS & MAINTENANCE	N
14318	NORTHERN IRON FIREMAN, INC		1,648.18	2 Transactions			
14033 NORTHERN STATE BANK							
344	01-201-000-0000-6801		5.85	USPS-MAILED EVIDENCE		MISCELLANEOUS EXPENSE	N
345	01-201-000-0000-6801		5.85	USPS-MAILED EVIDENCE		MISCELLANEOUS EXPENSE	N
340	01-251-000-0000-6300		50.85	MY STORE-TRANSPORT FUEL		REPAIRS & MAINTENANCE	N
341	01-251-000-0000-6300		48.85	HOILDAY-TRANSPORT FUEL		REPAIRS & MAINTENANCE	N
342	01-251-000-0000-6300		52.59	SCHATZ CROSSROADS-TRANSPORT		REPAIRS & MAINTENANCE	N
343	01-251-000-0000-6300		41.02	GAS STOP-TRANSPORT FUEL		REPAIRS & MAINTENANCE	N
14033	NORTHERN STATE BANK		205.01	6 Transactions			
15323 OFFICE DEPOT							
91	01-801-000-0000-6401		5.17	ADDING PAPER	380152571001	SUPPLIES-UNALLOCATED	N
92	01-801-000-0000-6401		9.49	LEGAL FOLDERS	380152571001	SUPPLIES-UNALLOCATED	N
93	01-801-000-0000-6401		11.00	POST ITS	380152571001	SUPPLIES-UNALLOCATED	N
95	01-041-000-0000-6401		6.86	COLOR PENCILS	380158581001	SUPPLIES - AUDITOR	N
94	01-041-000-0000-6401		18.07	ADAPTOR CABLE	380158662001	SUPPLIES - AUDITOR	N
333	01-220-000-0000-6405		195.78	TONER CRTRIDGES	380566987001	GENERAL SUPPLIES	N
331	01-201-000-0000-6405		52.77	OFFICE SUPPLIES	385152297001	GENERAL SUPPLIES	N

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330	01-251-000-0000-6405		90.78	MARKERS, RUBBERBANDS, BINDER C	385152297001	GENERAL SUPPLIES - JAIL	N
332	01-201-000-0000-6405		5.24	POST IT NOTES	385152910001	GENERAL SUPPLIES	N
15323	OFFICE DEPOT		395.16	9 Transactions			
13329	OFFICE OF MNIT SERVICES						
84	01-070-000-0000-6263		1,338.65	FIBER USAGE - AUGUST	DV24080380	COMPUTER SERVICES - DP	N
13329	OFFICE OF MNIT SERVICES		1,338.65	1 Transactions			
15329	OIL BOYZ EXPRESS LUBE INC						
329	01-201-000-0000-6304		86.64	OIL CHANGE/SERVICE CHARGER	11278	REPAIR & MAINTENANCE - SQUADS	N
15329	OIL BOYZ EXPRESS LUBE INC		86.64	1 Transactions			
16067	PEMBERTON LAW, P.L.L.P.						
24	01-091-000-0000-6262		50.00	CALL REGARDING COUNTY ATTY	144	OTHER SERVICES	Y
16067	PEMBERTON LAW, P.L.L.P.		50.00	1 Transactions			
16359	PENNINGTON COUNTY CRIME VICTIM						
48	01-272-000-0000-6262		100.00	2-\$50 VISA GIFT CARDS-PERSONAL	18-2023-CR-02892	Other Services	N
55	01-272-000-0000-6262		150.00	CASH-PERSONAL EXPENSES	57-CR-23-680	Other Services	N
57	01-272-000-0000-6262		200.00	CASH - PERSONAL EXPENSES	57-CR-24-216	Other Services	N
49	01-272-000-0000-6262		150.00	2-\$50.00 VISA CARD,2-\$25 HUGO	57-CR-24-575	Other Services	N
53	01-272-000-0000-6262		95.77	VEHICLE REPAIR	57-CR-24-72	Other Services	N
54	01-272-000-0000-6262		400.00	CASH-FOOD, TRANSPORTATION	57-CR-24-72	Other Services	N
52	01-272-000-0000-6262		100.00	CASH-PERSONAL EXPENSES/TRANSP	57-FA-24-471	Other Services	N
58	01-272-000-0000-6262		100.00	CASH-PERSONAL EXP/CLOTHING	57-FA-24-521	Other Services	N
56	01-272-000-0000-6262		75.00	2 GIFT CARDS-FOOD, DIAPERS	57-TC-23-1427	Other Services	N
59	01-272-000-0000-6401		59.85	BUSINESS CARDS	YG3972TPWZ	SUPPLIES - CRIME VICTIM	N
60	01-272-000-0000-6262		85.45	HANDOUT PRINTOUT FOR TRAINING	YG3975TPWZ	Other Services	N
16359	PENNINGTON COUNTY CRIME VICTIM		1,516.07	11 Transactions			
16027	PENNINGTON COUNTY TREASURER						
65	01-601-000-0000-6209		172.99	POSTAGE - AUG	4373	POSTAGE	N
16027	PENNINGTON COUNTY TREASURER		172.99	1 Transactions			
16448	PREMIUM WATERS, INC.						
22	01-091-000-0000-6801		29.99	WATER - AUGUST	176878	MISCELLANEOUS EXPENSE	N
21	01-601-000-0000-6401		46.98	AUGUST WATER	176888	SUPPLIES - EXTENSION	N
16448	PREMIUM WATERS, INC.		76.97	2 Transactions			
16477	PV BUSINESS SOLUTIONS						

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37	01-218-000-0000-6300		298.50	OSHA MANUEL-BUILDINGS/GROUNDS	50050	REPAIRS & MAINTENANCE	N
16477	PV BUSINESS SOLUTIONS		298.50	1 Transactions			
20358	QUADIENT FINANCE USA, INC.						
25	01-801-000-0000-6209		1,500.00	POSTAGE		POSTAGE	N
20358	QUADIENT FINANCE USA, INC.		1,500.00	1 Transactions			
18440	READITECH IT SOLUTIONS						
127	01-003-000-0000-6210		50.94	HOSTED EXCHANGE - SEPT	348176	E-MAIL SERVICES	N
144	01-003-000-0000-6210		20.82	ARCHIVING - SEPT	348176	E-MAIL SERVICES	N
171	01-003-000-0000-6210		52.50	HOSTED OFFICE APPS - SEPT	348176	E-MAIL SERVICES	N
128	01-041-000-0000-6210		25.47	HOSTED EXCHANGE - SEPT	348176	E-MAIL SERVICES	N
141	01-041-000-0000-6210		17.35	ARCHIVING - SEPT	348176	E-MAIL SERVICES	N
142	01-041-000-0000-6210		3.47	ARCHIVING - SEPT - AP	348176	E-MAIL SERVICES	N
156	01-041-000-0000-6210		4.00	POP EMAIL SEPT	348176	E-MAIL SERVICES	N
167	01-041-000-0000-6210		43.75	HOSTED OFFICE APPS - SEPT	348176	E-MAIL SERVICES	N
137	01-061-000-0000-6262		8.49	HOSTED EXCHANGE ELECTION- SEPT	348176	OTHER SERVICES - ELECTIONS	N
139	01-061-000-0000-6262		8.49	HOSTED EXCHANGE - SEPT	348176	OTHER SERVICES - ELECTIONS	N
155	01-061-000-0000-6262		3.47	ARCHIVING - SEPT	348176	OTHER SERVICES - ELECTIONS	N
140	01-070-000-0000-6210		8.49	HOSTED EXCHANGE - DP - SEPT	348176	E-MAIL SERVICES	N
143	01-070-000-0000-6210		17.35	ARCHIVING - SEPT	348176	E-MAIL SERVICES	N
157	01-070-000-0000-6210		28.00	POP EMAIL SEPT	348176	E-MAIL SERVICES	N
129	01-091-000-0000-6210		67.92	HOSTED EXCHANGE - SEPT	348176	E-MAIL SERVICES	N
145	01-091-000-0000-6210		27.76	ARCHIVING - SEPT	348176	E-MAIL SERVICES	N
166	01-091-000-0000-6300		70.00	HOSTED OFFICE APPS - SEPT	348176	REPAIRS & MAINTENANCE	N
136	01-101-000-0000-6300		16.98	HOSTED EXCHANGE - SEPT	348176	REPAIRS & MAINTENANCE	N
146	01-101-000-0000-6300		10.41	ARCHIVING - SEPT	348176	REPAIRS & MAINTENANCE	N
158	01-101-000-0000-6300		2.00	POP EMAIL SEPT	348176	REPAIRS & MAINTENANCE	N
168	01-101-000-0000-6300		8.75	HOSTED OFFICE APPS - SEPT	348176	REPAIRS & MAINTENANCE	N
135	01-106-000-0000-6300		16.98	HOSTED EXCHANGE - SEPT	348176	REPAIRS & MAINTENANCE	N
148	01-106-000-0000-6300		10.41	ARCHIVING - SEPT	348176	REPAIRS & MAINTENANCE	N
159	01-106-000-0000-6300		2.00	POP EMAIL SEPT	348176	REPAIRS & MAINTENANCE	N
170	01-106-000-0000-6300		26.25	HOSTED OFFICE APPS - SEPT	348176	REPAIRS & MAINTENANCE	N
133	01-111-000-0000-6210		8.49	HOSTED EXCHANGE - SEPT	348176	E-MAIL SERVICES	N
154	01-111-000-0000-6300		3.47	ARCHIVING - SEPT	348176	REPAIRS & MAINTENANCE	N
130	01-121-000-0000-6210		8.49	HOSTED EXCHANGE - SEPT	348176	E-MAIL SERVICES	N
149	01-121-000-0000-6210		3.47	ARCHIVING - SEPT	348176	E-MAIL SERVICES	N
165	01-121-000-0000-6300		8.75	HOSTED OFFICE APPS - SEPT	348176	Repairs & Maintenance	N
150	01-132-000-0000-6300		24.29	ARCHIVING - SEPT	348176	REPAIRS & MAINTENANCE	N

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160	01-132-000-0000-6300		8.00	POP EMAIL SEPT	348176	REPAIRS & MAINTENANCE	N
164	01-132-000-0000-6300		43.75	HOSTED OFFICE APPS - SEPT	348176	REPAIRS & MAINTENANCE	N
131	01-270-000-0000-6300		16.98	HOSTED EXCHANGE - SEPT	348176	REPAIRS & MAINTENANCE	N
151	01-270-000-0000-6300		6.94	ARCHIVING - SEPT	348176	REPAIRS & MAINTENANCE	N
161	01-270-000-0000-6300		8.75	HOSTED OFFICE APPS - SEPT	348176	REPAIRS & MAINTENANCE	N
132	01-290-000-0000-6210		8.49	HOSTED EXCHANGE - SEPT	348176	E-MAIL SERVICES	N
152	01-290-000-0000-6210		3.47	ARCHIVING - SEPT	348176	E-MAIL SERVICES	N
169	01-290-000-0000-6210		8.75	HOSTED OFFICE APPS - SEPT	348176	E-MAIL SERVICES	N
134	01-601-000-0000-6300		16.98	HOSTED EXCHANGE - SEPT	348176	REPAIRS & MAINTENANCE	N
153	01-601-000-0000-6300		10.41	ARCHIVING - SEPT	348176	REPAIRS & MAINTENANCE	N
162	01-601-000-0000-6300		2.00	POP EMAIL SEPT	348176	REPAIRS & MAINTENANCE	N
163	01-601-000-0000-6300		35.00	HOSTED OFFICE APPS - SEPT	348176	REPAIRS & MAINTENANCE	N
138	01-801-000-0000-6300		25.47	HOSTED EXCHANGE CALENDAR- SEPT	348176	REPAIRS & MAINTENANCE	N
147	01-801-000-0000-6300		6.94	ARCHIVING - SEPT-CALENDARS	348176	REPAIRS & MAINTENANCE	N
172	01-070-000-0000-6263		26.00	SYNOLOGY BACKUP STORAGE - SEPT	348387	COMPUTER SERVICES - DP	N
18440	READITECH IT SOLUTIONS		836.94	46 Transactions			
18311	REGENTS OF THE UNIVERSITY OF MN						
322	01-601-000-0000-6264		4,765.75	4-H SUMMER COORDINATOR	0300035171	SUMMER ASSISTANT - EXTENSION	N
321	01-601-000-0000-6837		6,846.06	4-H SUMMER INTERN	0300035171	REFUNDS & REIMBURSEMENTS	N
18311	REGENTS OF THE UNIVERSITY OF MN		11,611.81	2 Transactions			
18475	ROLLER/HUNTER						
97	01-252-000-0000-6330		11.38	MEAL REIMBURSEMENT-FTO TRAININ		TRAVEL & EXPENSE	N
98	01-252-000-0000-6330		19.35	MEAL REIMBURSEMENT-FTO TRAININ		TRAVEL & EXPENSE	N
99	01-252-000-0000-6330		11.90	MEAL REIMBURSEMENT-FTO TRAININ		TRAVEL & EXPENSE	N
100	01-252-000-0000-6330		11.64	MEAL REIMBURSEMENT-FTO TRAININ		TRAVEL & EXPENSE	N
101	01-252-000-0000-6330		35.00	MEAL REIMBURSEMENT-FTO TRAININ		TRAVEL & EXPENSE	N
102	01-252-000-0000-6330		11.74	MEAL REIMBURSEMENT-FTO TRAININ		TRAVEL & EXPENSE	N
103	01-252-000-0000-6330		26.57	MEAL REIMBURSEMENT-FTO TRAININ		TRAVEL & EXPENSE	N
104	01-252-000-0000-6330		12.03	MEAL REIMBURSEMENT-FTO TRAININ		TRAVEL & EXPENSE	N
105	01-252-000-0000-6330		14.30	MEAL REIMBURSEMENT-FTO TRAININ		TRAVEL & EXPENSE	N
18475	ROLLER/HUNTER		153.91	9 Transactions			
19547	SKILLET KITCHEN						
265	01-251-000-0000-6427		28,601.05	INMATE MEALS AUGUST 2024	8470	JAIL MEALS	N
19547	SKILLET KITCHEN		28,601.05	1 Transactions			
19325	SOK ENTERPRISES						
20	01-070-000-0000-6263		213.15	INSTALL RJ45 PLUGS/SUPPORT USB	90324	COMPUTER SERVICES - DP	N

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19325	SOK ENTERPRISES		213.15		1 Transactions		
20302	TACTICAL SOLUTIONS/PUBLIC SAFETY EQ						
36	01-201-000-0000-6304		342.00	9 RADAR CERTS W/TUNING FORKS	10394	REPAIR & MAINTENANCE - SQUADS	N
20302	TACTICAL SOLUTIONS/PUBLIC SAFETY EQ		342.00		1 Transactions		
20027	THE TIMES						
7	01-003-000-0000-6231		329.67	PROCEEDINGS - 7/23	281	PUBLISHING - BOARD	N
3	01-091-000-0000-6801		78.00	TIMES - ASST COUNTY ATTY	281	MISCELLANEOUS EXPENSE	N
4	01-091-000-0000-6801		94.00	WATCH - ASST COUNTY ATTY	281	MISCELLANEOUS EXPENSE	N
5	01-091-000-0000-6801		78.00	TIMES - ASST COUNTY ATTY	281	MISCELLANEOUS EXPENSE	N
6	01-091-000-0000-6801		94.00	WATCH - ASST COUNTY ATTY	281	MISCELLANEOUS EXPENSE	N
10	01-270-000-0000-6262		61.25	WATCH - CRIME VICTIM PT	281	OTHER SERVICES-CRIME VICTIM	N
2	01-272-000-0000-6262		87.50	ADVERTISING FOR TRAINING	407	Other Services	N
20027	THE TIMES		822.42		7 Transactions		
20379	THIEF RIVER FORD INC						
38	01-201-000-0000-6304		1,298.24	REPAIR 2016 EXPLORER-PLUGS,WIR	TR110846	REPAIR & MAINTENANCE - SQUADS	N
20379	THIEF RIVER FORD INC		1,298.24		1 Transactions		
23303	THOMSON REUTERS/WEST PAYMENT CEN						
90	01-016-000-0000-6242		1,138.40	AUGUST SUBSCRIPTIONS	850690331	SUBSCRIPTIONS - LAW LIBRARY	N
87	01-091-000-0000-6240		842.35	AUGUST SUBSCRIPTIONS	850694232	SUBSCRIPTIONS	N
89	01-016-000-0000-6242		447.90	SEPTEMBER WESTLAW ACCESS	850764317	SUBSCRIPTIONS - LAW LIBRARY	N
88	01-091-000-0000-6240		85.25	SEPTEMBER WESTLAW ACCESS	850767113	SUBSCRIPTIONS	N
23303	THOMSON REUTERS/WEST PAYMENT CEN		2,513.90		4 Transactions		
20047	THRIFTY WHITE PHARMACY						
243	01-251-000-0000-6256		79.81	RX 5490	10167	MEDICAL - REIMBURSED	N
233	01-251-000-0000-6255		23.95	RX 5630	11575	MEDICAL - LOCAL	N
211	01-251-000-0000-6255		4.79	RX 5062	11774	MEDICAL - LOCAL	N
180	01-251-000-0000-6255		205.54	RX 5369	12603	MEDICAL - LOCAL	N
222	01-251-000-0000-6256		133.90	RX 5559	15506	MEDICAL - REIMBURSED	N
223	01-251-000-0000-6256		41.61	RX 5522	15789	MEDICAL - REIMBURSED	N
218	01-251-000-0000-6256		16.98	RX 5572	16.98	MEDICAL - REIMBURSED	N
237	01-251-000-0000-6255		15.96	RX 4377	21634	MEDICAL - LOCAL	N
208	01-251-000-0000-6255		16.80	RX 4968	21833	MEDICAL - LOCAL	N
205	01-251-000-0000-6255		18.66	RX 5606	22032	MEDICAL - LOCAL	N
256	01-251-000-0000-6255		3.99	RX 5276	25547	MEDICAL - LOCAL	N
191	01-251-000-0000-6255		815.05	RX 5565	26758	MEDICAL - LOCAL	N

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253	01-251-000-0000-6255		3.29	RX 5454	27138	MEDICAL - LOCAL	N
236	01-251-000-0000-6255		71.82	RX 4056	27341	MEDICAL - LOCAL	N
196	01-251-000-0000-6255		138.85	RX 5431	27971	MEDICAL - LOCAL	N
227	01-251-000-0000-6256		31.24	RX 5590	29492	MEDICAL - REIMBURSED	N
234	01-251-000-0000-6255		56.77	RX 5621	34300	MEDICAL - LOCAL	N
209	01-251-000-0000-6255		18.46	RX 5486	40308	MEDICAL - LOCAL	N
175	01-251-000-0000-6255		18.45	RX 5392	45421	MEDICAL - LOCAL	N
252	01-251-000-0000-6255		112.53	RX 5157	46299	MEDICAL - LOCAL	N
176	01-251-000-0000-6255		40.01	RX 5564	48774	MEDICAL - LOCAL	N
254	01-251-000-0000-6255		17.76	RX 5260	49707	MEDICAL - LOCAL	N
202	01-251-000-0000-6255		3.99	RX 5378	50604	MEDICAL - LOCAL	N
230	01-251-000-0000-6255		5.09	RX 2898	51382	MEDICAL - LOCAL	N
221	01-251-000-0000-6255		7.98	RX 5632	52159	MEDICAL - LOCAL	N
212	01-251-000-0000-6255		31.92	RX 5455	54752	MEDICAL - LOCAL	N
262	01-251-000-0000-6255		165.00	PH	55586	MEDICAL - LOCAL	N
225	01-251-000-0000-6255		552.82	RX 5192	56907	MEDICAL - LOCAL	N
199	01-251-000-0000-6255		15.47	RX 5354	58220	MEDICAL - LOCAL	N
214	01-251-000-0000-6256		37.71	RX 5019	58807	MEDICAL - REIMBURSED	N
184	01-251-000-0000-6255		4.79	RX 5623	58889	MEDICAL - LOCAL	N
189	01-251-000-0000-6255		24.25	RX 5506	58997	MEDICAL - LOCAL	N
182	01-251-000-0000-6256		40.29	RX 5607	60299	MEDICAL - REIMBURSED	N
195	01-251-000-0000-6255		83.79	RX 5540	64462	MEDICAL - LOCAL	N
197	01-251-000-0000-6256		74.55	RX 5388	65934	MEDICAL - REIMBURSED	N
249	01-251-000-0000-6256		3.99	RX 5408	66033	MEDICAL - REIMBURSED	N
219	01-251-000-0000-6255		15.96	RX 5416	66166	MEDICAL - LOCAL	N
213	01-251-000-0000-6256		25.94	RX 5611	67281	MEDICAL - REIMBURSED	N
220	01-251-000-0000-6256		19.57	RX 5535	67424	MEDICAL - REIMBURSED	N
228	01-251-000-0000-6255		36.51	RX 5201	67455	MEDICAL - LOCAL	N
245	01-251-000-0000-6256		3.99	RX 5605	67971	MEDICAL - REIMBURSED	N
201	01-251-000-0000-6256		8.68	RX 5587	68005	MEDICAL - REIMBURSED	N
229	01-251-000-0000-6255		39.90	RX 4377	68099	MEDICAL - LOCAL	N
217	01-251-000-0000-6256		19.95	RX 5537	68135	MEDICAL - REIMBURSED	N
192	01-251-000-0000-6255		11.57	RX 5604	68251	MEDICAL - LOCAL	N
248	01-251-000-0000-6255		170.03	RX 4513	68252	MEDICAL - LOCAL	N
185	01-251-000-0000-6256		3.99	RX 5513	68353	MEDICAL - REIMBURSED	N
183	01-251-000-0000-6256		26.84	RX 4639	68424	MEDICAL - REIMBURSED	N
179	01-251-000-0000-6255		144.60	RX 4716	68484	MEDICAL - LOCAL	N
215	01-251-000-0000-6256		54.86	RX 5435	68554	MEDICAL - REIMBURSED	N
257	01-251-000-0000-6256		7.99	RX 5497	68624	MEDICAL - REIMBURSED	N

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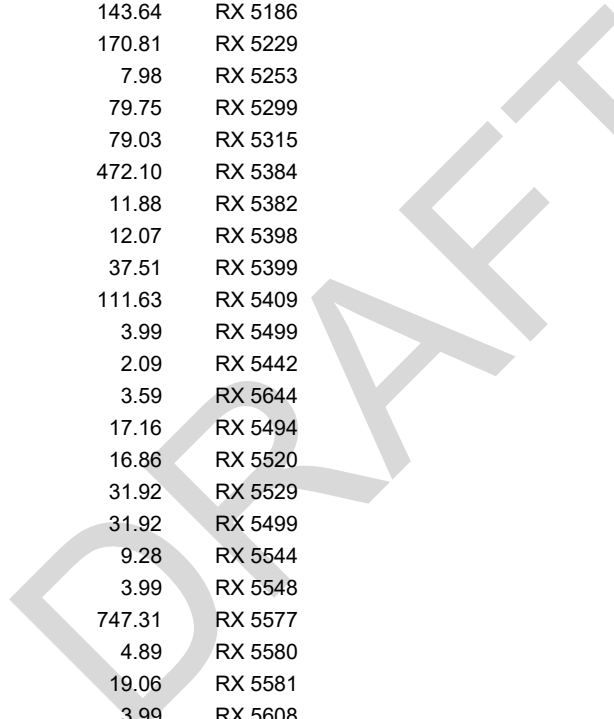


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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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
174	01-251-000-0000-6256		104.73	RX 5908	68676	MEDICAL - REIMBURSED	N
235	01-251-000-0000-6255		120.40	RX 4966	68717	MEDICAL - LOCAL	N
188	01-251-000-0000-6256		7.78	RX 5492	68762	MEDICAL - REIMBURSED	N
240	01-251-000-0000-6256		7.98	RX 5119	68958	MEDICAL - REIMBURSED	N
194	01-251-000-0000-6256		87.39	RX 5147	68973	MEDICAL - REIMBURSED	N
204	01-251-000-0000-6256		143.64	RX 5186	69073	MEDICAL - REIMBURSED	N
178	01-251-000-0000-6256		170.81	RX 5229	69093	MEDICAL - REIMBURSED	N
210	01-251-000-0000-6256		7.98	RX 5253	69161	MEDICAL - REIMBURSED	N
226	01-251-000-0000-6255		79.75	RX 5299	69187	MEDICAL - LOCAL	N
241	01-251-000-0000-6256		79.03	RX 5315	69222	MEDICAL - REIMBURSED	N
203	01-251-000-0000-6256		472.10	RX 5384	69304	MEDICAL - REIMBURSED	N
255	01-251-000-0000-6256		11.88	RX 5382	69306	MEDICAL - REIMBURSED	N
246	01-251-000-0000-6256		12.07	RX 5398	69312	MEDICAL - REIMBURSED	N
216	01-251-000-0000-6256		37.51	RX 5399	69313	MEDICAL - REIMBURSED	N
206	01-251-000-0000-6256		111.63	RX 5409	69331	MEDICAL - REIMBURSED	N
186	01-251-000-0000-6256		3.99	RX 5499	69343	MEDICAL - REIMBURSED	N
247	01-251-000-0000-6256		2.09	RX 5442	69422	MEDICAL - REIMBURSED	N
239	01-251-000-0000-6256		3.59	RX 5644	69462	MEDICAL - REIMBURSED	N
198	01-251-000-0000-6256		17.16	RX 5494	69476	MEDICAL - REIMBURSED	N
181	01-251-000-0000-6255		16.86	RX 5520	69499	MEDICAL - LOCAL	N
187	01-251-000-0000-6256		31.92	RX 5529	69506	MEDICAL - REIMBURSED	N
193	01-251-000-0000-6256		31.92	RX 5499	69518	MEDICAL - REIMBURSED	N
238	01-251-000-0000-6256		9.28	RX 5544	69524	MEDICAL - REIMBURSED	N
258	01-251-000-0000-6256		3.99	RX 5548	69528	MEDICAL - REIMBURSED	N
190	01-251-000-0000-6256		747.31	RX 5577	69559	MEDICAL - REIMBURSED	N
200	01-251-000-0000-6256		4.89	RX 5580	69589	MEDICAL - REIMBURSED	N
242	01-251-000-0000-6256		19.06	RX 5581	69595	MEDICAL - REIMBURSED	N
231	01-251-000-0000-6256		3.99	RX 5608	69604	MEDICAL - REIMBURSED	N
207	01-251-000-0000-6256		2.99	RX 5578	69612	MEDICAL - REIMBURSED	N
250	01-251-000-0000-6256		16.59	RX 5598	69619	MEDICAL - REIMBURSED	N
173	01-251-000-0000-6256		52.65	RX 5617	69622	MEDICAL - REIMBURSED	N
177	01-251-000-0000-6256		10.88	RX 5502	69625	MEDICAL - REIMBURSED	N
251	01-251-000-0000-6256		4.49	RX 5610	69629	MEDICAL - REIMBURSED	N
232	01-251-000-0000-6256		187.09	RX 5618	69630	MEDICAL - REIMBURSED	N
244	01-251-000-0000-6255		7.98	RX 5500	69631	MEDICAL - LOCAL	N
224	01-251-000-0000-6256		9.88	RX 5634	69638	MEDICAL - REIMBURSED	N



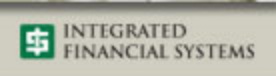
20047 THRIFTY WHITE PHARMACY

6,171.52

87 Transactions

20020 TRI-COUNTY COMMUNITY CORRECTIONS

Pennington County Financial System



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
266	01-251-000-0000-6801		1,386.08	INMATE HOUSING GROVER	INV010	MISCELLANEOUS EXPENSE - JAIL	N
	20020 TRI-COUNTY COMMUNITY CORRECTIONS		1,386.08	1 Transactions			
	21008 UNIVERSAL SCREENPRINT						
67	01-106-000-0000-6631		40.00	NEW ASSESSORS OFFICE SIGN	45107	FURNITURE & EQUIPMENT	N
328	01-251-000-0000-6405		20.00	FINGERPRINT SIGN	45108	GENERAL SUPPLIES - JAIL	N
	21008 UNIVERSAL SCREENPRINT		60.00	2 Transactions			
	22336 VETTLESON/SETH						
112	01-252-000-0000-6330		26.01	MEAL REIMBURSEMENT-JAIL CONFER		TRAVEL & EXPENSE	N
113	01-252-000-0000-6330		24.23	MEAL REIMBURSEMENT-JAIL CONFER		TRAVEL & EXPENSE	N
	22336 VETTLESON/SETH		50.24	2 Transactions			
	23317 WILLIAMS/JO						
114	01-251-000-0000-6245		35.00	MEAL REIMBURSEMENT-JAIL CONFER		CONTINUING EDUCATION	N
115	01-251-000-0000-6245		24.76	MEAL REIMBURSEMENT-JAIL CONFER		CONTINUING EDUCATION	N
	23317 WILLIAMS/JO		59.76	2 Transactions			
	23548 WISKOW/DALE						
319	01-111-000-0000-6801		225.00	BUILDING/GROUNDS TRAINING	6 HRS	MISCELLANEOUS EXPENSE	Y
	23548 WISKOW/DALE		225.00	1 Transactions			
1 Fund Total:			121,589.29	County Revenue		56 Vendors	291 Transactions

Pennington County Financial System



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

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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
	1322 ADVANCED ENGINEERING & ENVIRONMEN						
309	03-330-000-0000-6261		1,848.00	GIS SERVICES CP 57-24-10		CONSULTING & LEGAL SERVICES	N
310	03-330-000-0000-6261		3,984.00	GIS SERVICES CP 57-24-10		CONSULTING & LEGAL SERVICES	N
	1322 ADVANCED ENGINEERING & ENVIRONMEN		5,832.00	2 Transactions			
	1458 AGASSIZ ASPHALT, LLC						
308	03-350-000-0000-6565		1,275.00	COLD MIX		ROAD MATERIALS	N
	1458 AGASSIZ ASPHALT, LLC		1,275.00	1 Transactions			
	2394 BACKWOODS CUSTOMS						
307	03-350-000-0000-6564		150.00	WELD TRAILER RAMP		EQUIPMENT REPAIR PARTS	N
	2394 BACKWOODS CUSTOMS		150.00	1 Transactions			
	2398 BRAUN INTERTEC CORPORATION						
305	03-330-000-0000-6261		6,655.00	PAVEMENT EVALUATIONS - JULY		CONSULTING & LEGAL SERVICES	N
306	03-330-000-0000-6261		2,317.50	PAVEMENT EVALUATIONS - AUG		CONSULTING & LEGAL SERVICES	N
	2398 BRAUN INTERTEC CORPORATION		8,972.50	2 Transactions			
	2128 BUDGET ELECTRONICS						
269	03-350-000-0000-6636		649.99	REFRIGERATOR JOINT BUILDING		BUILDING IMPROVEMENTS	N
	2128 BUDGET ELECTRONICS		649.99	1 Transactions			
	6313 FALLS TOWING						
303	03-350-000-0000-6564		100.00	DOT INSPECTION		EQUIPMENT REPAIR PARTS	Y
304	03-350-000-0000-6564		75.00	MAKE KEY		EQUIPMENT REPAIR PARTS	Y
	6313 FALLS TOWING		175.00	2 Transactions			
	6006 FARMERS UNION OIL						
298	03-350-000-0000-6560		7,018.92	DIESEL SHOP 211		GAS & DIESEL	N
300	03-350-000-0000-6560		2,706.30	DIESEL SHOP 213		GAS & DIESEL	N
301	03-350-000-0000-6560		1,868.22	DIESEL SHOP 215		GAS & DIESEL	N
302	03-350-000-0000-6562		1,239.84	DEF & OIL		MOTOR OIL & LUBRICANTS	N
299	03-350-000-0000-6560		2,150.49	DIESEL SHOP 212	/	GAS & DIESEL	N
	6006 FARMERS UNION OIL		14,983.77	5 Transactions			
	6349 FASTENAL COMPANY						
297	03-350-000-0000-6551		287.45	BOLTS, WASHERS, SIGNING		SIGNS	N
	6349 FASTENAL COMPANY		287.45	1 Transactions			
	6350 FLAAGAN/MIKE						

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

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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
296	03-320-000-0000-6330		19.44	LUNCH - MEETING BEMIDJI	9/4-9/5	TRAVEL & EXPENSE	N
	6350 FLAAGAN/MIKE		19.44	1 Transactions			
	6306 FLEET DISTRIBUTING						
295	03-350-000-0000-6556		35.99	SHOVEL		SHOP SUPPLIES	N
294	03-350-000-0000-6564		43.99	BROOM		EQUIPMENT REPAIR PARTS	N
	6306 FLEET DISTRIBUTING		79.98	2 Transactions			
	8331 HARDWARE HANK						
289	03-330-000-0000-6554		24.47	MARKING PAINT		ENGINEERING & SURVEYING SUPPLI	N
286	03-350-000-0000-6551		27.75	BOLTS, SPRAY PAINT		SIGNS	N
287	03-350-000-0000-6556		11.99	MASKING TAPE		SHOP SUPPLIES	N
288	03-350-000-0000-6556		30.47	SPRAY PAINT		SHOP SUPPLIES	N
290	03-350-000-0000-6556		19.97	CABLE TIES, WIPES		SHOP SUPPLIES	N
291	03-350-000-0000-6556		68.76	PAINT, PRIMER		SHOP SUPPLIES	N
293	03-350-000-0000-6556		26.98	SCRAPER BLADE		SHOP SUPPLIES	N
292	03-350-000-0000-6564		5.97	WATER		EQUIPMENT REPAIR PARTS	N
	8331 HARDWARE HANK		216.36	8 Transactions			
	8356 HOUSTON ENGINEERING INC						
284	03-320-000-0000-6261		1,441.75	P/E SA 3 PROJECT		CONSULTING & LEGAL SERVICES	N
	8356 HOUSTON ENGINEERING INC		1,441.75	1 Transactions			
	8315 HUBERT OUTDOOR POWER						
283	03-350-000-0000-6564		14.00	SHARPEN CHAIN		EQUIPMENT REPAIR PARTS	Y
	8315 HUBERT OUTDOOR POWER		14.00	1 Transactions			
	10415 JAY'S TRACTOR AND REPAIR						
282	03-350-000-0000-6564		83.64	CALIBRATE CLUTCH		EQUIPMENT REPAIR PARTS	Y
	10415 JAY'S TRACTOR AND REPAIR		83.64	1 Transactions			
	13302 M-R SIGN CO, INC						
281	03-350-000-0000-6551		79.06	911 RESIDENTIAL SIGNS		SIGNS	N
	13302 M-R SIGN CO, INC		79.06	1 Transactions			
	13498 MARCO TECHNOLOGIES LLC						
280	03-320-000-0000-6301		43.19	COPY MACHINE - SEPT HWY		MAINTENANCE AGREEMENT	N
	13498 MARCO TECHNOLOGIES LLC		43.19	1 Transactions			
	13393 MINNESOTA NORTHERN RAILROAD INC						

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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
279	03-350-000-0000-6252		56.00	ELECTRICITY RR SIGNALS - AUG		ELECTRICITY	N
	13393 MINNESOTA NORTHERN RAILROAD INC		56.00	1 Transactions			
278	03-350-000-0000-6560		2,414.26	GAS & DIESEL SHOP 500		GAS & DIESEL	N
	14440 NORTHDALE OIL INC.		2,414.26	1 Transactions			
	16027 PENNINGTON COUNTY TREASURER						
275	03-320-000-0000-6263		40.00	GREEN CLOUD SERVICES - AUG	4371	COMPUTER SERVICES	N
276	03-320-000-0000-6263		934.21	HOSTED IT SERVICES - AUG	4371	COMPUTER SERVICES	N
277	03-320-000-0000-6263		1,089.38	HOSTED IT SERVICES - JULY	4371	COMPUTER SERVICES	N
	16027 PENNINGTON COUNTY TREASURER		2,063.59	3 Transactions			
268	03-350-000-0000-6564		352.00	MONTHLY GPS - AUGUST		EQUIPMENT REPAIR PARTS	N
	16419 PRECISE MRM LLC		352.00	1 Transactions			
274	03-320-000-0000-6401		37.99	WATER - HWY DEPT		SUPPLIES	N
	16448 PREMIUM WATERS, INC.		37.99	1 Transactions			
272	03-330-000-0000-6261		200.00	RETAINER - JULY		CONSULTING & LEGAL SERVICES	Y
	18357 RINKE NOONAN		200.00	1 Transactions			
273	03-320-000-0000-6263		1,619.13	ANNUAL SUPPORT - ETIME		COMPUTER SERVICES	N
	18319 RT VISION, INC.		1,619.13	1 Transactions			
270	03-350-000-0000-6636		668.00	FIX DOOR AT SHOP 213		BUILDING IMPROVEMENTS	N
	20378 THE DOOR GUY		668.00	1 Transactions			
323	03-330-000-0000-6261		4,100.00	SURVEY CP57-24-10		CONSULTING & LEGAL SERVICES	Y
	20441 TIMBERLINE LOCATION LLC		4,100.00	1 Transactions			
271	03-320-000-0000-6801		176.30	RANDOM DRUG/ALCOHOL		MISCELLANEOUS EXPENSE	N

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

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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
22328	VAULT HEALTH		176.30		1 Transactions		
3 Fund Total:			45,990.40	Road & Bridge	26 Vendors	43 Transactions	

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Pennington County Financial System



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

32 Solid Waste Facility

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
19324	SAFETY-KLEEN SYSTEMS, INC.						
41	32-390-000-0000-6262		63.00	USED OIL/FILTER RECYCLING	95333551	OTHER SERVICES-SCORE ACCOUN	N
40	32-390-000-0000-6262		31.50	USED OIL/FILTER RECYCLING	95467740	OTHER SERVICES-SCORE ACCOUN	N
42	32-390-000-0000-6262		90.15	USED OIL/FILTER RECYCLING	95475809	OTHER SERVICES-SCORE ACCOUN	N
19324	SAFETY-KLEEN SYSTEMS, INC.		184.65	3 Transactions			
32 Fund Total:			184.65	Solid Waste Facility	1 Vendors	3 Transactions	

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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
8333	H2OVER VIEWERS						
314	40-746-000-0000-6262		1,423.32	VIEWERS FEES	1966	OTHER SERVICES	N
315	40-770-000-0000-6262		2,633.96	VIEWERS FEES	1966	OTHER SERVICES	N
8333	H2OVER VIEWERS		4,057.28	2 Transactions			
8324	HERMRECK/WARREN						
285	40-703-000-0000-6849		225.00	BEAVER BOUNTY		BEAVER CONTROL	N
8324	HERMRECK/WARREN		225.00	1 Transactions			
15310	PENNINGTON COUNTY SOIL & WATER						
313	40-713-000-0000-6262		283.14	JD #13 DITCH SCANNING	2024-516	OTHER SERVICES - JD #13	N
312	40-718-000-0000-6262		377.52	JD #18 DITCH SCANNING	2024-516	OTHER SERVICES - JD #18	N
15310	PENNINGTON COUNTY SOIL & WATER		660.66	2 Transactions			
18357	RINKE NOONAN						
311	40-770-000-0000-6262		456.50	CD #70 STUDY REDETERMINATION	375677	OTHER SERVICES	Y
18357	RINKE NOONAN		456.50	1 Transactions			
20027	THE TIMES						
8	40-701-000-0000-6232		18.81	DITCH #1 MEETING	281	ADVERTISING - JD #1	N
9	40-731-000-0000-6232		18.81	DITCH #13 MEETING	281	ADVERTISING - JD #31	N
20027	THE TIMES		37.62	2 Transactions			
40 Fund Total:			5,437.06	Ditch Funds		5 Vendors	8 Transactions
Final Total:			173,201.40	88 Vendors		345 Transactions	

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Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	121,589.29	County Revenue
3	45,990.40	Road & Bridge
32	184.65	Solid Waste Facility
40	5,437.06	Ditch Funds
All Funds	173,201.40	Total

Approved by,

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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**

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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
1	19343 LARSON/MELISSA 01-251-000-0000-6330		19.46	TRANSPORT MEAL REIMBURSEMENT	9/9/24	TRAVEL & EXPENSE	N
	19343 LARSON/MELISSA		19.46	1 Transactions			
1 Fund Total:			19.46	County Revenue	1 Vendors	1 Transactions	
Final Total:			19.46	1 Vendors	1 Transactions		

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Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	19.46	County Revenue
All Funds	19.46	Total

Approved by,
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PENNINGTON COUNTY HUMAN SERVICES

HUMAN SERVICE COMMITTEE

CONSENT AGENDA

On a motion by Commissioner _____ and seconded by
Commissioner _____, The Following recommendations of the
Pennington County Human Service Committee for September 17, 2024 (detailed minutes on
record) are hereby adopted:

SECTION A

- I. To approve the August 20, 2024, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the CY 2025 Purchase of Service Agreement with the Occupational Development Center and Pennington County Human Services, as presented.
B. To approve the purchase and installation of the following items and services from Garden Valley as quoted and presented: 1. 2 Laptops

SECTION B

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

Aye

Nay

Chairperson

Date

Portable Audio/Video Recorders

419.1 PURPOSE AND SCOPE

State

This policy provides guidelines for the use of portable audio/video recording devices by members of this office while in the performance of their duties (Minn. Stat. § 626.8473). Portable audio/video recording devices include all recording systems whether body-worn, hand-held, or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews, or interrogations conducted at any Pennington County Sheriff's Office facility, undercover operations, wiretaps, or eavesdropping (concealed listening devices).

419.1.1 DEFINITIONS

State

Definitions related to this policy include:

Portable recording system - A device worn by a member that is capable of both video and audio recording of the member's activities and interactions with others or collecting digital multimedia evidence as part of an investigation and as provided in Minn. Stat. § 13.825.

419.2 POLICY

Best Practice

The Pennington County Sheriff's Office may provide members with access to portable recorders for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Office by accurately capturing contacts between members of the Office and the public.

419.3 MEMBER PRIVACY EXPECTATION

Best Practice

All recordings made by members on any office-issued device at any time or while acting in an official capacity of this office, regardless of ownership of the device, shall remain the property of the Office. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

419.4 MEMBER RESPONSIBILITIES

State

Prior to going into service, uniformed members will be responsible for making sure that they are equipped with a portable recorder issued by the Office, and that the recorder is in good working order (Minn. Stat. § 13.825). If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to their supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear

Pennington County Sheriff's Office

Pennington County SO Policy Manual

Portable Audio/Video Recorders

the recorder in a conspicuous manner at or above the mid-line of the waist and notify persons that they are being recorded, whenever reasonably practicable (Minn. Stat. § 626.8473).

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record their name, employee number, and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording (Minn. Stat. § 626.8473). Members should include the reason for deactivation.

419.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

Best Practice

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify the Dispatch Center
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

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Portable Audio/Video Recorders

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

419.5.1 CESSATION OF RECORDING

Best Practice

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

419.5.2 SURREPTITIOUS RECORDINGS

State

Minnesota law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Minn. Stat. § 626A.02).

Members of the Office may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another office member without a court order unless lawfully authorized by the Sheriff or the authorized designee.

419.5.3 EXPLOSIVE DEVICE

Best Practice

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

419.6 PROHIBITED USE OF PORTABLE RECORDERS

Best Practice

Members are prohibited from using office-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with office-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate office business purposes. All such recordings shall be retained at the Office.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Deputy. Any member who uses a personally owned recorder for office-related activities shall comply with the provisions of this policy, including retention and release requirements.

Recordings shall not be used by any member for the purpose of embarrassment or ridicule.

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Any member who may have questions regarding the application of this policy is encouraged to seek clarification from supervisory personnel.

419.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS

State

To assist with identifying and preserving data and recordings, members should download, tag or mark the recordings in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an under-cover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Minnesota Data Practices Act.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

419.7.1 RETENTION REQUIREMENTS

Best Practice

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.

419.8 REVIEW OF RECORDED MEDIA FILES

State

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

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- (a) By a supervisor as part of internal audits and reviews as required by Minn. Stat. § 626.8473.
- (b) Upon approval by a supervisor, by any member of the Office who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- (c) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (d) By media personnel with permission of the Sheriff or the authorized designee.
- (e) In compliance with the Minnesota Data Practices Act request, if permitted or required by the Act, including pursuant to Minn. Stat. § 13.82, Subd. 15, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that are clearly offensive to common sensibilities should not be publicly released unless disclosure is required by law or order of the court (Minn. Stat. § 13.82, Subd. 7; Minn. Stat. § 13.825, Subd. 2).

419.9 COORDINATOR

State

The Sheriff or the authorized designee should designate a coordinator responsible for (Minn. Stat. § 626.8473; Minn. Stat. § 13.825):

- (a) Establishing procedures for the security, storage, and maintenance of data and recordings.
 - 1. The coordinator should work with the Custodian of Records and the member assigned to coordinate the use, access, and release of protected information to ensure that procedures comply with requirements of the Minnesota Government Data Practices Act (MGDPA) and other applicable laws (Minn. Stat. § 13.01 et seq.) (see the Protected Information and the Records Maintenance and Release policies).
 - 2. The coordinator should work with the Custodian of Records to identify recordings that must be retained for a specific time frame under Minnesota law (e.g., firearm discharges, certain use of force incidents, formal complaints).
- (b) Establishing procedures for accessing data and recordings.
 - 1. These procedures should include the process to obtain written authorization for access to non-public data by PCSO members and members of other governmental entities and agencies.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging, or marking events.
- (e) Establishing an inventory of portable recorders including:
 - 1. Total number of devices owned or maintained by the Pennington County Sheriff's Office.

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2. Daily record of the total number deployed and used by members and, if applicable, the precinct or district in which the devices were used.
 3. Total amount of recorded audio and video data collected by the devices and maintained by the Pennington County Sheriff's Office.
- (f) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.
- (g) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the Pennington County Sheriff's Office that expands the type or scope of surveillance capabilities of the office's portable recorders.
- (h) Ensuring that this Portable Audio/Video Recorders Policy is posted on the Office website.

419.10 PROHIBITED USE OF AUDIO/VIDEO RECORDERS

Best Practice

Members are prohibited from using office-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with office-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate office business purposes. All such recordings shall be retained at the Office.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Deputy. Any member who uses a personally owned recorder for office-related activities shall comply with the provisions of this policy, including retention and release requirements and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

419.11 RETENTION OF RECORDINGS

State

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.

If an individual captured in a recording submits a written request, the recording shall be retained for an additional time period. The coordinator should be responsible for notifying the individual prior to destruction of the recording (Minn. Stat. § 13.825).

Members shall not alter, erase, or destroy any recordings before the end of the applicable records retention period (Minn. Stat. § 626.8473).

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419.11.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Best Practice

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

419.11.2 ACCESS TO RECORDINGS

State

Except as provided by Minn. Stat. § 13.825, Subd. 2, audio/video recordings are considered private or nonpublic data.

Any person captured in a recording may have access to the recording. If the individual requests a copy of the recording and does not have the consent of other non-law enforcement individuals captured on the recording, the identity of those individuals must be blurred or obscured sufficiently to render the subject unidentifiable prior to release. The identity of on-duty peace officers may not be obscured unless their identity is protected under Minn. Stat. § 13.82, Subd. 17.

419.12 ACCOUNTABILITY

State

Any member who accesses or releases recordings without authorization may be subject to discipline (see the Standards of Conduct and the Protected Information policies) (Minn. Stat. § 626.8473).