

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
TUESDAY, JULY 25TH, 2023, 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 Jim Trojanowski – NW Regional Library Director
10:25 Grant Nelson – Ag Services/SW Coordinator
10:30 Cody Underdahl – District Supervisor, MN DOC
10:45 Mike Flaagan – County Engineer
11:00 Kayla Jore – Penn/RLC Public Health & Home
Care - Director
11:15 Faye Auchenpaugh – Constituent

7. County Auditor-Treasurer Items

8. County Coordinator Items

9. County Attorney Items

10. Committee Reports / Commissioner Updates

11. Adjournment

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



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7/24/23 4:39PM

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
45	1004 ABSOLUTE REFRIGERATION 01-251-000-0000-6302		430.00	SERVICE CALL - WALK IN FREEZER	22199	KITCHEN REPAIRS & EXPENSE	Y
	1004 ABSOLUTE REFRIGERATION		430.00	1 Transactions			
44	1604 ACCURATE CONTROLS, INC 01-218-000-0000-6300		164.00	TECH SUPPORT - DOOR ISSUE	19811	REPAIRS & MAINTENANCE	N
	1604 ACCURATE CONTROLS, INC		164.00	1 Transactions			
46	1314 ACE RENT-ALL 01-218-000-0000-6300		300.00	BUCKET LIFT-JC-WINDOWS/TREES		REPAIRS & MAINTENANCE	1
	1314 ACE RENT-ALL		300.00	1 Transactions			
5	3312 CARTRIDGE CENTER INC 01-203-000-0000-6801		92.00	DISPATCH INK-GUN PERMITS	31980	GUN PERMIT - MISC	N
6	01-251-000-0000-6405		118.00	INK - TB	31980	GENERAL SUPPLIES - JAIL	N
	3312 CARTRIDGE CENTER INC		210.00	2 Transactions			
49	3407 CLIMATE CONTROL, INC. 01-251-000-0000-6300		1,756.50	UPDATE FIRMWARE	16616	REPAIRS & MAINTENANCE	N
50	01-251-000-0000-6300		328.86	2 ROOM TEMP/MOTION SENSORS	16616	REPAIRS & MAINTENANCE	N
51	01-251-000-0000-6300		210.86	1 ROOM TEMP/MOTION SENSORS	16616	REPAIRS & MAINTENANCE	N
	3407 CLIMATE CONTROL, INC.		2,296.22	3 Transactions			
38	3040 CRAGUN'S 01-251-000-0000-6245		600.61	JAIL CONFERENCE LODGING-DC		CONTINUING EDUCATION	N
39	01-251-000-0000-6245		600.61	JAIL CONFERENCE LODGING-TB		CONTINUING EDUCATION	N
40	01-251-000-0000-6245		600.61	JAIL CONFERENCE LODGING-SK		CONTINUING EDUCATION	N
41	01-251-000-0000-6245		428.29	JAIL CONFERENCE LODGING-JW		CONTINUING EDUCATION	N
42	01-251-000-0000-6245		428.29	JAIL CONFERENCE LODGING-BN		CONTINUING EDUCATION	N
43	01-252-000-0000-6330		600.61	JAIL CONFERENCE LODGING-SV		TRAVEL & EXPENSE	N
	3040 CRAGUN'S		3,259.02	6 Transactions			
75	5391 EAZY PACK-N-SHIP 01-201-000-0000-6801		24.12	SHIPPING - EVIDENCE	12358	MISCELLANEOUS EXPENSE	N
76	01-201-000-0000-6801		24.16	SHIPPING - FINGERPRINT PRINTER	12382	MISCELLANEOUS EXPENSE	N
	5391 EAZY PACK-N-SHIP		48.28	2 Transactions			
26	5312 ERICKSON/KEVIN 01-041-000-0000-6330		315.71	MILEAGE - MACA MTG - DULUTH	482 MILES	TRAVEL & EXPENSE	N
27	01-041-000-0000-6330		23.40	MEAL - MACA MTG - DULUTH	7/12/23	TRAVEL & EXPENSE	N

Pennington County Financial System



Danielle
7/24/23 4:39PM

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28	01-041-000-0000-6330		24.99	MEAL - MACA MTG - DULUTH	7/13/23	TRAVEL & EXPENSE	N
29	01-041-000-0000-6330		19.98	MEAL - MACA MTG - DULUTH	7/14/23	TRAVEL & EXPENSE	N
	5312 ERICKSON/KEVIN		384.08	4 Transactions			
	6001 FALLS DIVERSE ABILITIES CORPORATION						
16	01-501-000-0000-6262		89.60	CLEAN AUDITORIUM	18563	OTHER SERVICES	N
17	01-501-000-0000-6262		150.80	CLEAN AUDITORIUM	18579	OTHER SERVICES	N
	6001 FALLS DIVERSE ABILITIES CORPORATION		240.40	2 Transactions			
	6314 FARM & HOME PUBLISHERS						
21	01-041-000-0000-6801		270.00	10 PLAT BOOKS	714041	MISCELLANEOUS EXPENSE - AUDIT	N
	6314 FARM & HOME PUBLISHERS		270.00	1 Transactions			
	6006 FARMERS UNION OIL						
47	01-201-000-0000-6560		1,895.52	GAS FOR SQUADS - JUNE	697178	GAS & DIESEL	N
	6006 FARMERS UNION OIL		1,895.52	1 Transactions			
	6461 FORNSHELL/LUCAS						
2	01-041-000-0000-6330		23.51	MEAL - LICENSING - ST CLOUD		TRAVEL & EXPENSE	N
3	01-041-000-0000-6330		11.42	MEAL - LICENSING - ST CLOUD		TRAVEL & EXPENSE	N
4	01-041-000-0000-6330		110.37	HOTEL - LICENSING - ST CLOUD		TRAVEL & EXPENSE	N
1	01-041-000-0000-6330		306.54	MILEAGE - LICENSING-ST CLOUD	468 @.655	TRAVEL & EXPENSE	N
	6461 FORNSHELL/LUCAS		451.84	4 Transactions			
	7317 GALLS, LLC						
37	01-201-000-0000-6420		125.99	BADGE #16	24838684	UNIFORMS	N
	7317 GALLS, LLC		125.99	1 Transactions			
	7070 GRAND FORKS COUNTY SHERIFF'S DEPT						
7	01-091-000-0000-6261		62.00	57-CR-22-368	65794	CONSULTING & LEGAL SERVICES-A	N
	7070 GRAND FORKS COUNTY SHERIFF'S DEPT		62.00	1 Transactions			
	8321 HALVORSON/AMY						
30	01-601-000-0000-6330		9.63	14.7 MILES - ERRANDS FOR FAIR		TRAVEL & EXPENSE	N
	8321 HALVORSON/AMY		9.63	1 Transactions			
	8331 HARDWARE HANK						
19	01-111-000-0000-6330		11.98	CONCRETE PATCH - GC	22192432	TRAVEL & EXPENSE	N
20	01-218-000-0000-6403		108.98	SHOP VAC - JC	22192628	JANITORIAL SUPPLIES	N

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7/24/23 4:39PM

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No.	Account/Formula						Paid On Bhf #	On Behalf of Name	
8331	HARDWARE HANK			120.96		2 Transactions			
68	10303 JKC								
	01-201-000-0000-6304			460.00	50-SQUAD CARWASHES			REPAIR & MAINTENANCE - SQUADS	N
10303	JKC			460.00		1 Transactions			
120	7012 JOHNSON-GREEN FUNERAL SERVICE INC								
	01-206-000-0000-6262			255.00	TRANSPORT GF/RG		32823	OTHER SERVICES-CORONER	N
7012	JOHNSON-GREEN FUNERAL SERVICE INC			255.00		1 Transactions			
36	12037 LEE PLUMBING & HEATING								
	01-218-000-0000-6300			600.79	SINK ASSEMBLY - DISPATCH		90589	REPAIRS & MAINTENANCE	N
35	01-251-000-0000-6330			600.79	SINK ASSEMBLY - MEDICAL		90589	TRAVEL & EXPENSE	N
12037	LEE PLUMBING & HEATING			1,201.58		2 Transactions			
48	13528 MARCO, INC								
	01-220-000-0000-6401			435.11	CANON COPIER JME05732BW-JULY		505877779	SUPPLIES	N
13528	MARCO, INC			435.11		1 Transactions			
122	13361 MN BUREAU OF CRIMINAL APPREHENSION								
	01-203-000-0000-6801			585.00	2ND QTR 38-NEW/41 RENEWAL		57-000077	GUN PERMIT - MISC	N
13361	MN BUREAU OF CRIMINAL APPREHENSION			585.00		1 Transactions			
18	13355 MN COUNTIES COMPUTER COOP								
	01-070-000-0000-6263			3,000.00	TYLER ENHANCEMENT FUND		2307127	COMPUTER SERVICES - DP	N
13355	MN COUNTIES COMPUTER COOP			3,000.00		1 Transactions			
34	13324 MN SHERIFFS ASSOCIATION								
	01-252-000-0000-6330			175.00	EMPLOYEE MISCONDUCT TRAINING02		289780	TRAVEL & EXPENSE	N
13324	MN SHERIFFS ASSOCIATION			175.00		1 Transactions			
118	13446 MODERN IMAGING SOLUTIONS, INC								
	01-251-000-0000-6405			239.90	2 CASES NITRILE GLOVES		002320372	GENERAL SUPPLIES - JAIL	N
119	01-251-000-0000-6405			119.95	1 CASE NITRILE GLOVES		002320385	GENERAL SUPPLIES - JAIL	N
13446	MODERN IMAGING SOLUTIONS, INC			359.85		2 Transactions			
52	14033 NORTHERN STATE BANK								
	01-201-000-0000-6801			10.00	NORTHLAND TAXI - REIMBURSE PC			MISCELLANEOUS EXPENSE	N
54	01-201-000-0000-6801			4.90	USPS-MAIL EVIDENCE-REIMBURS PC			MISCELLANEOUS EXPENSE	N
55	01-201-000-0000-6801			5.55	USPS-MAIL EVIDENCE-REIMBURS PC			MISCELLANEOUS EXPENSE	N

Pennington County Financial System



Danielle
7/24/23 4:39PM

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

Page 5

1 County Revenue

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56	01-201-000-0000-6801		6.35	USPS-MAIL EVIDENCE-REIMBURS PC		MISCELLANEOUS EXPENSE	N
57	01-201-000-0000-6801		5.55	USPS-MAIL EVIDENCE-REIMBURS PC		MISCELLANEOUS EXPENSE	N
58	01-201-000-0000-6801		5.55	USPS-MAIL EVIDENCE-REIMBURS PC		MISCELLANEOUS EXPENSE	N
53	01-251-000-0000-6330		50.00	CASEYS-TRANSPORT- REIMBURSE PC		TRAVEL & EXPENSE	N
14033	NORTHERN STATE BANK		87.90	7 Transactions			
14010	NORTHLAND COMM & TECH COLLEGE						
121	01-252-000-0000-6330		1,800.00	EVOC-01, 13, 05, 03	1165671	TRAVEL & EXPENSE	N
14010	NORTHLAND COMM & TECH COLLEGE		1,800.00	1 Transactions			
15323	OFFICE DEPOT						
33	01-220-000-0000-6405		28.39	FOOT REST - SB	319823508001	GENERAL SUPPLIES	N
12	01-041-000-0000-6631		69.99	WEBCAM	320908506001	FURNITURE & EQUIPMENT - AUDITC	N
32	01-251-000-0000-6255		207.99	TONER - MEDICAL	321017200001	MEDICAL - LOCAL	N
15323	OFFICE DEPOT		306.37	3 Transactions			
16027	PENNINGTON COUNTY TREASURER						
23	01-601-000-0000-6209		254.46	POSTAGE - JUNE	4282	POSTAGE	N
24	01-601-000-0000-6209		47.00	PAPER	4282	POSTAGE	N
16027	PENNINGTON COUNTY TREASURER		301.46	2 Transactions			
16460	POMP'S TIRE SERVICE, INC						
67	01-221-000-0000-6801		37.10	TIRE REPAIR - DTF	1550022343	MISCELLANEOUS EXPENSE	N
16460	POMP'S TIRE SERVICE, INC		37.10	1 Transactions			
16448	PREMIUM WATERS, INC.						
22	01-091-000-0000-6801		89.48	WATER - JUNE	176878-6-23	MISCELLANEOUS EXPENSE	N
25	01-601-000-0000-6401		44.89	JUNE WATER BILL	176888	SUPPLIES - EXTENSION	N
16448	PREMIUM WATERS, INC.		134.37	2 Transactions			
18440	READITECH IT SOLUTIONS						
193	01-070-000-0000-6263		126.00	CYBER SECURITY AWARENESS - JUN		COMPUTER SERVICES - DP	N
191	01-070-000-0000-6263		350.00	SETUP PHISHING	289372	COMPUTER SERVICES - DP	N
192	01-106-000-0000-6631		545.00	MONOCHROME PRINTER - ASSESSOR	289383	FURNITURE & EQUIPMENT	N
190	01-070-000-0000-6263		340.00	VEEAM LICENSE BACKUP	289483	COMPUTER SERVICES - DP	N
189	01-070-000-0000-6263		95.00	ON SITE CHARGE	289484	COMPUTER SERVICES - DP	N
123	01-041-000-0000-6210		222.86	IT GLOBAL JULY - AUD/TREAS	289828	E-MAIL SERVICES	N
124	01-070-000-0000-6263		445.71	IT GLOBAL JULY - HIGHWAY	289828	COMPUTER SERVICES - DP	N
125	01-070-000-0000-6263		297.14	IT GLOBAL JULY - ICN	289828	COMPUTER SERVICES - DP	N
126	01-070-000-0000-6263		891.43	IT GLOBAL JULY - WELFARE	289828	COMPUTER SERVICES - DP	N

Pennington County Financial System



Danielle
7/24/23 4:39PM

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127	01-070-000-0000-6263		49.52	IT GLOBAL JULY - DATA	289828	COMPUTER SERVICES - DP	N
128	01-070-000-0000-6263		140.00	IT GLOBAL JULY - DATA	289828	COMPUTER SERVICES - DP	N
129	01-091-000-0000-6300		99.05	IT GLOBAL JULY - ATTORNEY	289828	REPAIRS & MAINTENANCE	N
130	01-101-000-0000-6300		123.81	IT GLOBAL JULY - RECORDER	289828	REPAIRS & MAINTENANCE	N
131	01-106-000-0000-6300		74.29	IT GLOBAL JULY - ASSESSOR	289828	REPAIRS & MAINTENANCE	N
132	01-121-000-0000-6300		49.52	IT GLOBAL JULY - VET SERVICE	289828	Repairs & Maintenance	N
133	01-132-000-0000-6300		148.57	IT GLOBAL JULY - MV	289828	REPAIRS & MAINTENANCE	N
134	01-270-000-0000-6300		24.77	IT GLOBAL JULY - CRIME VICTIM	289828	REPAIRS & MAINTENANCE	N
135	01-290-000-0000-6300		49.52	IT GLOBAL JULY - EMER MGMT	289828	Repairs & Maintenance	N
136	01-601-000-0000-6300		123.81	IT GLOBAL JULY - EXTENSION	289828	REPAIRS & MAINTENANCE	N
137	01-003-000-0000-6210		50.94	HOSTED EXCHANGE - JULY	289835	E-MAIL SERVICES	N
154	01-003-000-0000-6210		20.82	ARCHIVING - JULY	289835	E-MAIL SERVICES	N
184	01-003-000-0000-6210		52.50	HOSTED OFFICE APPS JULY	289835	E-MAIL SERVICES	N
138	01-041-000-0000-6210		25.47	HOSTED EXCHANGE - JULY	289835	E-MAIL SERVICES	N
151	01-041-000-0000-6210		17.35	ARCHIVING - JULY	289835	E-MAIL SERVICES	N
166	01-041-000-0000-6210		4.00	POP EMAIL - JULY	289835	E-MAIL SERVICES	N
180	01-041-000-0000-6210		43.75	HOSTED OFFICE APPS JULY	289835	E-MAIL SERVICES	N
149	01-061-000-0000-6262		8.49	HOSTED EXCHANGE-JULY	289835	OTHER SERVICES - ELECTIONS	N
165	01-061-000-0000-6262		3.47	ARCHIVING - JULY	289835	OTHER SERVICES - ELECTIONS	N
150	01-070-000-0000-6210		8.49	HOSTED EXCHANGE-DATA PROCESSIN	289835	E-MAIL SERVICES	N
153	01-070-000-0000-6210		17.35	ARCHIVING - JULY	289835	E-MAIL SERVICES	N
167	01-070-000-0000-6210		8.00	POP EMAIL - JULY	289835	E-MAIL SERVICES	N
171	01-070-000-0000-6210		106.20	ENCRYPTION JULY - GC	289835	E-MAIL SERVICES	N
172	01-070-000-0000-6210		23.60	ENCRYPTION JULY - ICN	289835	E-MAIL SERVICES	N
175	01-070-000-0000-6210		106.20	ENCRYPTION JULY - WELFARE	289835	E-MAIL SERVICES	N
139	01-091-000-0000-6210		67.92	HOSTED EXCHANGE - JULY	289835	E-MAIL SERVICES	N
155	01-091-000-0000-6210		27.76	ARCHIVING - JULY	289835	E-MAIL SERVICES	N
179	01-091-000-0000-6300		70.00	HOSTED OFFICE APPS JULY	289835	REPAIRS & MAINTENANCE	N
146	01-101-000-0000-6300		16.98	HOSTED EXCHANGE - JULY	289835	REPAIRS & MAINTENANCE	N
156	01-101-000-0000-6300		10.41	ARCHIVING - JULY	289835	REPAIRS & MAINTENANCE	N
168	01-101-000-0000-6300		2.00	POP EMAIL - JULY	289835	REPAIRS & MAINTENANCE	N
181	01-101-000-0000-6300		8.75	HOSTED OFFICE APPS JULY	289835	REPAIRS & MAINTENANCE	N
145	01-106-000-0000-6300		16.98	HOSTED EXCHANGE - JULY	289835	REPAIRS & MAINTENANCE	N
158	01-106-000-0000-6300		10.41	ARCHIVING - JULY	289835	REPAIRS & MAINTENANCE	N
169	01-106-000-0000-6300		2.00	POP EMAIL - JULY	289835	REPAIRS & MAINTENANCE	N
183	01-106-000-0000-6300		26.25	HOSTED OFFICE APPS JULY	289835	REPAIRS & MAINTENANCE	N
143	01-111-000-0000-6210		8.49	HOSTED EXCHANGE - JULY	289835	E-MAIL SERVICES	N
164	01-111-000-0000-6300		3.47	ARCHIVING - JULY	289835	REPAIRS & MAINTENANCE	N
140	01-121-000-0000-6210		8.49	HOSTED EXCHANGE - JULY	289835	E-MAIL SERVICES	N

Pennington County Financial System



Danielle
7/24/23 4:39PM

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

Page 7

1 County Revenue

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159	01-121-000-0000-6210		3.47	ARCHIVING - JULY	289835	E-MAIL SERVICES	N
178	01-121-000-0000-6300		8.75	HOSTED OFFICE APPS JULY	289835	Repairs & Maintenance	N
160	01-132-000-0000-6300		24.29	ARCHIVING - JULY	289835	REPAIRS & MAINTENANCE	N
170	01-132-000-0000-6300		8.00	POP EMAIL - JULY	289835	REPAIRS & MAINTENANCE	N
177	01-132-000-0000-6300		43.75	HOSTED OFFICE APPS JULY	289835	REPAIRS & MAINTENANCE	N
141	01-270-000-0000-6300		16.98	HOSTED EXCHANGE - JULY	289835	REPAIRS & MAINTENANCE	N
161	01-270-000-0000-6300		6.94	ARCHIVING - JULY	289835	REPAIRS & MAINTENANCE	N
173	01-270-000-0000-6300		8.75	HOSTED OFFICE APPS - JULY	289835	REPAIRS & MAINTENANCE	N
142	01-290-000-0000-6210		8.49	HOSTED EXCHANGE - JULY	289835	E-MAIL SERVICES	N
162	01-290-000-0000-6210		3.47	ARCHIVING - JULY	289835	E-MAIL SERVICES	N
182	01-290-000-0000-6210		8.75	HOSTED OFFICE APPS JULY	289835	E-MAIL SERVICES	N
144	01-601-000-0000-6300		16.98	HOSTED EXCHANGE - JULY	289835	REPAIRS & MAINTENANCE	N
163	01-601-000-0000-6300		10.41	ARCHIVING - JULY	289835	REPAIRS & MAINTENANCE	N
174	01-601-000-0000-6300		2.00	POP EMAIL JULY	289835	REPAIRS & MAINTENANCE	N
176	01-601-000-0000-6300		35.00	HOSTED OFFICE APPS JULY	289835	REPAIRS & MAINTENANCE	N
147	01-801-000-0000-6300		8.49	HOSTED EXCHANGE - WELLNESSJULY	289835	REPAIRS & MAINTENANCE	N
148	01-801-000-0000-6300		16.98	HOSTED EXCHANGE-CALENDAR-JULY	289835	REPAIRS & MAINTENANCE	N
152	01-801-000-0000-6300		3.47	ARCHIVING - JULY WELLNESS	289835	REPAIRS & MAINTENANCE	N
157	01-801-000-0000-6300		6.94	ARCHIVING - JULY - CALENDAR	289835	REPAIRS & MAINTENANCE	N
187	01-070-000-0000-6263		130.00	CLOUDP - JULY	289970	COMPUTER SERVICES - DP	N
188	01-070-000-0000-6263		126.00	CYBER SECURITY AWARENESS	289974	COMPUTER SERVICES - DP	N
185	01-070-000-0000-6263		40.00	REMOTE BACKUP MANAGER - JULY	290117	COMPUTER SERVICES - DP	N
186	01-070-000-0000-6263		26.00	SYNOLOGY BACKUP STORAGE-JULY	290165	COMPUTER SERVICES - DP	N
18440	READITECH IT SOLUTIONS		5,536.45	71 Transactions			
20375	TALKPOINT TECHNOLOGIES, INC.						
59	01-223-000-0000-6631		406.95	1-PLANTRONICS SYSTEM	17450	FURNITURE & EQUIPMENT	N
20375	TALKPOINT TECHNOLOGIES, INC.		406.95	1 Transactions			
20027	THE TIMES						
69	01-201-000-0000-6801		69.00	1 WK ADVERTISE - WATCH/DEPUTY	284	MISCELLANEOUS EXPENSE	N
70	01-201-000-0000-6801		57.00	1 WK ADVERTISE - TIMES/DEPUTY	284	MISCELLANEOUS EXPENSE	N
71	01-201-000-0000-6801		69.00	1 WK ADVERTISE - WATCH/DEPUTY	284	MISCELLANEOUS EXPENSE	N
72	01-201-000-0000-6801		69.00	1 WK ADVERTISE - WATCH/DEPUTY	284	MISCELLANEOUS EXPENSE	N
73	01-201-000-0000-6801		10.00	INTERNET JOB PAGE	284	MISCELLANEOUS EXPENSE	N
74	01-201-000-0000-6801		57.00	1 WK ADVERTISE TIME/DEPTY	284	MISCELLANEOUS EXPENSE	N
20027	THE TIMES		331.00	6 Transactions			
23303	THOMSON REUTERS/WEST PAYMENT CEN						
10	01-016-000-0000-6242		1,105.24	JUNE WESTLAW ACCESS	848560900	SUBSCRIPTIONS - LAW LIBRARY	N

Pennington County Financial System



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7/24/23 4:39PM

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
8	01-091-000-0000-6240		817.82	JUNE WESTLAW ACCESS	848564570	SUBSCRIPTIONS	N
11	01-016-000-0000-6242		410.92	JULY WESTLAW ACCESS	848645948	SUBSCRIPTIONS - LAW LIBRARY	N
9	01-091-000-0000-6240		78.21	JULY SUBSCRIPTIONS	848649929	SUBSCRIPTIONS	N
23303	THOMSON REUTERS/WEST PAYMENT CEN		2,412.19	4 Transactions			
11039	TRF RADIO						
62	01-251-000-0000-6801		75.00	NOW HIRING - CORRECTIONS	33926-1	MISCELLANEOUS EXPENSE - JAIL	N
63	01-201-000-0000-6801		75.00	NOW HIRING - DEPUTY	34054-1	MISCELLANEOUS EXPENSE	N
64	01-201-000-0000-6801		75.00	NOW HIRING - DEPUTY	34054-2	MISCELLANEOUS EXPENSE	N
65	01-201-000-0000-6801		75.00	NOW HIRING - DEPUTY	34196-1	MISCELLANEOUS EXPENSE	N
66	01-201-000-0000-6801		75.00	NOW HIRING - DEPUTY	34196-2	MISCELLANEOUS EXPENSE	N
11039	TRF RADIO		375.00	5 Transactions			
21008	UNIVERSAL SCREENPRINT						
15	01-106-000-0000-6631		589.24	12 SAFETY VESTS WITH LOGO	43474	FURNITURE & EQUIPMENT	N
21008	UNIVERSAL SCREENPRINT		589.24	1 Transactions			
21338	UNIVERSITY OF NORTH DAKOTA						
61	01-206-000-0000-6262		2,380.00	MEDICAL EXAM SERVICES/TOXICOLO	GQ A23-101/1161850	OTHER SERVICES-CORONER	N
31	01-206-000-0000-6262		2,380.00	MEDICAL EXAM SERVICES/TOXICOLO	SC23-127-1161850	OTHER SERVICES-CORONER	N
21338	UNIVERSITY OF NORTH DAKOTA		4,760.00	2 Transactions			
22301	VISUALGOV SOLUTIONS, LLC						
13	01-041-000-0000-6852		20.00	ECHECK FEES - JAN/MAR	JS-5182	E-CHECK CHARGES	N
14	01-041-000-0000-6852		250.00	ECHECK FEES - APRIL/JUN	JS-5260	E-CHECK CHARGES	N
22301	VISUALGOV SOLUTIONS, LLC		270.00	2 Transactions			
23054	WESTSIDE MOTORS OF TRF INC						
60	01-201-000-0000-6304		61.74	REPAIR - CHARGER	22989	REPAIR & MAINTENANCE - SQUADS	N
23054	WESTSIDE MOTORS OF TRF INC		61.74	1 Transactions			
1 Fund Total:			34,149.25	County Revenue		39 Vendors	152 Transactions

Pennington County Financial System



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7/24/23 4:39PM

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

Page 9

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
116	1600 AVENU INSIGHTS & ANALYTICS, LLC 03-320-000-0000-6263		6,731.48	ANNUAL SUPPORT NEW ROADS		COMPUTER SERVICES	N
	1600 AVENU INSIGHTS & ANALYTICS, LLC		6,731.48	1 Transactions			
115	2326 BERT'S TRUCK EQUIPMENT INC 03-330-000-0000-6554		370.80	BACK RACK		ENGINEERING & SURVEYING SUPPLI	N
	2326 BERT'S TRUCK EQUIPMENT INC		370.80	1 Transactions			
113	6006 FARMERS UNION OIL 03-350-000-0000-6556		7.23	SHOP SUPPLIES		SHOP SUPPLIES	N
114	03-350-000-0000-6556		15.95-	CREDIT SALES TAX		SHOP SUPPLIES	N
107	03-350-000-0000-6560		11,205.47	DIESEL SHOP 211		GAS & DIESEL	N
108	03-350-000-0000-6560		3,051.00	DIESEL SHOP 213		GAS & DIESEL	N
109	03-350-000-0000-6560		593.24	DIESEL SHOP 212		GAS & DIESEL	N
110	03-350-000-0000-6560		1,881.45	DIESEL SHOP 215		GAS & DIESEL	N
111	03-350-000-0000-6560		250.00	FUEL UNIT 205		GAS & DIESEL	N
112	03-350-000-0000-6560		160.68	FUEL UNIT 242 & 311		GAS & DIESEL	N
	6006 FARMERS UNION OIL		17,133.12	8 Transactions			
106	6011 FED EX 03-320-000-0000-6209		14.55	RETURN PART		POSTAGE	N
	6011 FED EX		14.55	1 Transactions			
105	6340 FORKS FREIGHTLINER 03-350-000-0000-6564		336.25	FIX JAKE SWITCH		EQUIPMENT REPAIR PARTS	N
	6340 FORKS FREIGHTLINER		336.25	1 Transactions			
104	7384 GOPHER STATE ONE CALL 03-320-000-0000-6240		8.10	EMAIL TICKETS		SUBSCRIPTIONS	N
	7384 GOPHER STATE ONE CALL		8.10	1 Transactions			
102	8331 HARDWARE HANK 03-350-000-0000-6556		49.98	TOLIET SEAT		SHOP SUPPLIES	N
103	03-350-000-0000-6556		179.99	SUMP PUMP		SHOP SUPPLIES	N
	8331 HARDWARE HANK		229.97	2 Transactions			
101	8356 HOUSTON ENGINEERING INC 03-330-000-0000-6261		824.50	ENGINEERING BRIDGE MTC PROJECT		CONSULTING & LEGAL SERVICES	N
	8356 HOUSTON ENGINEERING INC		824.50	1 Transactions			

Pennington County Financial System



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7/24/23 4:39PM

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
8315 HUBERT OUTDOOR POWER							
96	03-350-000-0000-6564		159.84	CARBURETOR ASSEMBLY		EQUIPMENT REPAIR PARTS	Y
97	03-350-000-0000-6564		200.01	FILTERS OIL		EQUIPMENT REPAIR PARTS	Y
98	03-350-000-0000-6564		40.49	BELT		EQUIPMENT REPAIR PARTS	Y
99	03-350-000-0000-6564		252.34	SPARK PLUG, FILTER, FUEL PUMP		EQUIPMENT REPAIR PARTS	Y
100	03-350-000-0000-6564		66.99	BLADE SET		EQUIPMENT REPAIR PARTS	Y
	8315 HUBERT OUTDOOR POWER		719.67	5 Transactions			
13349 MACATFO							
95	03-320-000-0000-6245		50.00	DRAINAGE CONFERENCE		CONTINUING EDUCATION	N
	13349 MACATFO		50.00	1 Transactions			
13360 MN DEPT OF NATURAL RESOURCES - OMB							
94	03-330-000-0000-6801		90.00	NATURAL HERITAGE REVIEW CSAH 7		MISCELLANEOUS EXPENSE	N
	13360 MN DEPT OF NATURAL RESOURCES - OMB		90.00	1 Transactions			
14324 NAPA AUTO PARTS							
93	03-350-000-0000-6556		66.47	CARB CLEANER		SHOP SUPPLIES	N
91	03-350-000-0000-6564		19.98	ADAPTERS		EQUIPMENT REPAIR PARTS	N
92	03-350-000-0000-6564		131.98	BRAKE ROUTERS		EQUIPMENT REPAIR PARTS	N
	14324 NAPA AUTO PARTS		218.43	3 Transactions			
14312 NORTHWEST POWER SYSTEMS							
89	03-350-000-0000-6564		17.52	SEAL CAP		EQUIPMENT REPAIR PARTS	N
90	03-350-000-0000-6564		59.60	O RING HOSES		EQUIPMENT REPAIR PARTS	N
	14312 NORTHWEST POWER SYSTEMS		77.12	2 Transactions			
15323 OFFICE DEPOT							
88	03-320-000-0000-6401		164.98	FORMS		SUPPLIES	N
	15323 OFFICE DEPOT		164.98	1 Transactions			
19351 S & S TRUCK REPAIR LLC							
83	03-350-000-0000-6564		120.00	FIX ENGINE CLUTCH		EQUIPMENT REPAIR PARTS	Y
84	03-350-000-0000-6564		1,651.40	TIRES		EQUIPMENT REPAIR PARTS	Y
85	03-350-000-0000-6564		60.00	K CODES		EQUIPMENT REPAIR PARTS	Y
86	03-350-000-0000-6564		401.10	STARTER		EQUIPMENT REPAIR PARTS	Y
87	03-350-000-0000-6564		1,526.09	OIL SEAL BEARING		EQUIPMENT REPAIR PARTS	Y
	19351 S & S TRUCK REPAIR LLC		3,758.59	5 Transactions			
19511 SANFORD HEALTH OCCUPATIONAL MEDIC							

Pennington County Financial System



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7/24/23 4:39PM

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

Page 11

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
82	03-320-000-0000-6801		190.00	RANDOM DRUG & ALCOHOL TESTING		MISCELLANEOUS EXPENSE	6
	19511 SANFORD HEALTH OCCUPATIONAL MEDIC		190.00	1 Transactions			
81	03-350-000-0000-6551		791.90	SIGN POSTS		SIGNS	N
	19701 SIGN SOLUTIONS		791.90	1 Transactions			
80	03-803-000-0000-6355		8,708.00	SHOP 500 PROP INSURANCE		INSURANCE - PROPERTY CASUALT	N
	19327 STATE OF MN RISK MANAGEMENT		8,708.00	1 Transactions			
78	03-320-000-0000-6232		510.84	AD BRIDGE MTC		ADVERTISING	N
	20027 THE TIMES		510.84	1 Transactions			
77	03-320-000-0000-6401		50.00	PLAGUE		SUPPLIES	N
	21008 UNIVERSAL SCREENPRINT		50.00	1 Transactions			
79	03-320-000-0000-6801		298.62	RANDOM DRUG/ALCOHOL/SCREEN		MISCELLANEOUS EXPENSE	N
	22328 VAULT HEALTH		298.62	1 Transactions			
3 Fund Total:			41,276.92	Road & Bridge	21 Vendors	40 Transactions	

Pennington County Financial System



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7/24/23 4:39PM

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

Page 12

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
117	8323 HERMRECK/GERALD 40-703-000-0000-6849		600.00	BEAVER BOUNTY		BEAVER CONTROL	N
	8323 HERMRECK/GERALD		600.00	1 Transactions			
40 Fund Total:			600.00	Ditch Funds	1 Vendors	1 Transactions	
Final Total:			76,026.17	61 Vendors	193 Transactions		

DRAFT

Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	34,149.25	County Revenue
3	41,276.92	Road & Bridge
40	600.00	Ditch Funds
All Funds	76,026.17	Total

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

DRAFT

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
JULY 11TH, 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 11th, 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. The County Coordinator noted that constituent Josh Kappes has been added to the agenda. Motioned by Commissioner Sorenson, seconded by Commissioner Sourdif, to approve the Board agenda with the change presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Nelson, seconded by Commissioner Lawrence, to approve the Board minutes of June 27th, 2023, as presented. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the Auditor and Manual warrants for June totaling \$8,792,761.78 and the following Commissioner warrants, to include a \$75.00 per diem for Commissioner Peterson that was omitted in error in May 2023. Motion carried.

County Revenue	\$309,605.21
Road & Bridge	\$ 89,541.62
Forfeited Tax	\$ 1,363.97

Per diems and meal reimbursements in the amount of \$2,650.00 were also approved.

County Engineer Mike Flaagan discussed State Project 057-607-016, the bituminous overlay of CSAH#7. Federal funding has been increased to \$610,000 for 2024 and \$940,000 for 2025, with funds available in October of each year prior. An agreement was presented which would allow MnDOT to act as the county's agent in accepting federal aid for the project. Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve the agreement and the following resolution, and authorize the Chairman and Auditor-Treasurer to sign the same. Motion carried.

RESOLUTION FOR AGENCY AGREEMENT

BE IT RESOLVED, that pursuant to MN Statute Sec. 161.36, the Commissioner of Transportation be appointed as the Agent of Pennington County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, Neil Peterson, Chairman and Jennifer Herzberg, Auditor/Treasurer are hereby authorized and directed for and on behalf on Pennington County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation MnDOT Contract Number 1053573”, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Engineer Flaagan noted the boiler at the Joint Use Facility needs replacement, and per the joint agreement with MnDOT and the DNR, the county’s share of the project is 27.8% or \$175,393.35. Mr. Flaagan noted that capital improvement funds can be used for the county’s share of the project. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the use of capital improvement funds in the amount of \$175,393.35 to cover the county’s cost obligation in the boiler project at the Joint Use Facility. Discussion followed with Mr. Flaagan noting that this project is only for the boiler replacement, not the roof replacement that’s been discussed in the past. Hearing no further discussion, the motion was carried.

Mr. Flaagan noted that the retirement party for Highway Maintenance Foreman Terry Peterson will be held on July 20th, 2023, at 3:00 p.m. at the highway department.

Engineer Flaagan provided an update on local projects: the CD#96 project is wrapping up and they are seeding this week; the bridge maintenance projects are expected to start next week; ditches on county paved roads have been mowed (one strip wide) and they have started mowing gravel road ditches. It was noted that prior to August 1 of each year, state statutes only allow for the mowing of ditches one strip wide due to nesting birds, etc.

Constituent Josh Kappes met with the Board regarding a Destination Pro wrestling event being planned for Thief River Falls in April 2024. They are looking for venues and are requesting to rent the gymnasium in the Old City Auditorium, noting that the building has wrestling history. The Board noted issues such as location of the bathrooms (basement) poor lighting, lack of seating, and non-ADA compliance of the building does not make it a favorable choice for such an event. Mr. Kappes then questioned use of the Huck Olson arena, to which the Board referred him to the City of TRF. The Board thanked Mr. Kappes for the consideration and took his request under advisement.

Auditor-Treasurer Items: None.

County Coordinator Items:

Motioned by Commissioner Nelson, seconded by Commissioner Sourdif, to approve the resignation of Deputy Assessor-Appraiser Michael Frericks effective June 29th, 2023. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve readvertising for the position of Full-time Deputy Assessor-Appraiser. Motion carried.

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

RESOLUTION

OPERATION GREEN LIGHT FOR VETERANS

WHEREAS, the residents of Pennington County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Pennington County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, Pennington County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted.

THEREFORE, BE IT RESOLVED, with designation as a Green Light for Veterans County, Pennington County hereby declares from November 6th through Veterans Day, November 11th, 2023, a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service.

BE IT FURTHER RESOLVED, that in observance of Operation Green Light, Pennington County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 6th through November 12th, 2023.

The County Coordinator noted the vacancy in the Assessor's office and discussed the idea of a temporary employee to help with clerical and office duties. Commissioner

Lawrence asked that the Personnel Committee review and investigate the idea and costs of a temporary worker for the Assessor's office.

County Attorney Items: None.

Committee Reports:

Commissioner Lawrence opened discussion on the Old Auditorium and the costs of maintenance, heating/cooling, lack of ADA-compliance, and the multimillion-dollar estimates received a few years ago to renovate the building. Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve investigating the costs of demolition of the Old Auditorium, its registry on the historical list, etc. Motion carried.

The County Coordinator discussed the positions of County Recorder and County Auditor-Treasurer, noting that both positions became appointed as of January 1st, 2023. The current salary and salary schedules for both positions were recently reviewed by the Personnel Committee and compared with similar-sized counties. Some adjustments are being recommended.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the current salary schedule for the County Recorder and a move to wage step 4 effective July 1st, 2023. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve a new salary schedule for the County Auditor-Treasurer to match that of the County Coordinator, and a move to wage step 3 effective July 9th, 2023. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to adjourn the Board meeting to July 25th, 2023, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Neil Peterson, Chairman
Board of Commissioners

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 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 Good ridge Public Schools and Pennington County Human Services as presented.

SECTION B

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

Aye

Nay

Chairperson

Date



AUDITOR – TREASURER’S OFFICE

101 Main Avenue North

P.O. Box 616

Thief River Falls, MN 56701

(218) 683-7000

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that Pennington County enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2023 through September 30, 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.

I certify that the above resolution was adopted by the County Board of Commissioners of Pennington County on July 25th, 2023.

SIGNED:

WITNESSETH:

Neil Peterson
County Board Chairman
July 25th, 2023

Jennifer Herzberg
County Auditor-Treasurer
July 25th, 2023



18979 Ellie Lane
 Eden Prairie, MN 55346
 Direct: 952-974-9787
 Cell: 612-817-1727
 Web Site: BCC-LLC.net

BJORKLUND COMPENSATION CONSULTING, LLC

Serving The Human Resource Needs Of The Public Sector

Kevin Erickson
 County Coordinator/HR Director
 Pennington County
 101 Main Ave. N.; Box 606
 Thief River Falls, MN 56701

Re: Proposal For Compensation Consulting Services

Dear Kevin:

Thank you for requesting a proposal for BCC to once again assist the County in the conduct of a market study and the updating of your salary structures to assure the ongoing the competitiveness of your pay rates in relation to the market and ongoing compliance with MN Pay Equity. It is my understanding that the County, like so many other organizations coming out of COVID, is experiencing a tight labor market, is preparing for negotiations, and interested in examining its pay plan to best position itself within its labor market and in meeting its human resource needs and objections.

BCC’s capabilities, responsiveness and qualifications are known to the County and our past consulting relationship has extended for over a decade or more. If you need some references we would be happy to provide those references, if asked. This proposal letter outlines the process to be followed and the associated costs to perform the work. Accordingly, we are providing you with a description of the services we will perform and the cost per activity to perform this service. BCC is prepared to perform the following:

<u>Consultant Services:</u>	<u>Cost Plus Expenses:</u>
<p>Task 1: <i>Work with the County to identify both benchmark jobs and organizations in which to survey and collect pay data from. Again, not all jobs are suitable for market comparisons in a survey questionnaire.</i></p> <ul style="list-style-type: none"> • Discuss and review the study process. • Mutually select organizations to survey and collect any documents you may have to assist BCC in collecting market data and making job comparisons. • Select benchmark jobs to survey and collect pay data on. 	<p>\$500</p>



Consultant Services:	Cost Plus Expenses:
<p>Task 2: <i>BCC will develop a salary survey questionnaire to collect pay data from survey participants and distribute the survey.</i></p> <p>BCC will create a salary survey questionnaire that will be emailed to each of the selected survey participants. BCC will create a brief description of each benchmark job in which participants will review and determine if they have a suitable match or like job.</p> <p>If a suitable match is identified, BCC will ask for such information as:</p> <ul style="list-style-type: none"> - # of employees in job - # of steps in salary range - Average salary of employees in that job - Salary Range Minimum and Salary Range Maximum - Any additional pay over the salary range maximum that an employee might be eligible to receive (i.e. longevity, performance pay, etc.) <p>Prior to emailing BCC would also request that a representative from Pennington County contact each of the selected participants, by phone, and ask for their cooperation in completing the study. This will significantly enhance the participation rate and provide for a more reliable outcome.</p>	<p>\$500</p>
<p>Task 3: <i>BCC will collect, summarize and analyze the results of the survey</i></p> <p>BCC will enter all of the collected market data, and when necessary, follow up with participants to clarify, verify and/or address any questions or concerns regarding reported information. BCC will then analyze all of the data and assess the competitiveness of your pay rates and pay structures against the market data.</p> <p>This information will be summarized and a salary survey report will be prepared for the County and each of the participants involved in the salary survey.</p>	<p>\$2,500</p>



Consultant Services:	Cost Plus Expenses:
<p>Task 4: <i>Update your pay ranges and realign your pay structure(s) with the market and your ability to pay.</i></p> <p>At the start of the study BCC would request that the County provide us with a spreadsheet listing all employees, their job title, their current hourly rate, their FTE, their hourly salary range minimum and hourly salary range maximum, and the number of steps in their range. The County will provide any other pay information that might also be incorporated into the salary survey, if needed.</p> <p>Based upon your pay data and the market results, BCC will realign your salary range minimums and maximums to bring them into a more competitive stance with the market, as defined by the survey.</p> <p>BCC will determine an implementation strategy to cost out the implications and associated costs to bring your pay structure(s) into alignment with the market. Should the costs be prohibitive, we will work with you to bring the structures into better alignment and within your financial limitations, if necessary.</p> <p><i>Cost \$1,000</i></p> <p>Review Results, Findings and Recommendations:</p> <p>The results of the survey analysis (Task 3) and pay plan update (Task 4) along with the estimated implementation costs will be reviewed with designated representative of the County via video conference to minimize any costs (travel time, lodging, related expenses).</p> <p><i>Cost \$500</i></p>	<p style="text-align: center;">\$1,500</p>

The above estimates are presented at “not-to-exceed” cost estimates that include all fees and expenses necessary to perform the work outlined above. As can be seen, the total cost to perform the work will not exceed \$5,000. If this work plan is acceptable, please sign, copy and return this document giving us formal approval to proceed with the study.

Should you require us to meet with representatives of the County to discuss this approach or to modify the work plan outlined above, we would be happy to do so. BCC wants you to know it’s important to us to produce the best possible study and we are looking forward to working with you again and furthering our long-term relationship with the County. We look forward to serving you again.

Respectfully,



Robert Bjorklund
President, BCC, LLC

Approved for Pennington County by:

Name: _____

Title: _____

Date: _____

Signature: _____



Bjorklund Compensation Consulting

ROBERT W. BJORKLUND

President

Mr. Bjorklund is the President and founder of BCC (Bjorklund Compensation Consulting, LLC). He has over 38 years of public sector compensation consulting experience. Mr. Bjorklund specializes in compensation consulting for governmental jurisdictions and public sector organizations.

Examples of past engagements include:

- Project Manager or Technical Advisor for numerous compensation, classification or pay equity studies conducted for various school districts or technical colleges including:

Anoka-Hennepin, MN	Clay County Schools, FL
Bloomington Schools, MN	Albert Lea Tech. College, MN
Winona Public Schools, MN	Inver Grove Schools, MN
Albert Lea Public Schools, MN	Detroit Lakes Schools, MN
Chaska Schools, MN	St. Anthony Schools, MN
Northeast Metropolitan Technical College	Osseo Schools, MN
Pine City Technical College, MN	Pine City Schools, MN
Big Lake Schools, MN	St. Louis Park Schools, MN
Jackson Public Schools, Miss.	Mounds View Schools, MN
Kalamazoo Public Schools, MI	Southwestern Tech. College, MN
Dakota County Technical College, MN	Illinois State BD of Ed., Ill
Centennial Public Schools, MN	Duluth Public Schools, MN
Burnsville Schools, MN	Buffalo Schools, MN
Buffalo Lake Schools, MN	Princeton Schools, MN
White Bear Lake Schools, MN	Wadena Schools, MN
Mahtomedi Schools, MN	University of Nevada, Nevada
Spring Valley Schools, MN	Spring Lake Park Schools, MN
Winona Technical College, MN	Detroit Lakes Tech College, MN
Polk County Schools, Florida	Pine City Schools, MN
Atlanta Public Schools, Ga.	Gateway Technical College, WI
Lee County Schools, FL	Polk County Schools, FL
Hermantown Schools, MN	St. Francis Schools, MN
Rush City Schools, MN	St. Claire Schools, MN
Sauk Centre Schools, MN	McLeod Schools, MN
Dover-Eyota Schools, MN	Intermediate District #916, MN
Intermediate District #917, MN	Anoka-Hennepin Technical College
San Jacinto Community College, TX	Minneapolis Public Schools
Rapid City Public Schools, SD	North Dakota State College of Science
Family Academy, MN	Hawley Public Schools, MN
Western Dakota Technical Institute, SD	Wrenshall Public Schools, MN
Mankato Public Schools, MN	Red Wing Public Schools, MN
Sartell-St. Stephen Public Schools, MN	MN Counties Intergovernmental Trust
Minnesota Counties Information Systems (MCIS)	Watertown-Mayer Public Schools, MN
Delano Public Schools, MN	Albany Public Schools, MN
New Ulm Public Schools, MN	Annandale Public Schools, MN
Fairmont Public Schools, MN	Waconia Public Schools, MN
Hastings Public Schools, MN	Robbinsdale Public Schools, MN



- Project manager or technical advisor for numerous county government studies involving pay equity, classification, job evaluation, salary survey and/or salary structure development:

Hennepin County, MN
 Polk County, WI
 Washington County, MN
 Carver County, MN
 Dakota County CDA, MN
 Dakota County, MN
 Pine County, MN
 Pipestone County, MN
 Becker County, MN
 Koochiching County, MN
 Cass County, ND
 Mower County, MN
 Jackson County, MN
 Ozaukee County, WI
 Carver County Soil & Water District, MN
 Monroe County, WI
 Houston County, MN
 Sibley County, MN
 Grant County, WI
 Shawano County, WI
 Wilkin County, MN
 Clearwater County, MN
 Redwood County, MN

Polk County, MN
 Eau Claire County, WI
 Kittson County, MN
 Marshall County, MN
 Blue Earth County, MN
 Rice County, MN
 Murray County, MN
 Sherburne County, MN
 Region 8 Welfare BD, MN
 Clay County, MN
 Freeborn County, MN
 Waseca County, MN
 Santa Rosa County, FL
 Dodge County, MN
 Fillmore County, MN
 Scott County, MN
 Mower County Soil & Water
 Dunn County, WI
 Pierce County, WI
 Faribault County, MN
 Mahnomon County, MN
 Watonwan County, MN
 Red Lake County, MN

- Assisted or managed various state government or state agencies address classification and compensation issues. These include:

State of Kansas
 North Dakota Supreme Court
 State of Illinois

State of Nevada
 State of North Carolina
 State of Arizona

- Assisted or managed various studies for municipalities dealing with human resource issues including job evaluation, performance management, management studies, salary survey or salary structure development including:

City of Northfield, MN
 City of Eagan, MN
 City of Seattle, WA
 City of Apple Valley, MN
 City of Kansas City
 City of Cumberland, MD
 City of Brookings, SD
 City of Shaker Heights, OH
 City of La Vista, NE
 City of Mounds View, MN

City of Jackson, MN
 City of Crystal, MN
 City of Becker, MN
 City of Rochester, MN
 City of Sheboygan Falls, WI
 City of Cedar Rapids, Iowa
 City of Inver Grove Heights, MN
 City of South St. Paul, MN
 South Metro Fire Department

- Participated in or managed a variety of job evaluation or compensation studies for various private or non-profit organizations including:

Hogan Systems, TX
 Metropolitan Financial Corporation, MN
 Tandy Corporation, TX
 United Hospitals, MN
 North Shore Hospital, MN
 Arrowhead Regional Library System

Semcac, Inc., MN
 Rich Engineering Co., MN
 Pipestone Medical Center, MN
 State Compensation Fund, AZ
 Western Community Action, Inc.
 Pioneerland Library System



Kitchigami Library System
Minnesota Counties Information Systems (MCIS)

Arrowhead Economic Opportunity
MN Counties Intergovernmental Trust

Prior to forming BCC, Mr. Bjorklund was a Partner in a local HR consulting firm and prior to that was a Senior Manager at Ernst & Young.



Bjorklund Compensation Consulting