

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
TUESDAY, MARCH 26TH, 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 Darla Waldner – NWRDC Executive Director

10:20 Kayla Jore – Penn/RLC Public Health & Home
Care

10:30 Mike Flaagan – County Engineer

10:45 Seth Vetteson – County Sheriff

7. County Auditor-Treasurer Items

8. County Coordinator Items

9. County Attorney Items

10. Committee Reports / Commissioner Updates

11. Adjournment

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
MARCH 12TH, 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, March 12th, 2024, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Roy Sourdif, David Sorenson, and Neil Peterson. Members absent: None.

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

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

Recognition of Citizens: None.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve County Board minutes of February 27th, 2024, as written. Motion carried.

Motioned by Commissioner Sorenson, seconded by Commissioner Sourdif, to approve the Auditor & Manual warrants for February 2024 totaling \$1,643,956.75, and the following Commissioner warrants. Motion carried.

County Revenue	\$89,032.60
Road & Bridge	\$26,357.97
Solid Waste Facility	\$ 256.82
Ditch Funds	\$ 5,814.00

Meal reimbursements and per diems in the amount of \$2,960.94 were also approved.

County Engineer Mike Flaagan presented the following highway department items:

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to hold a Five-year Road & Bridge Plan Hearing on April 23, 2024, at 9:00 a.m. in the Justice Center Board Room. Motion carried.

Engineer Flaagan discussed holding a spring tour of local roads and projects. The date was set for April 2, 2024, and the tour will leave the highway department at 8:00 a.m.

Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to authorize the County Engineer to advertise for bids for 2024 road shouldering and striping. Motion carried.

Engineer Flaagan provided an update on the Kratka Bridge project, noting that the contractor has pulled the forms for the south pier and is planning to pour the north pier

this Thursday. The project is moving along well due to the unseasonably nice weather we are experiencing.

Mr. Flaagan noted a public open house being held at the Joint Use Facility on March 14th, 2024, from 4:00 pm – 6:30 pm regarding a Highway 59 Corridor Study. The public is encouraged to attend to learn about the study and give their thoughts and opinions on Highway 59 in this area.

Engineer Flaagan noted that Lincoln High School is holding a teen TZD (Towards Zero Deaths) Conference on April 10th, 2024, at the Evangelical Free Church. The conference will also incorporate mental health.

Engineer Flaagan discussed the Highway Equipment Operator vacancy at the highway department, noting interviews will be held soon and he would like to hire asap. Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to authorize the Highway Committee to approve the hire for the Highway Department. Motion carried. Mr. Flaagan noted there were 16 applicants for HEO vacancy and they are going to interview five.

Engineer Flaagan noted that interviews for Highway Technician III were held but the position was not offered to either applicant. He is not seeking to readvertise the position at this time.

Engineer Flaagan and the Board discussed a recent incident at the TH #59/CSAH #3 roundabout where a semitruck was unable to negotiate the roundabout and went off the road, destroying a pole in the process. He noted that additional signage is planned for this roundabout, especially for southbound traffic.

County Auditor-Treasurer Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to approve a request for up to 80 hours of overtime for the months of March and April for hourly staff in the County Assessor's office. Motion carried. It was noted that the office is preparing property valuations and getting ready for open book meetings for board of appeals.

County Coordinator Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve a quote by Bergstrom Electric in the amount of \$1,340.00 for the purchase and installation of an alarm light for the lift station at the waste management facility. The alarm will warn of a pump failure. Motion carried.

County Attorney Items: None

At 10:14 a.m. the Chairman recessed the County Board meeting.

The Chairman called the Board meeting back to order at 10:30 a.m.

County Attorney Seamus Duffy read aloud language recommending that the County Board move into closed session pursuant to MN Statute 13D.05, Subd. 3(b) to discuss pending litigation.

Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to close the County Board meeting at 10:31 a.m. pursuant to MN Statute 13D.05, Subd. 3(b) to discuss pending litigation with outside counsel, Kendra Olson of Pemberton Law. Motion carried.

At 11:07 a.m. the Board Chairman called the Board meeting back to open session.

Committee Reports / Commissioner Updates:

Commissioner Peterson recently attended a MN Rural Counties meeting held via Zoom. Discussion topics included drainage and Minnesota potentially becoming a sanctuary state. He also noted that a recent Northern Counties meeting was cancelled as they didn't have a quorum.

Commissioner Lawrence noted that he recently met with the new Director of Veteran's Services, John Hamre. Mr. Hamre has been in training with VSO Steve Stone and they both attended a regional conference in Bemidji last week. Mr. Lawrence encouraged the Board members to stop in to the Veteran's Service office and meet Mr. Hamre.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to adjourn the Board meeting to March 26th, 2024, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Seth Nelson, Chairman
Board of Commissioners

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
1307 ABM TECHNOLOGY GROUP							
63	01-003-000-0000-6210		435.00	HOSTED IT SERVICES - APRIL	AR1762931	E-MAIL SERVICES	N
49	01-041-000-0000-6210		870.00	HOSTED IT SERVICES - APRIL	AR1762931	E-MAIL SERVICES	N
59	01-070-000-0000-6263		1,260.00	HOSTED IT SERVICES HWY - APRIL	AR1762931	COMPUTER SERVICES - DP	N
60	01-070-000-0000-6263		1,675.00	HOSTED IT SERVI NURSING- APRIL	AR1762931	COMPUTER SERVICES - DP	N
61	01-070-000-0000-6263		187.00	HOSTED IT SERVICES DP- APRIL	AR1762931	COMPUTER SERVICES - DP	N
62	01-070-000-0000-6263		4,720.00	HOSTED IT SERVICES HS- APRIL	AR1762931	COMPUTER SERVICES - DP	N
50	01-091-000-0000-6300		609.00	HOSTED IT SERVICES - APRIL	AR1762931	REPAIRS & MAINTENANCE	N
57	01-101-000-0000-6300		348.00	HOSTED IT SERVICES - APRIL	AR1762931	REPAIRS & MAINTENANCE	N
56	01-106-000-0000-6300		435.00	HOSTED IT SERVICES - APRIL	AR1762931	REPAIRS & MAINTENANCE	N
51	01-121-000-0000-6300		87.00	HOSTED IT SERVICES - APRIL	AR1762931	Repairs & Maintenance	N
54	01-132-000-0000-6300		609.00	HOSTED IT SERVICES - APRIL	AR1762931	REPAIRS & MAINTENANCE	N
58	01-201-000-0000-6262		3,763.00	HOSTED IT SERVICES - APRIL	AR1762931	OTHER SERVICES	N
52	01-270-000-0000-6300		87.00	HOSTED IT SERVICES - APRIL	AR1762931	REPAIRS & MAINTENANCE	N
53	01-290-000-0000-6300		87.00	HOSTED IT SERVICES - APRIL	AR1762931	Repairs & Maintenance	N
55	01-601-000-0000-6300		261.00	HOSTED IT SERVICES - APRIL	AR1762931	REPAIRS & MAINTENANCE	N
1307	ABM TECHNOLOGY GROUP		15,433.00	15 Transactions			
1604 ACCURATE CONTROLS, INC							
122	01-251-000-0000-6300		164.00	TECH SUPPORT -AUDIO RECORDINGS	21288	REPAIRS & MAINTENANCE	N
123	01-251-000-0000-6300		227.12	2 FACEPLATES	21349	REPAIRS & MAINTENANCE	N
1604	ACCURATE CONTROLS, INC		391.12	2 Transactions			
1306 ADVANCED CORRECTIONAL HEALTHCARE							
35	01-251-000-0000-6255		20,563.56	APRIL ON-SITE MEDICAL	138706	MEDICAL - LOCAL	N
36	01-251-000-0000-6255		1,048.86	APRIL ON-SITE MENTAL HEALTH	138706	MEDICAL - LOCAL	N
37	01-251-000-0000-6255		237.64	NURSING HOURS OVERAGE	139039	MEDICAL - LOCAL	N
1306	ADVANCED CORRECTIONAL HEALTHCARE		21,850.06	3 Transactions			
999999997 ALTENDORF/PRESTON							
129	01-251-000-0000-6420		87.95	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
999999997	ALTENDORF/PRESTON		87.95	1 Transactions			
1319 ALUMA							
38	01-251-000-0000-6255		590.00	MEDICAL 5127	72490	MEDICAL - LOCAL	N
1319	ALUMA		590.00	1 Transactions			
1347 Amazon Capital Services							
158	01-061-000-0000-6401		111.51	FOLDING CART	19WC-CVDT-V3VM	SUPPLIES-ELECTION	N
121	01-201-000-0000-6405		44.32	HAND SANITIZER	1C46-LW4N-JK44	GENERAL SUPPLIES	N

Pennington County Financial System



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160	01-101-000-0000-6401		44.99	ZEBRA LABELS	1Q1V-NNLC-MNQW	SUPPLIES - RECORDER	N
120	01-251-000-0000-6405		43.53	PENCIL SHARPENERS	1V3G-C14P-1P9D	GENERAL SUPPLIES - JAIL	N
71	01-041-000-0000-6401		27.43	REPORT COVERS	1XGV-F694-9NY9	SUPPLIES - AUDITOR	N
69	01-041-000-0000-6801		29.50	REPORT COVERS	1XGV-F694-9NY9	MISCELLANEOUS EXPENSE - AUDIT	N
68	01-111-000-0000-6801		10.99	CLIPBOARD	1XGV-F694-9NY9	MISCELLANEOUS EXPENSE	N
70	01-111-000-0000-6801		8.54	PLASTIC CLIPBOARDS	1XGV-F694-9NY9	MISCELLANEOUS EXPENSE	N
156	01-061-000-0000-6401		260.67	DYMO LABELS	1Y9H-QPGM-11YT	SUPPLIES-ELECTION	N
157	01-132-000-0000-6631		239.98	2 - SAMSUNG 22" MONITORS	1Y9H-QPGM-11YT	FURNITURE & EQUIPMENT - MOTOF	N
1347	Amazon Capital Services		821.46		10	Transactions	
2360	BENSON/ASHLEY						
76	01-106-000-0000-6330		19.43	MILEAGE-29 MILES@.67		TRAVEL & EXPENSE	N
78	01-106-000-0000-6330		216.72	LODGING - ST CLOUD	MAY 21-23 2024	TRAVEL & EXPENSE	N
77	01-106-000-0000-6241		300.00	SUMMER SEMINARS - ST CLOUD	MAY 22-23 2024	DUES - ASSESSOR	N
2360	BENSON/ASHLEY		536.15		3	Transactions	
2348	BERGAN TRAVEL, INC						
93	01-251-000-0000-6330		1,874.40	AIRFARE-ATLANTA-TRANSPORT-#13	110481	TRAVEL & EXPENSE	N
92	01-251-000-0000-6330		708.60	AIRFARE-ATLANTA-TRANSPORT-NS	110482	TRAVEL & EXPENSE	N
2348	BERGAN TRAVEL, INC		2,583.00		2	Transactions	
2324	BERGSTROM ELECTRIC INC						
119	01-201-000-0000-6300		305.25	LED LIGHTS, LIGHT FIXTURE	17828	REPAIRS & MAINTENANCE	N
2324	BERGSTROM ELECTRIC INC		305.25		1	Transactions	
2337	BKV GROUP INC						
154	01-804-000-0000-6636		2,499.89	AUDITORIUM STUDY	63579	BUILDING IMPROVEMENTS	N
2337	BKV GROUP INC		2,499.89		1	Transactions	
2405	BLACK/TRAVIS						
118	01-251-000-0000-6420		166.70	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
2405	BLACK/TRAVIS		166.70		1	Transactions	
3352	CHARM-TEX INC						
29	01-251-000-0000-6405		571.56	INMATE SWEATSHIRTS	355016	GENERAL SUPPLIES - JAIL	N
28	01-251-000-0000-6405		659.52	INMATE UNIFORM SHIRTS	355017	GENERAL SUPPLIES - JAIL	N
27	01-251-000-0000-6405		808.00	INMATE UNIFORM PANTS	355018	GENERAL SUPPLIES - JAIL	N
30	01-251-000-0000-6405		1,175.20	INMATE BLANKETS	355524	GENERAL SUPPLIES - JAIL	N
31	01-251-000-0000-6405		128.64	INMATE UNIFORM SHIRTS	356312	GENERAL SUPPLIES - JAIL	N

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No.	Account/Formula						Paid On Bhf #	On Behalf of Name	
	3352 CHARM-TEX INC			3,342.92		5 Transactions			
117	3408 CODE 4 SERVICES INC								
	01-201-000-0000-6304			4,158.47	LABOR-REMAINING SQUAD SETUP#06		9350	REPAIR & MAINTENANCE - SQUADS	N
	3408 CODE 4 SERVICES INC			4,158.47		1 Transactions			
81	3311 COLE PAPERS, INC.								
	01-218-000-0000-6403			25.03	URINAL SCREENS		10414094	JANITORIAL SUPPLIES	N
82				7.00	PROCESSING FEE		10414094	JANITORIAL SUPPLIES	N
	3311 COLE PAPERS, INC.			32.03		2 Transactions			
116	3495 COOPER/SHAD								
	01-220-000-0000-6420			30.00	UNIFORM ALLOWANCE REIMBURSEMEN			UNIFORMS	N
	3495 COOPER/SHAD			30.00		1 Transactions			
87	4310 D & T VENTURES								
	01-070-000-0000-6301			472.50	PROPERTY TAX WEBSITE SUPPORT		302910	MAINTENANCE AGREEMENT	N
	4310 D & T VENTURES			472.50		1 Transactions			
39	4302 DATAWORKS								
	01-251-000-0000-6405			183.96	LEXMARK PRINTER MAINT AGREEMEN		23-00669	GENERAL SUPPLIES - JAIL	N
	4302 DATAWORKS			183.96		1 Transactions			
34	13483 DEPT OF CORRECTIONS FINANCIAL SERVI								
	01-251-000-0000-6801			1,103.88	INMATE WAGES FEB 2024		785653	MISCELLANEOUS EXPENSE - JAIL	N
	13483 DEPT OF CORRECTIONS FINANCIAL SERVI			1,103.88		1 Transactions			
33	4321 DIAMOND DRUGS INC								
	01-251-000-0000-6255			40.57	STOCK MEDS		1408677	MEDICAL - LOCAL	N
	4321 DIAMOND DRUGS INC			40.57		1 Transactions			
112	4054 DIGI-KEY ELECTRONICS								
	01-251-000-0000-6405			136.17	6 WIRE DUCTS		103620274	GENERAL SUPPLIES - JAIL	N
	4054 DIGI-KEY ELECTRONICS			136.17		1 Transactions			
79	4303 DON'S SEWING & VACUUM SERV								
	01-111-000-0000-6300			79.99	VACUUM PARTS - GC		22484	REPAIRS & MAINTENANCE	Y
159				107.98	VACUUM PARTS - GC		22487	JANITORIAL SUPPLIES - COURTHOL	Y
	4303 DON'S SEWING & VACUUM SERV			187.97		2 Transactions			

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5053 ELECTION SYSTEMS & SOFTWARE							
114	01-061-000-0000-6262		4,119.60	CODING SERVICES - PNP	CD2076639	OTHER SERVICES - ELECTIONS	N
94	01-061-000-0000-6262		41.95	LAYOUT CHARGE-ROCKSBURY	CD2079702	OTHER SERVICES - ELECTIONS	N
			4,161.55	2 Transactions			
5310 ESKELI ELECRIK LLC							
127	01-218-000-0000-6300		1,980.20	INSTALL PANIC BUTTON-PROBATION	1830	REPAIRS & MAINTENANCE	N
			1,980.20	1 Transactions			
5032 EVERGREEN CATERING AND BAKERY							
72	01-601-000-0000-6835		479.15	WORKSHOP MEALS	7010	WORKSHOP EXPENSES/FAMILY SC	N
			479.15	1 Transactions			
6303 F-M AMBULANCE INC							
40	01-251-000-0000-6255		50.00	24-7444	24-7444	MEDICAL - LOCAL	N
41	01-251-000-0000-6255		50.00	24-7695	24-7695	MEDICAL - LOCAL	N
			100.00	2 Transactions			
6001 FALLS DIVERSE ABILITIES CORPORATION							
95	01-501-000-0000-6262		98.88	CLEANING AUDITORIUM	18854	OTHER SERVICES	N
96	01-501-000-0000-6262		98.88	CLEANING AUDITORIUM	18862	OTHER SERVICES	N
			197.76	2 Transactions			
999999997 GERARDY/MARY							
88	01-253-000-0000-6847		102.08	DECISION POINTS GRADUATION		SUPERVISION FEE EXPENSE	N
			102.08	1 Transactions			
8329 HAMRE/JOHN							
43	01-121-000-0000-6330		184.92	276 MILES@.67-CVSO CONFER-BEMI		TRAVEL & EXPENSE	N
45	01-121-000-0000-6330		22.64	MEAL REIMBURSEMENT-3/5/24		TRAVEL & EXPENSE	N
46	01-121-000-0000-6330		35.00	MEAL REIMBURSEMENT-3/5/24		TRAVEL & EXPENSE	N
47	01-121-000-0000-6330		15.00	MEAL REIMBURSEMENT-3/6/24		TRAVEL & EXPENSE	N
48	01-121-000-0000-6330		48.09	TIMES-BUSINESS CARDS		TRAVEL & EXPENSE	N
44	01-121-000-0000-6330		356.97	LODGING - CVSO CONFER-BEMIDJI	3/5-3/7	TRAVEL & EXPENSE	N
			662.62	6 Transactions			
8303 HEIN-KOLO, PSYD LP/NANCY							
42	01-011-000-0000-6276		2,500.00	PSYCHOSEXUAL EVALUATION	57-CR-23-443	FAMILY EVALUATIONS	6
			2,500.00	1 Transactions			

Pennington County Financial System



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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
155	8412 HOFFMAN, PHILIPP, & MARTELL, PLLC		3,150.00	AUDIT BILLING #1		OTHER SERVICES-AUDITOR	N
	8412 HOFFMAN, PHILIPP, & MARTELL, PLLC		3,150.00	1 Transactions			
111	9031 IDENTISYS		223.32	2 COLOR RIBBONS	6597479	GUN PERMIT - MISC	N
	9031 IDENTISYS		223.32	1 Transactions			
128	999999997 KLEIN/TAMMARA		15.00	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
	999999997 KLEIN/TAMMARA		15.00	1 Transactions			
110	19343 LARSON/MELISSA		40.00	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
	19343 LARSON/MELISSA		40.00	1 Transactions			
73	12037 LEE PLUMBING & HEATING		22.00	PRESSURE GUAGE	92315	REPAIRS & MAINTENANCE	N
	12037 LEE PLUMBING & HEATING		22.00	1 Transactions			
32	13426 MIDWEST MONITORING & SURVEILLANCE		213.50	7- U/A LAB SERVICES	DT0224150	GENERAL SUPPLIES - JAIL	N
	13426 MIDWEST MONITORING & SURVEILLANCE		213.50	1 Transactions			
109	13446 MODERN IMAGING SOLUTIONS, INC		124.95	1 CASE NITRILE GLOVES	002320595	GENERAL SUPPLIES - JAIL	N
	13446 MODERN IMAGING SOLUTIONS, INC		124.95	1 Transactions			
108	14328 NELSON/BRANDY		19.21	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
	14328 NELSON/BRANDY		19.21	1 Transactions			
113	14315 NORTHERN MOTORS INC		49,000.00	2023 TAHOE/USED SQUAD		FURNITURE & EQUIPMENT	N
	14315 NORTHERN MOTORS INC		49,000.00	1 Transactions			
125	14033 NORTHERN STATE BANK		5.33	C-STORE-WASHER FLUID CHARGER		REPAIR & MAINTENANCE - SQUADS	N
126			10.95	USPS-MAIL EVIDENCE		MISCELLANEOUS EXPENSE	N
124			19.28	QDOBA-GA-TRANSPORT-MEAL REIMBU		TRAVEL & EXPENSE	N

Pennington County Financial System



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14033	NORTHERN STATE BANK		35.56		3 Transactions		
15323	OFFICE DEPOT						
103	01-220-000-0000-6405		97.99	TONER-INVESTIGATIVE		356376510001 GENERAL SUPPLIES	N
104	01-220-000-0000-6405		380.99	TONER-INVESTIGATIVE		356378767001 GENERAL SUPPLIES	N
105	01-251-000-0000-6405		153.98	TONER - TB		356381212001 GENERAL SUPPLIES - JAIL	N
106	01-220-000-0000-6401		93.98	PAPER		357123724001 SUPPLIES	N
107	01-251-000-0000-6255		46.49	FOLDERS-MEDICAL		357141591001 MEDICAL - LOCAL	N
101	01-220-000-0000-6405		59.57	ENVELOPES		357745141001 GENERAL SUPPLIES	N
102	01-201-000-0000-6405		1.69	RULER		357746808001 GENERAL SUPPLIES	N
15323	OFFICE DEPOT		834.69		7 Transactions		
15329	OIL BOYZ EXPRESS LUBE INC						
91	01-201-000-0000-6304		87.77	OIL CHANGE/SERVICE #13		6371 REPAIR & MAINTENANCE - SQUADS	N
100	01-201-000-0000-6304		71.76	OIL CHANGE/SERVICE #04 OLD SQU		6485 REPAIR & MAINTENANCE - SQUADS	N
15329	OIL BOYZ EXPRESS LUBE INC		159.53		2 Transactions		
16027	PENNINGTON COUNTY TREASURER						
80	01-601-000-0000-6209		37.73	POSTAGE - FEB		4335 POSTAGE	N
16027	PENNINGTON COUNTY TREASURER		37.73		1 Transactions		
20358	QUADIENT FINANCE USA, INC.						
97	01-801-000-0000-6209		2,500.00	POSTAGE		POSTAGE	N
20358	QUADIENT FINANCE USA, INC.		2,500.00		1 Transactions		
18440	READITECH IT SOLUTIONS						
163	01-041-000-0000-6202		19.74	MARCH PBX PHONE		324168 TELEPHONE-AUDITOR	N
164	01-041-000-0000-6202		39.47	MARCH PBX PHONE		324168 TELEPHONE-AUDITOR	N
173	01-070-000-0000-6263		77.00	MARCH PBX PHONE-NURSING		324168 COMPUTER SERVICES - DP	N
165	01-091-000-0000-6202		39.46	MARCH PBX PHONE		324168 TELEPHONE - ATTORNEY	N
167	01-101-000-0000-6202		39.47	MARCH PBX PHONE		324168 TELEPHONE - RECORDER	N
168	01-106-000-0000-6202		19.73	MARCH PBX PHONE		324168 TELEPHONE - ASSESSOR	N
169	01-111-000-0000-6202		19.73	MARCH PBX PHONE		324168 TELEPHONE - COURTHOUSE	N
170	01-121-000-0000-6202		39.47	MARCH PBX PHONE		324168 TELEPHONE - VETS SERVICE	N
171	01-132-000-0000-6202		19.73	MARCH PBX PHONE		324168 TELEPHONE - MOTOR VEHICLE	N
162	01-218-000-0000-6202		19.74	MARCH PBX PHONE		324168 TELEPHONE	N
166	01-270-000-0000-6202		19.73	MARCH PBX PHONE		324168 TELEPHONE	N
172	01-601-000-0000-6202		19.73	MARCH PBX PHONE		324168 TELEPHONE - EXTENSION	N
174	01-003-000-0000-6210		50.94	HOSTED EXCHANGE - MARCH		325130 E-MAIL SERVICES	N
191	01-003-000-0000-6210		20.82	ARCHIVING MARCH		325130 E-MAIL SERVICES	N

Pennington County Financial System



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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
218	01-003-000-0000-6210		52.50	HOSED OFFICE APPS - MARCH	325130	E-MAIL SERVICES	N
175	01-041-000-0000-6210		25.47	HOSTED EXCHANGE - MARCH	325130	E-MAIL SERVICES	N
188	01-041-000-0000-6210		17.35	ARCHIVING MARCH	325130	E-MAIL SERVICES	N
189	01-041-000-0000-6210		3.47	ARCHIVING MARCH - AR	325130	E-MAIL SERVICES	N
203	01-041-000-0000-6210		4.00	POP EMAIL MARCH	325130	E-MAIL SERVICES	N
214	01-041-000-0000-6210		43.75	HOSED OFFICE APPS - MARCH	325130	E-MAIL SERVICES	N
186	01-061-000-0000-6262		8.49	HOSTED EXCHANGE - MARCH	325130	OTHER SERVICES - ELECTIONS	N
202	01-061-000-0000-6262		3.47	ARCHIVING MARCH	325130	OTHER SERVICES - ELECTIONS	N
184	01-061-000-0000-6801		8.49	HOSTED EXCHANGE-ELECTIONSMARCH	325130	MISCELLANEOUS EXPENSE-ELECTI	N
187	01-070-000-0000-6210		8.49	HOSTED EXCHANGE-DATA PRO - MAR	325130	E-MAIL SERVICES	N
190	01-070-000-0000-6210		17.35	ARCHIVING MARCH	325130	E-MAIL SERVICES	N
204	01-070-000-0000-6210		28.00	POP EMAIL MARCH	325130	E-MAIL SERVICES	N
176	01-091-000-0000-6210		67.92	HOSTED EXCHANGE - MARCH	325130	E-MAIL SERVICES	N
192	01-091-000-0000-6210		27.76	ARCHIVING MARCH	325130	E-MAIL SERVICES	N
213	01-091-000-0000-6300		70.00	HOSED OFFICE APPS - MARCH	325130	REPAIRS & MAINTENANCE	N
183	01-101-000-0000-6300		16.98	HOSTED EXCHANGE - MARCH	325130	REPAIRS & MAINTENANCE	N
193	01-101-000-0000-6300		10.41	ARCHIVING MARCH	325130	REPAIRS & MAINTENANCE	N
205	01-101-000-0000-6300		2.00	POP EMAIL MARCH	325130	REPAIRS & MAINTENANCE	N
215	01-101-000-0000-6300		8.75	HOSED OFFICE APPS - MARCH	325130	REPAIRS & MAINTENANCE	N
182	01-106-000-0000-6300		16.98	HOSTED EXCHANGE - MARCH	325130	REPAIRS & MAINTENANCE	N
195	01-106-000-0000-6300		10.41	ARCHIVING MARCH	325130	REPAIRS & MAINTENANCE	N
206	01-106-000-0000-6300		2.00	POP EMAIL MARCH	325130	REPAIRS & MAINTENANCE	N
217	01-106-000-0000-6300		26.25	HOSED OFFICE APPS - MARCH	325130	REPAIRS & MAINTENANCE	N
180	01-111-000-0000-6210		8.49	HOSTED EXCHANGE - MARCH	325130	E-MAIL SERVICES	N
201	01-111-000-0000-6300		3.47	ARCHIVING MARCH	325130	REPAIRS & MAINTENANCE	N
177	01-121-000-0000-6210		8.49	HOSTED EXCHANGE - MARCH	325130	E-MAIL SERVICES	N
196	01-121-000-0000-6210		3.47	ARCHIVING MARCH	325130	E-MAIL SERVICES	N
212	01-121-000-0000-6300		8.75	HOSED OFFICE APPS - MARCH	325130	Repairs & Maintenance	N
197	01-132-000-0000-6300		24.29	ARCHIVING MARCH	325130	REPAIRS & MAINTENANCE	N
207	01-132-000-0000-6300		8.00	POP EMAIL MARCH	325130	REPAIRS & MAINTENANCE	N
211	01-132-000-0000-6300		43.75	HOSED OFFICE APPS - MARCH	325130	REPAIRS & MAINTENANCE	N
178	01-270-000-0000-6300		16.98	HOSTED EXCHANGE - MARCH	325130	REPAIRS & MAINTENANCE	N
198	01-270-000-0000-6300		6.94	ARCHIVING MARCH	325130	REPAIRS & MAINTENANCE	N
208	01-270-000-0000-6300		8.75	HOSTED OFFICE APPS-MARCH	325130	REPAIRS & MAINTENANCE	N
179	01-290-000-0000-6210		8.49	HOSTED EXCHANGE - MARCH	325130	E-MAIL SERVICES	N
199	01-290-000-0000-6210		3.47	ARCHIVING MARCH	325130	E-MAIL SERVICES	N
216	01-290-000-0000-6210		8.75	HOSED OFFICE APPS - MARCH	325130	E-MAIL SERVICES	N
181	01-601-000-0000-6300		16.98	HOSTED EXCHANGE - MARCH	325130	REPAIRS & MAINTENANCE	N
200	01-601-000-0000-6300		10.41	ARCHIVING MARCH	325130	REPAIRS & MAINTENANCE	N

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

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
209	01-601-000-0000-6300		2.00	POP EMAIL MARCH	325130	REPAIRS & MAINTENANCE	N
210	01-601-000-0000-6300		35.00	HOSED OFFICE APPS - MARCH	325130	REPAIRS & MAINTENANCE	N
185	01-801-000-0000-6300		25.47	HOSTED EXCHANGE - CALENDAR-MAR	325130	REPAIRS & MAINTENANCE	N
194	01-801-000-0000-6300		6.94	ARCHIVING MARCH-CALENDARS	325130	REPAIRS & MAINTENANCE	N
219	01-070-000-0000-6263		26.00	SYNOLOGY BACKUP STORAGE-MARCH	325375	COMPUTER SERVICES - DP	N
161	01-070-000-0000-6263		225.00	RT VISION 2 YR SSC CERT	328322	COMPUTER SERVICES - DP	N
18440	READITECH IT SOLUTIONS		1,434.94	59 Transactions			
18477	ROKKE, AANDAL & ASSOCIATES, PLLC						
85	01-011-000-0000-6261		153.00	ATTORNEY FEES 57-P9-05-271	3316	COURT APPOINTED ATTORNEYS	Y
84	01-011-000-0000-6261		42.50	ATTORNEY FEES 57-PR-24-44	3318	COURT APPOINTED ATTORNEYS	Y
18477	ROKKE, AANDAL & ASSOCIATES, PLLC		195.50	2 Transactions			
19345	Sanford Comm. Strong/Janelle Friedrich						
115	01-805-000-0000-6801		3,480.00	COUNSELING		TRFOIATEPROGR Miscellaneous Expense	N
19345	Sanford Comm. Strong/Janelle Friedrich		3,480.00	1 Transactions			
19326	SATHER LAW LTD						
64	01-011-000-0000-6261		327.75	ATTORNEY FEES 57-F7-99-484	9011	COURT APPOINTED ATTORNEYS	Y
83	01-011-000-0000-6261		905.40	ATTORNEY FEES 57-FA-15-341	9013	COURT APPOINTED ATTORNEYS	Y
65	01-011-000-0000-6261		402.45	ATTORNEY FEES 57-FA-13-804	9015	COURT APPOINTED ATTORNEYS	Y
66	01-011-000-0000-6261		1,074.80	ATTORNEY FEES 57-PR-22-118	9018	COURT APPOINTED ATTORNEYS	Y
67	01-011-000-0000-6261		321.90	ATTORNEY FEES 57-PR-22-205	9020	COURT APPOINTED ATTORNEYS	Y
19326	SATHER LAW LTD		3,032.30	5 Transactions			
19319	SEACHANGE						
153	01-061-000-0000-6262		9,929.68	BALLOTS - 2024 PNP	42734	OTHER SERVICES - ELECTIONS	N
19319	SEACHANGE		9,929.68	1 Transactions			
19547	SKILLET KITCHEN						
24	01-251-000-0000-6427		6,496.80	INMATE MEALS- 2/11/24-2/18/24	6664	JAIL MEALS	N
25	01-251-000-0000-6427		6,091.76	INMATE MEALS- 2/19/24-02/25/24	6721	JAIL MEALS	N
19547	SKILLET KITCHEN		12,588.56	2 Transactions			
19413	STONE/STEVE						
1	01-121-000-0000-6330		50.00	NATIONAL ASSC OF CVSO'S DUES		TRAVEL & EXPENSE	N
2	01-121-000-0000-6330		132.86	198.3 MILES-CVSO CONF -BEMIDJI		TRAVEL & EXPENSE	N
3	01-121-000-0000-6330		263.90	LODGING-CVSO CONF-BEMIDJI		TRAVEL & EXPENSE	N
5	01-121-000-0000-6330		19.22	MEAL REIMBURSEMENT-9/21/23		TRAVEL & EXPENSE	N
7	01-121-000-0000-6330		11.73	MEAL REIMBURSEMENT 11/18/23		TRAVEL & EXPENSE	N

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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
8	01-121-000-0000-6330		187.33	286MILES@.655-FARGO VA MEETING		TRAVEL & EXPENSE	N
9	01-121-000-0000-6330		25.00	2024 NWMN CVSO DUES		TRAVEL & EXPENSE	N
10	01-121-000-0000-6330		118.24	LODGING-CVSO MEETING FARGO	1/18/24	TRAVEL & EXPENSE	N
11	01-121-000-0000-6330		180.10	268.8MILES@.67-FARGO VA MEETIN	1/18/24	TRAVEL & EXPENSE	N
6	01-121-000-0000-6330		57.25	87.4 MILES @.655-CROOKSTON MEE	11/18/23	TRAVEL & EXPENSE	N
4	01-121-000-0000-6330		170.30	260 MILES @.655-VA FARGO MEETI	9/21/2023	TRAVEL & EXPENSE	N
19413	STONE/STEVE		1,215.93	11 Transactions			
20027	THE TIMES						
17	01-003-000-0000-6231		112.86	TIMES - 2024 SUMMARY BUDGET	281	PUBLISHING - BOARD	N
18	01-003-000-0000-6231		47.52	TIMES - HEARING - ATV USE	281	PUBLISHING - BOARD	N
20	01-003-000-0000-6231		484.11	TIMES: PROCEEDINGS 1/23	281	PUBLISHING - BOARD	N
23	01-041-000-0000-6401		276.50	5000 #10 ENVELOPES	281	SUPPLIES - AUDITOR	N
21	01-061-000-0000-6232		45.00	TIMESUBLIC ACCURACY	281	ADVERTISING - ELECTION	N
22	01-061-000-0000-6232		1,161.00	TIMES: VOTERS NOTICE	281	ADVERTISING - ELECTION	N
14	01-091-000-0000-6801		94.00	WATCH - COUNTY ATTY ASST	281	MISCELLANEOUS EXPENSE	N
15	01-091-000-0000-6801		10.00	INTERNET JOB PAGE	281	MISCELLANEOUS EXPENSE	N
16	01-091-000-0000-6801		78.00	TIMES - COUNTY ATTY ASST	281	MISCELLANEOUS EXPENSE	N
19	01-091-000-0000-6801		94.00	WATCH - COUNTY ATTY ASST	281	MISCELLANEOUS EXPENSE	N
12	01-121-000-0000-6262		94.00	WATCH- DIRECTOR OF VET SERVICE	281	OTHER SERVICES - VETS SERVICE	N
13	01-121-000-0000-6262		10.00	INTERNET JOB PAGE	281	OTHER SERVICES - VETS SERVICE	N
20027	THE TIMES		2,506.99	12 Transactions			
20075	THIEF RIVER GLASS CO						
90	01-201-000-0000-6304		1,590.68	WINDSHIELD REPLACED #06	9499	REPAIR & MAINTENANCE - SQUADS	N
20075	THIEF RIVER GLASS CO		1,590.68	1 Transactions			
20512	THOMASON, SWANSON & ZAHN PLLC						
86	01-011-000-0000-6261		89.25	ATTORNEY FEES 57-PR-23-541	26259	COURT APPOINTED ATTORNEYS	Y
20512	THOMASON, SWANSON & ZAHN PLLC		89.25	1 Transactions			
23303	THOMSON REUTERS/WEST PAYMENT CEN						
75	01-016-000-0000-6242		447.90	MARCH SUBSCRITIONS	849880582	SUBSCRIPTIONS - LAW LIBRARY	N
74	01-091-000-0000-6240		85.25	MARCH SUBSCRITIONS	849884081	SUBSCRIPTIONS	N
23303	THOMSON REUTERS/WEST PAYMENT CEN		533.15	2 Transactions			
11039	TRF RADIO						
89	01-201-000-0000-6801		150.00	NOW HIRING - DEPUTY	35409-1	MISCELLANEOUS EXPENSE	N
11039	TRF RADIO		150.00	1 Transactions			

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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
26	21332 ULINE 01-251-000-0000-6403		654.59	PROPERTY BAGS SEALER	174405797	JANITORIAL SUPPLIES - JAIL	N
	21332 ULINE		654.59	1 Transactions			
99	22336 VETTLESON/SETH 01-201-000-0000-6420		12.20	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
	22336 VETTLESON/SETH		12.20	1 Transactions			
98	23315 WEBSTAURT STORE LLC 01-251-000-0000-6300		655.20	DRAIN CLEANING MACHINE	95547834	REPAIRS & MAINTENANCE	N
	23315 WEBSTAURT STORE LLC		655.20	1 Transactions			
1 Fund Total:			159,580.87	County Revenue	58 Vendors	196 Transactions	

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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
130	1309 ACEC MINNESOTA 2725 03-320-000-0000-6330		200.00	MN TRANSPORTATION CONFERENCE		TRAVEL & EXPENSE	N
	1309 ACEC MINNESOTA 2725		200.00	1 Transactions			
140	2325 BOBCAT OF GRAND FORKS 03-350-000-0000-6564		427.76	FILTERS	26054G	EQUIPMENT REPAIR PARTS	N
	2325 BOBCAT OF GRAND FORKS		427.76	1 Transactions			
133	6363 FRONTIER PRECISION, INC 03-330-000-0000-6554		36.00	PROPELLERS - DRONE		ENGINEERING & SURVEYING SUPPLI	N
	6363 FRONTIER PRECISION, INC		36.00	1 Transactions			
138	8331 HARDWARE HANK 03-350-000-0000-6428		33.01	PARTS FOR STOP/SLOW PADDLES		SAFETY EQUIPMENT	N
135	03-350-000-0000-6556		18.97	VALVE ADAPTOR HOSE		SHOP SUPPLIES	N
136	03-350-000-0000-6556		9.77	ADAPTER HOSE COUPLING		SHOP SUPPLIES	N
137	03-350-000-0000-6556		1.99	ADAPTER		SHOP SUPPLIES	N
134	03-350-000-0000-6564		12.99	DRILL BIT		EQUIPMENT REPAIR PARTS	N
139	03-350-000-0000-6564		12.99	DRILL BIT		EQUIPMENT REPAIR PARTS	N
	8331 HARDWARE HANK		89.72	6 Transactions			
132	8412 HOFFMAN, PHILIPP, & MARTELL, PLLC 03-320-000-0000-6261		760.00	AUDIT BILLING #1		CONSULTING & LEGAL SERVICES	N
	8412 HOFFMAN, PHILIPP, & MARTELL, PLLC		760.00	1 Transactions			
141	11380 KITTSOON COUNTY HIGHWAY DEPTMENT 03-330-000-0000-6269		7,162.16	FINAL DISTRICT WIDE LIGHTING P		GENERAL CONTRACTS	N
	11380 KITTSOON COUNTY HIGHWAY DEPTMENT		7,162.16	1 Transactions			
142	13383 MINNCOR INDUSTRIES 03-330-000-0000-6554		30.00	FLIPPER DOOR PINION GEAR		ENGINEERING & SURVEYING SUPPLI	N
	13383 MINNCOR INDUSTRIES		30.00	1 Transactions			
143	13393 MINNESOTA NORTHERN RAILROAD INC 03-350-000-0000-6252		142.00	ELECTRICITY RR SIGNALS - FEB		ELECTRICITY	N
	13393 MINNESOTA NORTHERN RAILROAD INC		142.00	1 Transactions			
144	16079 PETERSON LUMBER 03-350-000-0000-6556		144.00	3 BUTTON TRANSMITTER		SHOP SUPPLIES	N

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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
16079	PETERSON LUMBER		144.00		1 Transactions		
145	16448 PREMIUM WATERS, INC. 03-320-000-0000-6401		53.99	WATER - HWY DEPT	176896	SUPPLIES	N
	16448 PREMIUM WATERS, INC.		53.99		1 Transactions		
147	17002 QUILL CORPORATION 03-320-000-0000-6401		331.15	TONER	37716385	SUPPLIES	N
	17002 QUILL CORPORATION		331.15		1 Transactions		
146	20027 THE TIMES 03-320-000-0000-6232		317.79	AD RENTAL, FUEL, CULVERTS	281	ADVERTISING	N
	20027 THE TIMES		317.79		1 Transactions		
131	11039 TRF RADIO 03-320-000-0000-6232		150.00	ADVERTISE EMPLOYMENT	35489-1	ADVERTISING	N
	11039 TRF RADIO		150.00		1 Transactions		
148	26301 ZIEGLER, INC. 03-350-000-0000-6564		55.39	FILTER KIT		EQUIPMENT REPAIR PARTS	N
149	03-350-000-0000-6564		403.69	CREDIT - CANISTER		EQUIPMENT REPAIR PARTS	N
150	03-350-000-0000-6564		194.06	COOLANT		EQUIPMENT REPAIR PARTS	N
151	03-350-000-0000-6564		355.92	HYDRAULIC FLUID		EQUIPMENT REPAIR PARTS	N
152	03-350-000-0000-6564		0.70	NUT		EQUIPMENT REPAIR PARTS	N
	26301 ZIEGLER, INC.		202.38		5 Transactions		
3 Fund Total:			10,046.95	Road & Bridge	14 Vendors	23 Transactions	
Final Total:			169,627.82	72 Vendors	219 Transactions		

Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	159,580.87	County Revenue
3	10,046.95	Road & Bridge
All Funds	169,627.82	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	2340 BERNIER/MORGAN 01-111-000-0000-6330		22.70	MEAL REIMBURSEMENT-BOILER TEST	3/20/24	TRAVEL & EXPENSE	N
	2340 BERNIER/MORGAN		22.70	1 Transactions			
1 Fund Total:			22.70	County Revenue	1 Vendors	1 Transactions	
Final Total:			22.70	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	22.70	County Revenue
All Funds	22.70	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 March 19, 2024 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the February 20, 2024, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the contract with Garden Valley on Installation and Professional monitoring of a panic wireless system for the 3rd floor at the Government Center as presented.

B. To approve the contract with Garden Valley on the White Noise System and Intercom System for the 3rd Floor at the Government Center as presented.

SECTION B

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

Aye Nay Chairperson Date

AGREEMENT FOR HIGHWAY ENGINEER SERVICES
BETWEEN PENNINGTON COUNTY AND KITTSON COUNTY
MARCH 2024

This Agreement made as of the 19th day of MARCH 2024, (the “Effective Date”), between the County of PENNINGTON, a duly organized County within the State of Minnesota, and the County of KITTSON, a duly organized County within the State of Minnesota, for the purpose of providing engineering services to KITTSON County while there remains a vacancy in the County Highway Engineer position.

WHEREAS, the County Board of each County must appoint and employ a County Highway Engineer for every duty and responsibility imposed by law; and

WHEREAS, KITTSON County’s Highway Engineer position is currently vacant; and

WHEREAS, a County may contract for engineering services with another County upon such terms as mutually agreed upon pursuant to MN Statutes § 163.07, subd. 9; and

WHEREAS, a County Board is authorized to employ and engage the services of a registered professional engineer to act as a consultant in connection with the construction of roads and bridges on County State-Aid highways upon request of the County highway engineer; and

WHEREAS, KITTSON County bears the responsibility for construction and maintenance of their State-Aid system; and

WHEREAS, PENNINGTON County employs a highway engineer meeting the statutory qualifications of a County highway engineer in the state of Minnesota; and

WHEREAS, the PENNINGTON County Board of Commissioners is willing to contract for interim engineering services with KITTSON County for the benefit of the State and County; and

WHEREAS, the KITTSON County Board of Commissioners is actively seeking a new County highway engineer.

NOW, THEREFORE, be it agreed upon:

1. The PENNINGTON County Board of Commissioners shall provide to the KITTSON County Board of Commissioners the services as defined herein of its County Highway Engineer, Michael Flaagan, (the “ENGINEER”). PENNINGTON County agrees that the services provided to KITTSON County will be delivered by a licensed engineer registered as a highway engineer with the State of Minnesota. PENNINGTON County further agrees that the services will not be provided by a substituted professional without KITTSON County’s express written consent.

2. The ENGINEER shall act as a consultant to KITTSON County in connection with the construction of roads and bridges on County State-Aid highways, and shall upon request of the County Board, complete other duties and responsibilities imposed by law upon the County Highway Engineer, as limited by this Agreement.
3. The PENNINGTON County Highway Department's Office will bill KITTSON County at the rate of \$12,000.00 per month for work providing services pursuant to this Agreement. \$4,000.00 of this amount will be paid to Pennington County for the loss of service during this Agreement, and 75% of the remaining \$8,000.00 will be paid directly to the ENGINEER while 25% will be paid directly to the Assistant Engineer in charge of Construction for PENNINGTON County. The PENNINGTON County Highway Department will submit a monthly invoice to the KITTSON County Highway Department. KITTSON County agrees to pay each invoice within 30 days of receipt.
4. The PENNINGTON County Highway Department Office will bill KITTSON County mileage for engineering services at the Federal mileage rate (\$0.656/mile) pursuant to the PENNINGTON County Travel Policy. The ENGINEER will limit the amount of miles traveled with the Pennington County vehicle as most practical.
5. The ENGINEER remains the appointed County Highway Engineer of PENNINGTON County. This Agreement does not appoint PENNINGTON County's highway engineer as KITTSON County's highway engineer. The Engineer is a PENNINGTON County Employee and shall at all times herein be considered a PENNINGTON County Employee. The Engineer will not be considered a KITTSON County employee. The ENGINEER shall be subject to the personnel and other policies of PENNINGTON County.
6. The ENGINEER shall facilitate bridge program administration services through this Agreement to support KITTSON County's bridge inspection Team Leader. If a damage or critical deficiency bridge inspection becomes necessary while this Agreement remains in effect, the KITTSON County Board of Commissioners hereby authorizes immediate services of qualified consultant engineering personnel to carry out the responsibilities for said bridge rating(s) and report(s).
7. The ENGINEER shall have discretion and authority to set the time spent in each County to fairly and equitably distribute his time according to good engineering practices.
8. The ENGINEER will represent only PENNINGTON County on all associated organizations and committees.
9. On the ENGINEER's behalf, the KITTSON County Highway Department will review applications and issue or deny oversize/overweight permits for roads under KITTSON County's jurisdiction.
10. Either party shall have the unilateral right to terminate this agreement upon 10 business day's written notice to the other County, acting through its County Board.
11. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the

execution, performance or failure to adequately perform its obligations pursuant to this Agreement. In order to ensure that each party will be able to provide indemnification as required by the above provision, each party will maintain general liability and automobile liability with coverage limits not less than those prescribed under MN Statute §466.04; and Workers' Compensation insurance coverage or self-insurance in accordance with the Minnesota statutory requirements. Said policies shall be kept in effect during the entire term of this Agreement. PENNINGTON County will not bond for highway engineer services in KITTSON County.

12. This Agreement does not include routine attendance at KITTSON County Board meetings.
13. CONTRACT TERM: CONTRACT TERM: The term of this agreement shall commence on the Effective Date and continue in full force and effect until the contract is terminated as provided herein. This agreement may be amended on a month-by-month basis as needed at such date when the KITTSON County Board of Commissioners appoints and employs a new registered County Highway Engineer. The KITTSON County Board of Commissioners agrees to actively pursue a qualified Engineer during the entirety of this agreement.
14. ASSIGNMENT: Neither KITTSON County nor PENNINGTON County may assign, delegate or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other, which consent shall not be unreasonably withheld.
15. NON-WAIVER AND CUMULATION OF REMEDIES: The failure by either party at any time to enforce the provisions of this Agreement, or any right or remedy available hereunder, or at law, or in equity, or to exercise an option herein provided, shall not constitute a waiver of such provision, right, remedy or option, or in any way affect the validity of this Agreement. The waiver of any default by either party shall not be deemed a continuing waiver, but shall apply solely to the instances to which such waiver is directed. The remedies provided under this Agreement shall be cumulative and not alternative, and the election of any one remedy for breach shall not preclude the pursuit of other remedies.
16. DATA PRIVACY: KITTSON County agrees to abide by the applicable provisions of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, HIPAA requirements, and all other applicable State or Federal rules, regulations or orders pertaining to privacy or confidentiality.
17. RECORDS RETENTION AND AVAILABILITY/AUDIT: PENNINGTON County and KITTSON County shall keep pertinent business records pursuant to this Agreement. Such records shall be maintained for at least 6 years from the date services or payment were last provided, or longer if any audit in progress requires a longer retention period. All accounting records shall be kept in accordance with generally accepted accounting practices. Both parties shall have the right to audit and review all such documents and records at any time during regular business hours or upon reasonable notice. These records are subject to examination, duplication, transcription and audit by either County, and/or the Legislative or State Auditor of the State of Minnesota pursuant to MN Statute §16C.05, subd. 5. The records may also be subject to review by the Comptroller General of the United States, or a duly authorized representative, if Federal funds are utilized for any work during the term of this Agreement.

18. ENTIRE AGREEMENT: This Agreement embraces the entire Agreement between the parties. No oral agreement or representation concerning this Agreement shall be binding.

19. SEVERABILITY: Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so constructed is held by a Court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.

20. AMENDMENTS: This Agreement may be altered, extended, changed or amended in writing by mutual agreement of the parties when dated and attached hereto without altering the other terms of this Agreement.

IN WITNESS WHEREOF, KITTSON County and PENNINGTON County have caused this Agreement to be executed by the persons authorized to act in their respective names on the date shown below.

Approved at the KITTSON County Board
Meeting this ___ day of _____ .

Approved at the PENNINGTON County Board
Meeting this ___ day of _____ .

By _____
Chair of County Board

By _____
Chair of County Board

Attest:
By _____
County Administrator

By _____
County Coordinator

Approved as to form and execution:

Date: _____

KITTSON County Attorney

Approved as to form and execution:

Date: _____

PENNINGTON County Attorney

Human Resources Records Retention Schedule

Code	Title	Description	Retention Period	Classification	Statute
HRS 00100	Applicant Data - General	Applications, resumes, letters of recommendation, affirmative action forms, certification of test/Examination Results, list of qualified applicants, ranking, interview notes, reference checks, records that relate to posting, recruitment, selection and appointment to each position. If hired, application etc becomes part of employee personnel file.	3 years or length of eligibility if longer	Public/Private	MS 13.03, MS 13.43
HRS 00200	Applicant Data - Background Checks	Background checks conducted by third party (Info subject to FCRA)	5 years after employee's termination or 6 years after date of background check whichever is longer	Private/Confidential	
HRS 00300	Affirmative Action Reports	Copies of reports sent to Human Rights Commission	5 years	Public/Private	MS 13.39, MS 13.43
HRS 00400	Benefits Enrollment Forms	Employees' medical, dental, deferred compensation, etc. election forms	5 years after employee's termination	Private	MS 13.43
HRS 00500	Benefits Plan	Includes insurance, health care, deferred compensation, etc.	Until superseded or 6 year after coverage lapses	Public	
HRS 00600	Classification Studies	Studies which describe job duties and may rank individual County positions. See also: pay equity	Until Superseded	Public	MS 13.03
HRS 00700	Compensation Plan	Salary tables/ranges, plan documents, pay increase criteria	10 years	Public	MS 13.03

Human Resources Records Retention Schedule

Code	Title	Description	Retention Period	Classification	Statute
HRS 00800	Employment Eligibility Verification/I-9 Form	Verifies status of citizenship or naturalization	3 years after date of hire, or 1 year after employment is terminated, whichever is later. Should not be retained in employees personnel file	Private	MS 13.43
HRS 00900	Employee Suggestion Form		2 years	Public/Private	MS 13.43
HRS 01000	Drug and Alcohol Testing Results	Includes commercial drivers license (cdl's), controlled substance test results, drivers evaluations, etc.	1 year for records of negative and canceled drug tests, records of alcohol tests with a result below .02 BAC (49CFRss382.401) 5 years after employee's termination for alcohol test results greater than .02 BAC, verified positive controlled substance test results, documentation of refusal to test, calibration documentation, driver evaluations and referrals	Public/Private	MS 13.43, 49 CFR 382.401
HRS 01100	Equal Employment Opportunity Reports/Summary Data (EEO Reports)	Reports sent to Federal Government	3 years	Public	29 CFR, 1602.30

Human Resources Records Retention Schedule

Code	Title	Description	Retention Period	Classification	Statute
HRS 01200	Grievance Files	Formal written employee grievance and/or complaint filed under personnel rules, and received by county. Should not be retained in employee personnel file.	5 years after employee's termination	Public/Private	MS13.43
HRS 01300	Job/Position Descriptions	Personnel department retains a position description history on the various positions within the county.	Until Superseded	Public	
HRS 01400	Labor Unions - Arbitration Decisions		Permanent	Public	MS 13.03
HRS 01500	Labor Unions - Contracts/Agreements	Contracts between County management & various labor unions including correspondence, salary schedule & personnel policies	10 years	Public	
HRS 01600	Labor Unions-Disputes/Grievances	Between union and County government agency	Permanent	Public/Private	
HRS 01700	Labor Unions-Negotiating Data		Permanent	Public/Private	
HRS 01800	Medical Records/FMLA	Any information concerning the health status of an employee which is made or maintained by a physician, nurse or other health care personnel, or technician, including medical & employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints. Should not be kept in employee's personnel file.	5 years after employee's termination	Public/Private	MS 13.43

Human Resources Records Retention Schedule

Code	Title	Description	Retention Period	Classification	Statute
HRS 01900	Pay Equity Implementation Report	State mandated report filed with Department of Employee Relations consisting of pay and job class information	Until Superseded	Public	
HRS 02000	Personnel Files	Records on each employee such as applications, references, performance evaluation, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, training records, etc. Certain records should NOT be retained in employees personnel files: medical records, health insurance information, I-9 forms, child support obligation records, investigations, or any other record which, in its presence, may raise an inference of discrimination. All originals are to be maintained by personnel department or responsible department.	5 after employee's termination. Destruction approval is contingent upon retention of master copy of Payroll register or record.	Public/Private	MS 13.43
HRS 02100	Policies & Procedures/Rules & Regulations	For human resource function, includes annual leave program, hiring procedures file, etc.	Until superseded	Public	
HRS 02200	OSHA - Infectious Disease & Occupations exposure files	Files on each employee dealing with safety & training on diseases such as hepatitis & AIDS. Should not be kept in employee personnel file.	30 years after termination	Public/Private	MS 13.43
HRS 02300	OSHA Citations of Penalty	Notifications of Violations by the County	5 years after citation	Public	

Human Resources Records Retention Schedule

Code	Title	Description	Retention Period	Classification	Statute
HRS 02400	OSHA Reports	Incident reports and annual summary	5 years following end of calendar year of record	Public/Private	CFR 29 1904.33 (a)
HRS 02500	OSHA Employee Exposure records & Worker's Compensation	Any information concerning employee exposure to toxic substances or harmful physical agents and other workers compensation documents including first reports of injury	30 years after employee's termination or retirement	Public/Private	MS 13.43 CFR 29 1910.20
HRS 02600	Safety Committee Agenda & Minutes		10 years	Public	
HRS 02700	Safety Manual		Until superseded	Public	
HRS 02800	Training Sign Up Sheets	List of employees participating in each training program	5 years from the date of completed training or 5 years after termination, whichever is applicable to the County's recordkeeping practices	Public	
HRS 02900	Training Materials	Reference and class material including articles, presentations, manuals, handouts used in each training session	5 years after training program becomes obsolete	Public	
HRS 03000	Training Records	Individual acknowledgment form or other form that employee signs and is kept in the personnel file. Includes Right to Know, Harassment, and other trainings	5 years after employee's termination	Public	
HRS 03100	Unemployment Claims		8 years	Public/Private	

Minnesota Historical Society
State Archives Department
Minnesota History Center
345 Kellogg Blvd., West
St. Paul, MN 55102-1906
(651) 259-3260 Fax: (651) 296-9961

**NOTIFICATION OF ADOPTION
OF
COUNTY GENERAL
RECORDS RETENTION SCHEDULE-HUMAN RESOURCES
RECORDS**

1. Complete this form and send the original and one (1) copy to the State Archives Department at the above address.
2. Destruction of records according to the general schedule is **NOT** permitted until this form is signed by the Minnesota Historical Society.

County	Email address	Telephone (Include Area Code)
Street Address		City, Zip Code

This is to notify the Minnesota Historical Society that the county human resources department/unit named above has officially adopted the County General Records Retention Schedule-Human Resources Records.

Name/Title (print)	Signature	Date
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The Minnesota Historical Society acknowledges your Notification of Adoption of the County General Records Retention Schedule-Human Resources Records. You are authorized to retain and dispose of records as indicated on the Schedule.

Director or Designee, Minnesota Historical Society
Date