

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
TUESDAY, AUGUST 13TH, 2024, 10:00 A.M.**

AGENDA - REVISED

1. Call to Order

2. Pledge of Allegiance

3. Amendments to the Agenda

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

5. Approval of the Board minutes; bills

6. Regular Agenda

10:05 Michelle Landsverk – Advance Thief River

10:15 Tamara Yon – District Judge

10:25 Mike Flaagan – County Engineer

10:35 Seth Vettleson – County Sheriff

10:45 Grant Nelson – Ag Services/SW Coordinator

10:55 Lisa Loegering – Extension Regional Director

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
JULY 23, 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, July 23, 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 Sorenson, seconded by Commissioner Sourdif, to approve the agenda as presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Sorenson, seconded by Commissioner Peterson, to approve the County Board minutes of July 9, 2024, as written. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to approve the Human Services warrants totaling \$289,586.72, also payment to gWorks (Simple Signs Maintenance and Tech Support) for \$537.00, payment to Lee Plumbing and Heating (boiler exhaust & rain cap installation) for \$256.28, and the following Commissioner warrants. Motion carried.

County Revenue	\$83,221.40
Road & Bridge	\$23,396.82
Solid Waste Facility	\$ 90.65
Ditch Funds	\$ 920.73

Human Services Director Julie Sjostrand presented the consent agenda from the July 16, 2024, Human Services Committee meeting. On a motion by Commissioner Sorenson and seconded by Commissioner Sourdif, the following recommendations of the Pennington County Human Service Committee for July 16, 2024 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the June 18, 2024, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the CY 2025 Clinical Supervision Purchase of Service Agreement between Sherry Jose-Sobolik and Pennington County Human Services, as presented.

B. To approve the CY 2024-2025 Supervised Visitation and Visitation Exchange Purchase of Service Agreement between the Violence Intervention Project and Pennington County Human Services, as presented.

C. To approve the CY 2024 Family First Prevention Services Act Allocation Agency Plan as presented.

SECTION B

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

The Chairman asked the Auditor-Treasurer and County Coordinator to present their items until the arrival of the County Engineer.

Auditor-Treasurer Items:

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to approve a request for overtime pay for staff of the Auditor-Treasurer's office for the 2024 Primary and General Elections. Discussion was held with Ms. Herzberg stating that new election laws require the office to be open additional evenings and Saturdays for absentee voting. Following discussion, the motion was carried.

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

RESOLUTION

BE IT RESOLVED, that Commissioners Sourdif and Peterson be appointed to the County Canvassing Board for the 2024 Primary Election; and,

BE IT FURTHER RESOLVED, that the County Canvassing Board meet at 9:00 a.m. on August 15th, 2024, in the 3rd floor meeting room of the Government Center to canvass the 2024 Primary Election results.

County Coordinator Items:

Motioned by Commissioner Sourdif, seconded by Commissioner Peterson, to approve issuance of a duplicate warrant to Baker Tilly in the amount of \$3,100.00 to replace lost warrant #198536 dated December 15, 2023, without issuance of an indemnifying bond. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve a quote from TRF Lock & Key in the amount of \$3,800.00 for the purchase and installation of the following for the Government Center: 9 locks, 16 lock cylinders, and to transfer three current locks to new doors. Following discussion, the motion was carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve a quote by Bergstrom Electric in the amount of \$4,140.00 for the purchase and installation

of 4 LED ligature and tamper resistant light fixtures in the holding cells of the LEC jail. Motion carried.

Motioned by Commissioner Sorenson, seconded by Commissioner Lawrence, to approve a quote by Climate Control Inc. in the amount of \$2,560.00 to replace the CO2/NO2 detection system in the sally port of the LEC/Justice Center. Such system will communicate with the building's current automation system. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve a quote by SVL in the amount of \$3,543.00 for the purchase and installation of Permatron filters for the RTU6 rooftop cooling unit on the Justice Center. Discussion followed with it noted that filter screens will keep debris out of the unit and its fins, preventing damage while offering additional protection against hail. Following discussion, the motion was carried.

County Engineer Mike Flaagan presented the following items:

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the hire of Jonathan D. Grove as full-time Highway Equipment Operator effective July 29th, 2024. Following discussion, the motion was carried.

Mr. Flaagan noted that 2024 crack sealing is complete and Northwest Asphalt did a good job. He is recommending final payment and noted the total project cost was \$133,985.40. The following resolution was introduced by Commissioner Peterson, seconded by Commissioner Lawrence, and upon vote was unanimously carried.

RESOLUTION

WHEREAS, Contract CP57-24-05 has in all things been completed, and the County Board being fully advised in the premises,

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

Commissioner Lawrence questioned Mr. Flaagan about filling the potholes located in the Government Center parking lot. Mr. Flaagan stated the highway department will be starting to fill potholes in about two weeks and should be able to take care of those in that parking lot.

Engineer Flaagan noted receipt of ditch cleaning petitions for CD#96, JD#1, and JD#11. They will begin related surveying of the ditches soon now that other projects are ending. He stated there is also some interest in the cleaning of JD#13.

The Engineer stated there is some interest in improvements to JD#1 and CD#96; both old ditches that have seen changes since their original build in the early 1900s. Discussion was held on those ditches and what work and cleaning would likely need to be done.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve entering into contract with H2Over Viewers, LLC for the redetermination of benefits and grass strip acquisition for CD#46 and CD#70 at the cost of \$4.09 per acre. Motion carried.

Engineer Flaagan stated that Kittson County has hired a County Engineer that starts on August 5, 2024. Their hire is not licensed yet, so Kittson County would like to retain the services of our Engineer until such licensing is obtained. Mike recommended we term the current contract with the required 10-day notice and then enter into a new contract. Discussion was held and Mr. Flaagan recommend the County wait until Kittson County approves the new contract, which proposes scaled down costs to reflect lesser services. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to cancel the current Engineer services agreement with Kittson County with the required 10-day notice. Motion carried.

The Engineer provided an update on local projects: CSAH #10 paving is complete with striping and shouldering to follow; paving related to the Kratka bridge project should be finished tomorrow. The bridge is likely to open on Thursday or Friday and the Board discussed and agreed to hold a ribbon cutting ceremony for the project on Monday, July 29th, 2024, at 9:00 a.m.

The Engineer discussed the county's Wheelage Tax, which is currently set at \$10.00 and raises about \$140k annually. State statute allows a wheelage tax up to \$20.00 and the deadline for such change is August 1st. Such funds are currently used for maintenance, including parts, equipment, materials, and labor. Discussion was then held on a ½ cent sales tax, which would raise an estimated \$1M annually. Mike noted that Beltrami, Hubbard, and Roseau counties have implemented such a tax and are using the funds for construction programs, buildings, etc. It was noted that if a sales tax is implemented then the wheelage tax must be removed. No action was taken but the Board would like the sales tax researched for Pennington County.

County Sheriff Seth Vettleon presented the following items:

Mr. Vettleon discussed a \$24,000 federal grant for body cameras, which requires matching funds from state grants, which are available. A requirement of the grant is a county body camera policy, and a public hearing must be held prior to such policy adoption. The public hearing was then set for September 24th, 2024, at 9:00 a.m. in the Justice Center Board Room.

Sheriff Vettleon stated that the 2024 Pennington County Fair went good with no major incidents.

Committee Reports / Commissioner Updates:

Commissioner Nelson noted that the county's Cannabis Committee will meet with a committee from the City of TRF on July 31, 2024, at 5:30 p.m. at City Hall.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to adjourn the Board meeting to August 13th, 2024, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Seth Nelson, Chairman
Board of Commissioners

DRAFT

Pennington County Financial System



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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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Pennington County Financial System



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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
1011 ACE HARDWARE							
52	01-501-000-0000-6300		20.97	VINEGAR GALLON	164242	REPAIRS & MAINTENANCE	N
53	01-501-000-0000-6300		6.99	VINEGAR GALLON	164688	REPAIRS & MAINTENANCE	N
222	01-251-000-0000-6302		14.58	PICKUP TOOL-KITCHEN	165570	KITCHEN REPAIRS & EXPENSE	N
54	01-501-000-0000-6300		13.98	VINEGAR GALLON	165723	REPAIRS & MAINTENANCE	N
1011	ACE HARDWARE		56.52	4 Transactions			
1306 ADVANCED CORRECTIONAL HEALTHCARE							
159	01-251-000-0000-6255		20,563.56	SEPTEMBER 24 ON-SITE MEDICAL	2205	MEDICAL - LOCAL	N
160	01-251-000-0000-6255		1,048.86	SEPTEMBER 24 ON-SITE MENTAL HE	2205	MEDICAL - LOCAL	N
161	01-251-000-0000-6255		892.51-	CREDIT 12/24/23-7/6/24	ARCM-000440	MEDICAL - LOCAL	N
1306	ADVANCED CORRECTIONAL HEALTHCARE		20,719.91	3 Transactions			
1347 Amazon Capital Services							
77	01-041-000-0000-6401		94.00	HP642A TONER - MAGENTA		SUPPLIES - AUDITOR	N
78	01-041-000-0000-6401		127.39	HP642A TONER - CYAN		SUPPLIES - AUDITOR	N
79	01-041-000-0000-6401		7.40	SHIPPING		SUPPLIES - AUDITOR	N
80	01-041-000-0000-6401		9.95-	DISCOUNTS		SUPPLIES - AUDITOR	N
221	01-259-000-0000-6801		41.98	PROGRAMMING-STUDY BIBLE	16JM-GFTD-19QQ	MISCELLANEOUS EXPENSE - CANTI	N
220	01-259-000-0000-6801		78.99	PROGRAMMING-COLORED PENCILS	17CY-P6XT-6N1F	MISCELLANEOUS EXPENSE - CANTI	N
218	01-201-000-0000-6405		37.98	SCREEN PROTECTORS	17TY-VH3P-7RTP	GENERAL SUPPLIES	N
219	01-220-000-0000-6631		279.99	55 INCH TV-DISPATCH CAMERAS	1CPJ-TVMC-TWRV	FURNITURE & EQUIPMENT	N
75	01-041-000-0000-6401		36.42	PENCILS	1R1K-YK1M-9NXT	SUPPLIES - AUDITOR	N
76	01-111-000-0000-6801		5.99	COLORED ROUND LABELS	1R1K-YK1M-9NXT	MISCELLANEOUS EXPENSE	N
217	01-201-000-0000-6405		176.96	3 SSD DRIVES	1VY4-X13K-GTRM	GENERAL SUPPLIES	N
1347	Amazon Capital Services		877.15	11 Transactions			
2360 BENSON/ASHLEY							
5	01-106-000-0000-6241		700.00	2024 MAAO FALL CONFERENCE		DUES - ASSESSOR	N
6	01-106-000-0000-6330		384.40	LODGING - MAAO FALL CONFERENCE	9/23-9/25	TRAVEL & EXPENSE	N
2360	BENSON/ASHLEY		1,084.40	2 Transactions			
2324 BERGSTROM ELECTRIC INC							
187	01-218-000-0000-6300		90.00	WIRING-BOILER FEED PUMP	19515	REPAIRS & MAINTENANCE	N
2324	BERGSTROM ELECTRIC INC		90.00	1 Transactions			
2050 BREDESON SUPPLY							
65	01-601-000-0000-6401		24.90	OFFICE SUPPLIES	213556	SUPPLIES - EXTENSION	N
2050	BREDESON SUPPLY		24.90	1 Transactions			

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
165	3352 CHARM-TEX INC 01-251-000-0000-6405		232.00	ADMISSION KITS	369501	GENERAL SUPPLIES - JAIL	N
	3352 CHARM-TEX INC		232.00	1 Transactions			
216	3407 CLIMATE CONTROL, INC. 01-218-000-0000-6300		407.50	REMOTE PROGRAMMING SUPPORT	17389	REPAIRS & MAINTENANCE	N
	3407 CLIMATE CONTROL, INC.		407.50	1 Transactions			
13	3311 COLE PAPERS, INC. 01-111-000-0000-6403		25.03	URINAL SCREEN - GC	10463663	JANITORIAL SUPPLIES - COURTHOL	N
16	01-111-000-0000-6403		85.50	WHITE CAN LINER - GC	10463663	JANITORIAL SUPPLIES - COURTHOL	N
21	01-111-000-0000-6403		71.89	BATH TISSUE - GC	10463663	JANITORIAL SUPPLIES - COURTHOL	N
14	01-218-000-0000-6403		50.06	URINAL SCREEN - JC	10463663	JANITORIAL SUPPLIES	N
17	01-218-000-0000-6403		85.50	WHITE CAN LINER - JC	10463663	JANITORIAL SUPPLIES	N
19	01-218-000-0000-6403		64.56	TOILER CLEANER - JC	10463663	JANITORIAL SUPPLIES	N
22	01-218-000-0000-6403		71.90	BATH TISSUE - JC	10463663	JANITORIAL SUPPLIES	N
23	01-218-000-0000-6403		7.00	PROCESSING FEE	10463663	JANITORIAL SUPPLIES	N
12	01-800-000-0000-6403		25.03	URINAL SCREEN - HS	10463663	JANITORIAL SUPPLIES	N
15	01-800-000-0000-6403		85.50	WHITE CAN LINER - HS	10463663	JANITORIAL SUPPLIES	N
18	01-800-000-0000-6403		64.56	TOILER CLEANER - HS	10463663	JANITORIAL SUPPLIES	N
20	01-800-000-0000-6403		71.89	BATH TISSUE - HS	10463663	JANITORIAL SUPPLIES	N
72	01-800-000-0000-6403		55.72	LYSOL WIPES	10467506	JANITORIAL SUPPLIES	N
	3311 COLE PAPERS, INC.		764.14	13 Transactions			
172	3332 COMPUTER & ELECTRONIC SAFETY SOLU' 01-251-000-0000-6631		928.55	EFORCE-MB-MT-SATA CHAIR	14606	FURNITURE & EQUIPMENT - JAIL	N
	3332 COMPUTER & ELECTRONIC SAFETY SOLU'		928.55	1 Transactions			
166	4355 DACOTAH PAPER 01-251-000-0000-6403		1,986.97	CLEANER DISINF/FLOOR/BATHROOM	36719	JANITORIAL SUPPLIES - JAIL	N
167	01-251-000-0000-6403		1,937.11	CAN LINER/SOAPHAND/CLEANER	40123	JANITORIAL SUPPLIES - JAIL	N
168	01-251-000-0000-6403		397.76	FLOOR CLEANER	40124	JANITORIAL SUPPLIES - JAIL	N
170	01-251-000-0000-6403		70.81	TISSUE	43475	JANITORIAL SUPPLIES - JAIL	N
169	01-251-000-0000-6403		644.79	CLEANER DISINF/FLOOR/BATHROOM	43476	JANITORIAL SUPPLIES - JAIL	N
171	01-251-000-0000-6403		766.02	CREDIT ON ACCT	8226	JANITORIAL SUPPLIES - JAIL	N
	4355 DACOTAH PAPER		4,271.42	6 Transactions			
186	4340 DAKOTA FIRE PROTECTION INC 01-218-000-0000-6300		3,100.00	REPLACED WAFER BUTTERFLY VALVE	24284	REPAIRS & MAINTENANCE	N

Pennington County Financial System



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1 County Revenue

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
								Paid On Bhf #	On Behalf of Name	
	4340	DAKOTA FIRE PROTECTION INC			3,100.00		1 Transactions			
67	13059	DHS - SWIFT								
		01-061-000-0000-6262			106.07	JUNE 2024 MAILING SERVICES		A300IC57257I	OTHER SERVICES - ELECTIONS	N
	13059	DHS - SWIFT			106.07		1 Transactions			
163	4321	DIAMOND DRUGS INC								
		01-251-000-0000-6255			55.12	STOCK MEDS		1438287	MEDICAL - LOCAL	N
	4321	DIAMOND DRUGS INC			55.12		1 Transactions			
185	6349	FASTENAL COMPANY								
		01-218-000-0000-6300			287.98	FILTERS		MNROS131426	REPAIRS & MAINTENANCE	N
	6349	FASTENAL COMPANY			287.98		1 Transactions			
41	6305	FLAAGAN/JODI								
		01-013-000-0000-6853			1,610.00	46 HRS @\$35/HR TZD GRANT		JULY 2024	TOWARD ZERO DEATH GRANT	Y
	6305	FLAAGAN/JODI			1,610.00		1 Transactions			
214	7317	GALLS, LLC								
		01-220-000-0000-6420			64.00	JACKET		27793387	UNIFORMS	N
184		01-201-000-0000-6420			224.49	2 SHIRTS - #02		28446262	UNIFORMS	N
215		01-220-000-0000-6420			252.00	3 PAIR PANTS - SS		28567208	UNIFORMS	N
213		01-220-000-0000-6420			195.00	3-SHIRTS SS		38525343	UNIFORMS	N
	7317	GALLS, LLC			735.49		4 Transactions			
30	7031	GARDEN VALLEY TELEPHONE								
		01-070-000-0000-6631			999.00	BATTERY BACK UP		INV-22868	FURNITURE & EQUIPMENT	N
29		01-070-000-0000-6263			152.99	LICENSE KEY		INV-22870	COMPUTER SERVICES - DP	N
31		01-070-000-0000-6631			176.00	LABOR/MILEAGE -BATTERY BACKUP		INV-22881	FURNITURE & EQUIPMENT	N
241		01-132-000-0000-6631			2,757.00	3-LENOVO THINK STATION PC'S		INV-22981	FURNITURE & EQUIPMENT - MOTOF	N
240		01-070-000-0000-6631			383.00	CYBERPOWER REPLACE BATTERY CAR		INV-22983	FURNITURE & EQUIPMENT	N
	7031	GARDEN VALLEY TELEPHONE			4,467.99		5 Transactions			
4	7420	Government Forms and Supplies								
		01-061-000-0000-6401			559.63	ELECTION ENVELOPES		348788	SUPPLIES-ELECTION	N
	7420	Government Forms and Supplies			559.63		1 Transactions			
25	6376	HARBOTT, KNUTSON, LARSON & HOLTEN I								
		01-011-000-0000-6261			212.50	ATTORNEY FESS 57-FA-08-394		2024-1449	COURT APPOINTED ATTORNEYS	Y
26		01-011-000-0000-6261			238.00	ATTORNEY FESS 57-FA-08-833		2024-1450	COURT APPOINTED ATTORNEYS	Y

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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
24	01-011-000-0000-6261		76.50	ATTORNEY FESS 57-FA-12-542	2024-1452	COURT APPOINTED ATTORNEYS	Y
	6376 HARBOTT, KNUTSON, LARSON & HOLTEN I		527.00	3 Transactions			
	8351 HELGELAND/LINDA						
234	01-601-000-0000-6330		65.00	COUNTY EXTENSION MEETING		TRAVEL & EXPENSE	N
235	01-601-000-0000-6330		10.05	MILEAGE 15 MILES @.67		TRAVEL & EXPENSE	N
	8351 HELGELAND/LINDA		75.05	2 Transactions			
	8014 HUGOS #7						
230	01-061-000-0000-6330		28.96	TWP CLERK ELECTION TRAINING	1155	TRAVEL & EXPENSE	N
212	01-201-000-0000-6801		45.99	WATER,CUPS,FIRST AID-FAIR SUPP	1161	MISCELLANEOUS EXPENSE	N
	8014 HUGOS #7		74.95	2 Transactions			
	10303 JKC						
177	01-201-000-0000-6304		400.00	40 SQUAD CARWASHES	4862	REPAIR & MAINTENANCE - SQUADS	N
	10303 JKC		400.00	1 Transactions			
	11315 KILEN/CYNTHIA						
64	01-601-000-0000-6401		70.17	MAP FRAME		SUPPLIES - EXTENSION	N
	11315 KILEN/CYNTHIA		70.17	1 Transactions			
	12037 LEE PLUMBING & HEATING						
73	01-111-000-0000-6300		571.31	LEAKING VALVE	27383238	REPAIRS & MAINTENANCE	N
	12037 LEE PLUMBING & HEATING		571.31	1 Transactions			
	12123 LES'S SANITATION SERVICE						
51	01-801-000-0000-6262		45.00	RECYCLING/SHREDDING	47X07430	OTHER SERVICES	N
	12123 LES'S SANITATION SERVICE		45.00	1 Transactions			
	13500 MARCO						
156	01-601-000-0000-6301		182.36	KONICA MINOLTA LEASE	37140378	MAINTENANCE AGREEMENT	N
	13500 MARCO		182.36	1 Transactions			
	13498 MARCO TECHNOLOGIES LLC						
28	01-132-000-0000-6301		35.00	EQ1356645 MAINTENANCE	INV12723615	MAINTENANCE AGREEMENT	N
3	01-801-000-0000-6301		181.23	EQ1019556 MAINTENANCE	INV12735874	MAINTENANCE AGREEMENT	N
74	01-091-000-0000-6301		129.74	EQ767167 MAINTENANCE	INV12741358	MAINTENANCE AGREEMENT	N
223	01-101-000-0000-6301		16.11	EQ442257 MAINTENANCE AGREEMENT	INV12777565	MAINTENANCE AGREEMENT	N
	13498 MARCO TECHNOLOGIES LLC		362.08	4 Transactions			

Pennington County Financial System



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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	13417 MARIPOSA PUBLISHING						
	01-091-000-0000-6240		101.99	2024 MN UPDATE	STMT	SUBSCRIPTIONS	N
	13417 MARIPOSA PUBLISHING		101.99	1 Transactions			
164	13226 MCKESSON MEDICAL SURGICAL						
	01-251-000-0000-6255		306.51	EPHINEPHRINE	22320218	MEDICAL - LOCAL	N
	13226 MCKESSON MEDICAL SURGICAL		306.51	1 Transactions			
155	13314 MDRA						
	01-132-000-0000-6241		50.00	2024 MDR ANNUAL MEETING		DUES - MOTOR VEHICLE	N
	13314 MDRA		50.00	1 Transactions			
229	13322 MINNESOTA STATE TREASURER						
	01-101-000-0000-6801		10.50	REGISTERED LAND		MISCELLANEOUS EXPENSE - RECO	N
225			1,185.00	MARRIAGE SURCHARGE		MARRIAGE SURCHARGES MN - REC	N
228			1,722.00	RECORDER& REGISTRAR'S FEES		STATE SURCHARGES	N
224			228.00	CHILDREN'S SURCHARGE		CHILDREN SURCHARGE MN - RECO	N
226			624.00	BIRTH/DEATH SURCHARGE		BIRTH/DEATH CERTIF SURCHARGE	N
227			760.00	BIRTH RECORD SURCHARGE		BIRTH DEFECT SURCHARGE	N
	13322 MINNESOTA STATE TREASURER		4,529.50	6 Transactions			
42	13244 MN ATTORNEY GENERAL'S OFFICE						
	01-091-000-0000-6262		473.38	REIMBURSE TRAVEL EXPENSES	809847	OTHER SERVICES	N
	13244 MN ATTORNEY GENERAL'S OFFICE		473.38	1 Transactions			
295	13361 MN BUREAU OF CRIMINAL APPREHENSION						
	01-220-000-0000-6263		465.50	14 FINGERPRINT CHECKS-IBM		COMPUTER SERVICES & SUPPLIES	N
175			405.00	1ST QTR 32 NEW/17 RENEWAL	57-000081	GUN PERMIT - MISC	N
	13361 MN BUREAU OF CRIMINAL APPREHENSION		870.50	2 Transactions			
183	13324 MN SHERIFFS ASSOCIATION						
	01-251-000-0000-6245		250.00	JAIL CONFERENCE - JW	1070	CONTINUING EDUCATION	N
	13324 MN SHERIFFS ASSOCIATION		250.00	1 Transactions			
194	13539 MNDRIVERSMANUALS.COM						
	01-132-000-0000-6401		143.45	DRIVERS MANUALS	5366	SUPPLIES - MOTOR VEHICLE	N
	13539 MNDRIVERSMANUALS.COM		143.45	1 Transactions			
182	13446 MODERN IMAGING SOLUTIONS, INC						
	01-251-000-0000-6405		239.90	2 CASES NITRILE GLOVES	002320716	GENERAL SUPPLIES - JAIL	N

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13446	MODERN IMAGING SOLUTIONS, INC				239.90		1 Transactions					
13427	MOLSKNESS/BARB											
232		01-601-000-0000-6330			65.00	COUNTY EXTENSION MEETING				TRAVEL & EXPENSE		N
233		01-601-000-0000-6330			9.38	MILEAGE - 14 MILES @.67				TRAVEL & EXPENSE		N
13427	MOLSKNESS/BARB				74.38		2 Transactions					
13425	MOTOROLA SOLUTIONS											
211		01-201-000-0000-6205			319.50	3 BATTERIES/HANDHELDS		8281943597		WALKIE TALKIE & RADIO		N
13425	MOTOROLA SOLUTIONS				319.50		1 Transactions					
14449	NOMELAND/WAYNE											
231		01-601-000-0000-6330			65.00	COUNTY EXTENSION MEETING				TRAVEL & EXPENSE		N
14449	NOMELAND/WAYNE				65.00		1 Transactions					
14033	NORTHERN STATE BANK											
296		01-201-000-0000-6801			8.93	HUGOS-WATER/FAIR-REIMBURSE PC				MISCELLANEOUS EXPENSE		N
297		01-201-000-0000-6801			5.10	USPS-MAILED EVIDENCE-REIMBURSE				MISCELLANEOUS EXPENSE		N
298		01-220-000-0000-6420			45.00	3 SHIRTS-PATCHES SS-REIMBURSE				UNIFORMS		N
14033	NORTHERN STATE BANK				59.03		3 Transactions					
15323	OFFICE DEPOT											
181		01-220-000-0000-6401			199.95	5 CASES PAPER		364723175001		SUPPLIES		N
206		01-201-000-0000-6405			38.59	LABEL MAKER TAPE		369797974001		GENERAL SUPPLIES		N
27		01-106-000-0000-6401			53.11	CORK BULLETIN BOARD		375053672001		SUPPLIES		N
68		01-041-000-0000-6401			99.69	HP LJ4005-MAGENTA		375232570001		SUPPLIES - AUDITOR		N
69		01-041-000-0000-6401			99.69	HP LJ4005-CYAN		375232570001		SUPPLIES - AUDITOR		N
236		01-061-000-0000-6401			20.48	CREDIT - SHEET PROTECTORS		375563624001		SUPPLIES-ELECTION		N
32		01-041-000-0000-6401			9.75	LEGAL PADS		376140589001		SUPPLIES - AUDITOR		N
33		01-041-000-0000-6401			12.89	CORRECTION TAPE		376140589001		SUPPLIES - AUDITOR		N
34		01-041-000-0000-6401			15.89	PAPER		376140589001		SUPPLIES - AUDITOR		N
35		01-041-000-0000-6401			85.00	BINDERS		376140589001		SUPPLIES - AUDITOR		N
36		01-041-000-0000-6401			65.84	BINDER INDEX		376140589001		SUPPLIES - AUDITOR		N
83		01-041-000-0000-6401			1.89	DISCOUNT		376140589001		SUPPLIES - AUDITOR		N
237		01-041-000-0000-6401			84.99	BROTHER TN830 TONER		376520786001		SUPPLIES - AUDITOR		N
238		01-801-000-0000-6401			9.47	AA BATTERIES		376520786001		SUPPLIES-UNALLOCATED		N
209		01-220-000-0000-6405			117.98	2-4PK BROTHER LABEL TAPE		376538166001		GENERAL SUPPLIES		N
210		01-201-000-0000-6631			399.99	CHAIR - DEPUT OFFICE		377006340001		FURNITURE & EQUIPMENT		N
81		01-111-000-0000-6801			34.29	TIMES CARDS		377815824001		MISCELLANEOUS EXPENSE		N
70		01-041-000-0000-6401			47.96	TAPE		377816103001		SUPPLIES - AUDITOR		N

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71	01-041-000-0000-6401		8.96	PENS	377816103001	SUPPLIES - AUDITOR	N
94	01-061-000-0000-6401		20.48	SHEET PROTECTORS	378355995001	SUPPLIES-ELECTION	N
95	01-061-000-0000-6401		20.48	SHEET PROTECTORS	378355995001	SUPPLIES-ELECTION	N
96	01-111-000-0000-6403		3.09	NOTEBOOKS	378355995001	JANITORIAL SUPPLIES - COURTHOU	N
97	01-801-000-0000-6401		7.70	STENO PADS	378355995001	SUPPLIES-UNALLOCATED	N
208	01-251-000-0000-6405		270.47	TONER - CONTROL DESK	378885056001	GENERAL SUPPLIES - JAIL	N
207	01-251-000-0000-6405		233.78	TONER - TB	378888239001	GENERAL SUPPLIES - JAIL	N
15323	OFFICE DEPOT		1,917.67	25 Transactions			
15329	OIL BOYZ EXPRESS LUBE INC						
179	01-201-000-0000-6304		193.71	BATTERY #08	10013	REPAIR & MAINTENANCE - SQUADS	N
205	01-201-000-0000-6304		361.78	OIL CHANGE/SERVICE,FRONT BRAKE	10075	REPAIR & MAINTENANCE - SQUADS	N
180	01-201-000-0000-6304		87.71	OIL CHANGE/SERVICE #04	10175	REPAIR & MAINTENANCE - SQUADS	N
204	01-201-000-0000-6304		72.76	OIL CHANGE/SERVICE #07	9896	REPAIR & MAINTENANCE - SQUADS	N
15329	OIL BOYZ EXPRESS LUBE INC		715.96	4 Transactions			
15328	OTIS ELEVATOR COMPANY						
2	01-218-000-0000-6300		2,096.16	MAINTENANCE 8/1/24-7/31/25	100401620564	REPAIRS & MAINTENANCE	N
55	01-111-000-0000-6300		904.20	MAINTENANCE 8/1/24-7/31/25 -GC	100401620639	REPAIRS & MAINTENANCE	N
15328	OTIS ELEVATOR COMPANY		3,000.36	2 Transactions			
16067	PEMBERTON LAW, P.L.L.P.						
174	01-091-000-0000-6262		175.00	REGARDING COUNTY ATTORNEY POS	142	OTHER SERVICES	Y
16067	PEMBERTON LAW, P.L.L.P.		175.00	1 Transactions			
9001	PENNINGTON & RED LAKE COUNTY						
188	01-003-000-0000-6901		15,130.75	2024 3RD QTR ALLOCATION	1205	APPROPRIATIONS	N
9001	PENNINGTON & RED LAKE COUNTY		15,130.75	1 Transactions			
16359	PENNINGTON COUNTY CRIME VICTIM						
93	01-272-000-0000-6262		1,300.00	PARTIAL REIMBURSE/STOLEN PROPE	24-60-100	Other Services	N
88	01-272-000-0000-6262		75.00	TRANSPORTATION FOR HEARING	45-CV-24-163	Other Services	N
89	01-272-000-0000-6262		50.00	TRANSPORTATION FOR HEARING	45-CV-24-163	Other Services	N
86	01-272-000-0000-6262		150.00	SAFE LODGING AND FOOD	57-CR-24-216	Other Services	N
87	01-272-000-0000-6262		100.00	TRANSPORTATION/FOOD HEARING	57-CR-24-419	Other Services	N
90	01-272-000-0000-6262		300.00	MOVING EXPENSES	57-CR-24-471	Other Services	N
91	01-272-000-0000-6262		100.00	EMERGENCY FOOD	57-CR-24-471	Other Services	N
92	01-272-000-0000-6262		450.00	MOVING EXPENSES/SAFE LODGING	57-FA-24-471	Other Services	N
85	01-270-000-0000-6401		73.00	STAMPS	8/6/24	SUPPLIES - CRIME	N

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16359	PENNINGTON COUNTY CRIME VICTIM		2,598.00		9 Transactions		
16027	PENNINGTON COUNTY TREASURER						
37	01-601-000-0000-6209		319.77	POSTAGE/PAPER - JUNE	4361	POSTAGE	N
16027	PENNINGTON COUNTY TREASURER		319.77		1 Transactions		
16079	PETERSON LUMBER						
178	01-218-000-0000-6300		517.60	CEILING TILE - LEC	2407-064038	REPAIRS & MAINTENANCE	N
16079	PETERSON LUMBER		517.60		1 Transactions		
16362	PETERSON/NEIL						
84	01-003-000-0000-6330		69.68	JULY MILEAGE - 104 @.67		TRAVEL & EXPENSE	N
16362	PETERSON/NEIL		69.68		1 Transactions		
16448	PREMIUM WATERS, INC.						
62	01-801-000-0000-6401		60.97	WATER - JULY	176590	SUPPLIES-UNALLOCATED	N
150	01-091-000-0000-6801		29.99	WATER - JULY	176878	MISCELLANEOUS EXPENSE	N
157	01-601-000-0000-6401		76.97	WATER - JULY	176888	SUPPLIES - EXTENSION	N
201	01-220-000-0000-6801		91.99	WATER (10) BOTTLE DEPOSIT	341189579	MISCELLANEOUS EXPENSE	N
200	01-220-000-0000-6801		45.99	WATER (5) BOTTLE DEPOSIT	341194726	MISCELLANEOUS EXPENSE	N
199	01-251-000-0000-6801		93.99	WATER (11) BOTTLE DEPOSIT	341198429	MISCELLANEOUS EXPENSE - JAIL	N
202	01-220-000-0000-6801		22.44	MONTHLY RENTAL/AUGUST	341198896	MISCELLANEOUS EXPENSE	N
203	01-251-000-0000-6801		22.45	MONTHLY RENTAL/AUGUST	341198896	MISCELLANEOUS EXPENSE - JAIL	N
16448	PREMIUM WATERS, INC.		444.79		8 Transactions		
16472	PROPHOENIX CORPORATION						
198	01-220-000-0000-6245		795.00	PHOENIX USER CONFERENCE SC	2024392	CONTINUING EDUCATION	N
16472	PROPHOENIX CORPORATION		795.00		1 Transactions		
18440	READITECH IT SOLUTIONS						
290	01-070-000-0000-6263		42.50	GVTTEL ACCESS TO INTERMEDIA	344298	COMPUTER SERVICES - DP	N
291	01-070-000-0000-6263		85.00	FIX OUTLOOK POPUPS	344325	COMPUTER SERVICES - DP	N
289	01-070-000-0000-6263		85.00	INTERMEDIAL ACCESS REQUEST	344496	COMPUTER SERVICES - DP	N
288	01-070-000-0000-6263		595.00	FIX MS CREDENTIAL POPUPS	344550	COMPUTER SERVICES - DP	N
259	01-003-000-0000-6210		20.82	ARCHIVING AUGUST	344568	E-MAIL SERVICES	N
286	01-003-000-0000-6210		52.50	HOSTED OFFICE APPS AUGUST	344568	E-MAIL SERVICES	N
242	01-003-000-0000-6210		50.94	HOSTED EXCHANGE - AUGUST	344568	E-MAIL SERVICES	N
256	01-041-000-0000-6210		17.35	ARCHIVING AUGUST	344568	E-MAIL SERVICES	N
257	01-041-000-0000-6210		3.47	ARCHIVING AUGUST - AP	344568	E-MAIL SERVICES	N
271	01-041-000-0000-6210		4.00	POP EMAIL AUGUST	344568	E-MAIL SERVICES	N

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282	01-041-000-0000-6210		43.75	HOSTED OFFICE APPS AUGUST	344568	E-MAIL SERVICES	N
243	01-041-000-0000-6210		25.47	HOSTED EXCHANGE - AUGUST	344568	E-MAIL SERVICES	N
252	01-061-000-0000-6262		8.49	HOSTED EXCHANGE-ELECTIO AUGUST	344568	OTHER SERVICES - ELECTIONS	N
254	01-061-000-0000-6262		8.49	HOSTED EXCHANGE-AUGUST	344568	OTHER SERVICES - ELECTIONS	N
270	01-061-000-0000-6262		3.47	ARCHIVING AUGUST	344568	OTHER SERVICES - ELECTIONS	N
255	01-070-000-0000-6210		8.49	HOSTED EXCHANGE-DATA PROCESSIN	344568	E-MAIL SERVICES	N
258	01-070-000-0000-6210		17.35	ARCHIVING AUGUST	344568	E-MAIL SERVICES	N
272	01-070-000-0000-6210		28.00	POP EMAIL AUGUST	344568	E-MAIL SERVICES	N
260	01-091-000-0000-6210		27.76	ARCHIVING AUGUST	344568	E-MAIL SERVICES	N
244	01-091-000-0000-6210		67.92	HOSTED EXCHANGE - AUGUST	344568	E-MAIL SERVICES	N
281	01-091-000-0000-6300		70.00	HOSTED OFFICE APPS AUGUST	344568	REPAIRS & MAINTENANCE	N
251	01-101-000-0000-6300		16.98	HOSTED EXCHANGE - AUGUST	344568	REPAIRS & MAINTENANCE	N
261	01-101-000-0000-6300		10.41	ARCHIVING AUGUST	344568	REPAIRS & MAINTENANCE	N
273	01-101-000-0000-6300		2.00	POP EMAIL AUGUST	344568	REPAIRS & MAINTENANCE	N
283	01-101-000-0000-6300		8.75	HOSTED OFFICE APPS AUGUST	344568	REPAIRS & MAINTENANCE	N
250	01-106-000-0000-6300		16.98	HOSTED EXCHANGE - AUGUST	344568	REPAIRS & MAINTENANCE	N
263	01-106-000-0000-6300		10.41	ARCHIVING AUGUST	344568	REPAIRS & MAINTENANCE	N
274	01-106-000-0000-6300		2.00	POP EMAIL AUGUST	344568	REPAIRS & MAINTENANCE	N
285	01-106-000-0000-6300		26.25	HOSTED OFFICE APPS AUGUST	344568	REPAIRS & MAINTENANCE	N
248	01-111-000-0000-6210		8.49	HOSTED EXCHANGE - AUGUST	344568	E-MAIL SERVICES	N
269	01-111-000-0000-6300		3.47	ARCHIVING AUGUST	344568	REPAIRS & MAINTENANCE	N
264	01-121-000-0000-6210		3.47	ARCHIVING AUGUST	344568	E-MAIL SERVICES	N
245	01-121-000-0000-6210		8.49	HOSTED EXCHANGE - AUGUST	344568	E-MAIL SERVICES	N
280	01-121-000-0000-6300		8.75	HOSTED OFFICE APPS AUGUST	344568	Repairs & Maintenance	N
265	01-132-000-0000-6300		24.29	ARCHIVING AUGUST	344568	REPAIRS & MAINTENANCE	N
275	01-132-000-0000-6300		8.00	POP EMAIL AUGUST	344568	REPAIRS & MAINTENANCE	N
279	01-132-000-0000-6300		43.75	HOSTED OFFICE APPS AUGUST	344568	REPAIRS & MAINTENANCE	N
246	01-270-000-0000-6300		16.98	HOSTED EXCHANGE - AUGUST	344568	REPAIRS & MAINTENANCE	N
266	01-270-000-0000-6300		6.94	ARCHIVING AUGUST	344568	REPAIRS & MAINTENANCE	N
276	01-270-000-0000-6300		8.75	HOSTED OFFICE APPS - AUGUST	344568	REPAIRS & MAINTENANCE	N
247	01-290-000-0000-6210		8.49	HOSTED EXCHANGE - AUGUST	344568	E-MAIL SERVICES	N
267	01-290-000-0000-6210		3.47	ARCHIVING AUGUST	344568	E-MAIL SERVICES	N
284	01-290-000-0000-6210		8.75	HOSTED OFFICE APPS AUGUST	344568	E-MAIL SERVICES	N
249	01-601-000-0000-6300		16.98	HOSTED EXCHANGE - AUGUST	344568	REPAIRS & MAINTENANCE	N
268	01-601-000-0000-6300		10.41	ARCHIVING AUGUST	344568	REPAIRS & MAINTENANCE	N
277	01-601-000-0000-6300		2.00	POP EMAIL AUGUST	344568	REPAIRS & MAINTENANCE	N
278	01-601-000-0000-6300		35.00	HOSTED OFFICE APPS AUGUST	344568	REPAIRS & MAINTENANCE	N
253	01-801-000-0000-6300		25.47	HOSTED EXCHANGE-CALENDA AUGUST	344568	REPAIRS & MAINTENANCE	N
262	01-801-000-0000-6300		6.94	ARCHIVING AUGUST - CALENDARS	344568	REPAIRS & MAINTENANCE	N

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287	01-070-000-0000-6263		26.00	SYNOLOGY BACKUP STORAGE-AUG	344793	COMPUTER SERVICES - DP	N
	18440 READITECH IT SOLUTIONS		1,644.44	50 Transactions			
66	01-070-000-0000-6263		4,518.42	ANNUAL TIME CARD & EPAYSTUB	INV816	COMPUTER SERVICES - DP	N
	18319 RT VISION, INC.		4,518.42	1 Transactions			
162	01-251-000-0000-6255		250.00	BARON	3/30/2024	MEDICAL - LOCAL	6
	19356 SAYLER DDS/BENJAMIN A		250.00	1 Transactions			
38	01-061-000-0000-6262		182.54	2024 PRIMARY ELECT ADD BALLOTS	43017	OTHER SERVICES - ELECTIONS	N
	19319 SEACHANGE		182.54	1 Transactions			
158	01-251-000-0000-6427		23,060.36	INMATE MEALS 6/1/24-6/30/24	7917	JAIL MEALS	N
173	01-251-000-0000-6427		24,816.94	INMATE MEALS 7/1/24-7/31/24	8252	JAIL MEALS	N
	19547 SKILLET KITCHEN		47,877.30	2 Transactions			
82	01-003-000-0000-6330		29.48	JULY MILEAGE - 44 MILES		TRAVEL & EXPENSE	N
	19577 SOURDIF/ROY		29.48	1 Transactions			
176	01-201-000-0000-6202		336.00	MONITORING/TEXT TO PHONE PICS	12887	Telephone	N
	19317 STONE'S SECURITY SYSTEMS INC		336.00	1 Transactions			
45	01-003-000-0000-6231		319.77	PROCEEDINGS 6/11/24	281	PUBLISHING - BOARD	N
46	01-003-000-0000-6231		197.01	PROCEEDINGS 6/17/24	281	PUBLISHING - BOARD	N
47	01-003-000-0000-6231		234.63	PROCEEDINGS 6/25/24	281	PUBLISHING - BOARD	N
48	01-003-000-0000-6231		221.76	PROCEEDINGS 7/9/24	281	PUBLISHING - BOARD	N
49	01-061-000-0000-6232		243.00	TIMES - SAMPLE BALLOT	281	ADVERTISING - ELECTION	N
50	01-061-000-0000-6232		36.00	TIMES - ACCURACY TEST	281	ADVERTISING - ELECTION	N
56	01-091-000-0000-6801		58.50	TIMES - COUNTY ATTY	549	MISCELLANEOUS EXPENSE	N
57	01-091-000-0000-6801		70.50	WATCH - COUNTY ATTY	549	MISCELLANEOUS EXPENSE	N
58	01-091-000-0000-6801		10.00	INTERNET JOB PAGE	549	MISCELLANEOUS EXPENSE	N
59	01-091-000-0000-6801		58.50	TIMES - COUNTY ATTY	549	MISCELLANEOUS EXPENSE	N
60	01-091-000-0000-6801		70.50	WATCH - COUNTY ATTY	549	MISCELLANEOUS EXPENSE	N

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61	01-091-000-0000-6801		10.00	INTERNET JOB PAGE	549	MISCELLANEOUS EXPENSE	N
	20027 THE TIMES		1,530.17	12 Transactions			
	20075 THIEF RIVER GLASS CO						
197	01-218-000-0000-6300		81.00	KICK PANEL-PROBATION	9768	REPAIRS & MAINTENANCE	N
	20075 THIEF RIVER GLASS CO		81.00	1 Transactions			
	23303 THOMSON REUTERS/WEST PAYMENT CEN						
154	01-016-000-0000-6242		447.90	AUGUST WESTLAW ACCESS	850539692	SUBSCRIPTIONS - LAW LIBRARY	N
151	01-091-000-0000-6240		85.25	AUGUST WEST LAW ACCESS	850543479	SUBSCRIPTIONS	N
153	01-016-000-0000-6242		1,138.40	JULY SUBSCRIPTIONS	850572270	SUBSCRIPTIONS - LAW LIBRARY	N
152	01-091-000-0000-6240		842.35	JULY SUBSCRIPTIONS	850580962	SUBSCRIPTIONS	N
	23303 THOMSON REUTERS/WEST PAYMENT CEN		2,513.90	4 Transactions			
	20346 TRF LOCK & KEY						
239	01-111-000-0000-6300		3,800.00	LEVERS/CYLINDERS/DEADBOLT	643221	REPAIRS & MAINTENANCE	Y
	20346 TRF LOCK & KEY		3,800.00	1 Transactions			
	11039 TRF RADIO						
63	01-091-000-0000-6801		75.00	NOW HIRING - COUNTY ATTY	36778-1	MISCELLANEOUS EXPENSE	N
	11039 TRF RADIO		75.00	1 Transactions			
	21008 UNIVERSAL SCREENPRINT						
1	01-106-000-0000-6631		49.00	PENN CO HATS FOR IDENTIFICATIO	44957	FURNITURE & EQUIPMENT	N
	21008 UNIVERSAL SCREENPRINT		49.00	1 Transactions			
	22303 VAREBERG/AMBER						
7	01-106-000-0000-6330		10.72	MILEAGE - 16 MILES @.67	7/11-7/18	TRAVEL & EXPENSE	N
	22303 VAREBERG/AMBER		10.72	1 Transactions			
	22336 VETTLESON/SETH						
196	01-201-000-0000-6420		50.21	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
	22336 VETTLESON/SETH		50.21	1 Transactions			
	22301 VISUALGOV SOLUTIONS, LLC						
39	01-041-000-0000-6852		288.00	ECHECK FEES APRIL - JUNE 20204	JS-5586	E-CHECK CHARGES	N
	22301 VISUALGOV SOLUTIONS, LLC		288.00	1 Transactions			
	23054 WESTSIDE MOTORS OF TRF INC						
195	01-201-000-0000-6304		692.86	REPAIR AC/#07	27409	REPAIR & MAINTENANCE - SQUADS	N

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

Page 13

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
23054	WESTSIDE MOTORS OF TRF INC		692.86		1 Transactions		
1 Fund Total:			139,783.45	County Revenue	69 Vendors	232 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
	1011 ACE HARDWARE						
119	03-350-000-0000-6556		27.96	SOAP, TOILET CLEANER, BLEACH		SHOP SUPPLIES	N
118	03-350-000-0000-6564		3.59	KEYS		EQUIPMENT REPAIR PARTS	N
	1011 ACE HARDWARE		31.55	2 Transactions			
	1364 AUTO VALUE						
112	03-350-000-0000-6556		131.92	GLASS CLEANER, WRENCH		SHOP SUPPLIES	N
113	03-350-000-0000-6556		31.62	GLOVES		SHOP SUPPLIES	N
111	03-350-000-0000-6564		448.46	FUSE CIRCUIT, BATTERY		EQUIPMENT REPAIR PARTS	N
114	03-350-000-0000-6564		6.38	GASKETS		EQUIPMENT REPAIR PARTS	N
115	03-350-000-0000-6564		6.36	FUEL LINE		EQUIPMENT REPAIR PARTS	N
116	03-350-000-0000-6564		9.99	URATHANE		EQUIPMENT REPAIR PARTS	N
117	03-350-000-0000-6564		152.99	BATTERY		EQUIPMENT REPAIR PARTS	N
	1364 AUTO VALUE		787.72	7 Transactions			
	2394 BACKWOODS CUSTOMS						
110	03-350-000-0000-6564		240.00	NEW RIM CENTER	3179	EQUIPMENT REPAIR PARTS	N
	2394 BACKWOODS CUSTOMS		240.00	1 Transactions			
	2128 BUDGET ELECTRONICS						
109	03-350-000-0000-6636		599.99	A/C RADIO TOWER BUILDING	6943	BUILDING IMPROVEMENTS	N
	2128 BUDGET ELECTRONICS		599.99	1 Transactions			
	3359 COMMISSIONER OF TRANSPORTATION						
108	03-330-000-0000-6554		114.17	CONSTRUSTION DIARIES	P00018838	ENGINEERING & SURVEYING SUPPI	N
	3359 COMMISSIONER OF TRANSPORTATION		114.17	1 Transactions			
	4322 DDH REPAIR						
101	03-350-000-0000-6564		216.90	REPAIR CYLINDER		EQUIPMENT REPAIR PARTS	N
	4322 DDH REPAIR		216.90	1 Transactions			
	6313 FALLS TOWING						
102	03-350-000-0000-6564		40.00	TIRE BALANCE	24551	EQUIPMENT REPAIR PARTS	Y
	6313 FALLS TOWING		40.00	1 Transactions			
	6006 FARMERS UNION OIL						
104	03-350-000-0000-6560		2,857.62	DIESEL SHOP 215		GAS & DIESEL	N
105	03-350-000-0000-6560		3,131.16	DIESEL SHOP 213		GAS & DIESEL	N
106	03-350-000-0000-6560		1,711.08	DIESEL SHOP 212		GAS & DIESEL	N
107	03-350-000-0000-6560		3,663.69	DIESEL SHOP 211		GAS & DIESEL	N

Pennington County Financial System



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

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3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
103	03-350-000-0000-6562		688.68	OIL & DEF		MOTOR OIL & LUBRICANTS	N
	6006 FARMERS UNION OIL		12,052.23	5 Transactions			
	6349 FASTENAL COMPANY						
149	03-350-000-0000-6556		41.61	LOCK NUT, FLAT WASHER, SCREWS		SHOP SUPPLIES	N
147	03-350-000-0000-6556		51.38	CAP SCREW, WASHER, LOCK NUT	MNROS132250	SHOP SUPPLIES	N
148	03-350-000-0000-6556		56.04	LOCK NUT, CAP SCREW	MNROS132332	SHOP SUPPLIES	N
	6349 FASTENAL COMPANY		149.03	3 Transactions			
	6306 FLEET DISTRIBUTING						
190	03-350-000-0000-6556		9.99	GREASE COUPLERS		SHOP SUPPLIES	N
189	03-350-000-0000-6564		49.99	SHOVEL		EQUIPMENT REPAIR PARTS	N
	6306 FLEET DISTRIBUTING		59.98	2 Transactions			
	6363 FRONTIER PRECISION, INC						
146	03-330-000-0000-6554		78.20	POLE BRACKET	INV305036	ENGINEERING & SURVEYING SUPPLI	N
	6363 FRONTIER PRECISION, INC		78.20	1 Transactions			
	8356 HOUSTON ENGINEERING INC						
145	03-330-000-0000-6261		1,594.37	ENGINEERING SAP 57-622-007	71868	CONSULTING & LEGAL SERVICES	N
	8356 HOUSTON ENGINEERING INC		1,594.37	1 Transactions			
	8315 HUBERT OUTDOOR POWER						
144	03-350-000-0000-6564		5.99	OIL		EQUIPMENT REPAIR PARTS	Y
	8315 HUBERT OUTDOOR POWER		5.99	1 Transactions			
	13325 MNDOT						
299	03-350-000-0000-6565		13,997.68	REIMBURSE CREDIT BALANCE-SHARE	BUILDING EXPENSI	ROAD MATERIALS	N
	13325 MNDOT		13,997.68	1 Transactions			
	14324 NAPA AUTO PARTS						
191	03-350-000-0000-6556		31.74	WASHER FLUID		SHOP SUPPLIES	N
192	03-350-000-0000-6556		47.88	BRAKE CLEANER		SHOP SUPPLIES	N
193	03-350-000-0000-6556		19.16	FUSES		SHOP SUPPLIES	N
	14324 NAPA AUTO PARTS		98.78	3 Transactions			
	14316 NELSON EQUIPMENT OF TRF INC						
142	03-350-000-0000-6564		927.40	BLADES		EQUIPMENT REPAIR PARTS	N
143	03-350-000-0000-6564		129.95	WHEEL		EQUIPMENT REPAIR PARTS	N

Pennington County Financial System



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

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3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	14316 NELSON EQUIPMENT OF TRF INC		1,057.35		2 Transactions		
294	14027 NELSON/BEN 03-350-000-0000-6330		24.12	MILEAGE - RANDOM TESTING	36 MILES @.67	TRAVEL & EXPENSE	N
	14027 NELSON/BEN		24.12		1 Transactions		
292	14440 NORTHDALE OIL INC. 03-350-000-0000-6560		221.94	GAS FOR VEHICLES		GAS & DIESEL	N
293	03-350-000-0000-6560		4,205.77	GAS & DIESEL SHOP 500		GAS & DIESEL	N
	14440 NORTHDALE OIL INC.		4,427.71		2 Transactions		
141	14326 NORTHWEST ASPHALT & MAINTENANCE 03-330-000-0000-6269		14,960.00	REPAIR JOHNSON DRIVE	20761	GENERAL CONTRACTS	N
	14326 NORTHWEST ASPHALT & MAINTENANCE		14,960.00		1 Transactions		
140	14311 NORTHWEST ELECTRIC 03-350-000-0000-6801		639.54	REPAIR STREET LIGHT	240540	MISCELLANEOUS EXPENSE	N
	14311 NORTHWEST ELECTRIC		639.54		1 Transactions		
137	14312 NORTHWEST POWER SYSTEMS 03-350-000-0000-6564		13.54	ADAPTER		EQUIPMENT REPAIR PARTS	N
138	03-350-000-0000-6564		24.07	PIPE SWIVEL		EQUIPMENT REPAIR PARTS	N
139	03-350-000-0000-6564		218.40	HOSES		EQUIPMENT REPAIR PARTS	N
	14312 NORTHWEST POWER SYSTEMS		256.01		3 Transactions		
136	15311 O'DAY EQUIPMENT LLC 03-350-000-0000-6564		2,152.40	SERVICE CALL	SRVCE0120914	EQUIPMENT REPAIR PARTS	N
	15311 O'DAY EQUIPMENT LLC		2,152.40		1 Transactions		
135	15359 OLSON/COLE 03-350-000-0000-6565		150.00	BEAVER BOUNTY		ROAD MATERIALS	Y
	15359 OLSON/COLE		150.00		1 Transactions		
132	16460 POMP'S TIRE SERVICE, INC 03-350-000-0000-6564		32.49	MOUNT TIRE	1550029005	EQUIPMENT REPAIR PARTS	N
	16460 POMP'S TIRE SERVICE, INC		32.49		1 Transactions		
131	16419 PRECISE MRM LLC 03-350-000-0000-6564		352.00	MONTHLY GPS - JUNE	IN200-1050317	EQUIPMENT REPAIR PARTS	N

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

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3 Road & Bridge

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
16419	PRECISE MRM LLC			352.00	1 Transactions			
130	17306 QUALITY FARM SUPPLY, INC. 03-350-000-0000-6562			550.00	GREASE	134842	MOTOR OIL & LUBRICANTS	N
	17306 QUALITY FARM SUPPLY, INC.			550.00	1 Transactions			
129	18417 QUALITY SPRAY FOAM LLC 03-330-000-0000-6341			3,230.00	REPLACE CULVERT CR54	1718	EQUIPMENT RENTAL	N
	18417 QUALITY SPRAY FOAM LLC			3,230.00	1 Transactions			
128	17002 QUILL CORPORATION 03-320-000-0000-6401			320.93	TONER, PENS, PLATES	39787210	SUPPLIES	N
	17002 QUILL CORPORATION			320.93	1 Transactions			
126	18106 RED LAKE COUNTY COOP 03-350-000-0000-6418			359.41	PROPANE SHOP 212		PROPANE FOR HEATING SHOPS	N
127	03-350-000-0000-6418			522.75	PROPANE SHOP 211		PROPANE FOR HEATING SHOPS	N
	18106 RED LAKE COUNTY COOP			882.16	2 Transactions			
125	18357 RINKE NOONAN 03-330-000-0000-6261			200.00	RETAINER JUNE	374273	CONSULTING & LEGAL SERVICES	Y
	18357 RINKE NOONAN			200.00	1 Transactions			
124	19701 SIGN SOLUTIONS 03-350-000-0000-6551			14,621.98	SIGN POSTS, SIGNS	412893	SIGNS	N
	19701 SIGN SOLUTIONS			14,621.98	1 Transactions			
123	19310 STONE'S MOBILE RADIO 03-350-000-0000-6564			2,132.95	WORK ON RADIO TOWER	2056845	EQUIPMENT REPAIR PARTS	N
	19310 STONE'S MOBILE RADIO			2,132.95	1 Transactions			
122	20441 TIMBERLINE LOCATION LLC 03-330-000-0000-6261			4,200.00	SURVEY CP57-24-10	5	CONSULTING & LEGAL SERVICES	Y
	20441 TIMBERLINE LOCATION LLC			4,200.00	1 Transactions			
121	22315 VALLEY TRUCK 03-350-000-0000-6564			7.29	CAP	T542201	EQUIPMENT REPAIR PARTS	N
	22315 VALLEY TRUCK			7.29	1 Transactions			
	1350 VESTIS							

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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
120	03-320-000-0000-6262		1,138.24	SHOP 500 RUGS - JULY		OTHER SERVICES	N
	1350 VESTIS		1,138.24		1 Transactions		
3 Fund Total:			81,401.76	Road & Bridge	35 Vendors	56 Transactions	

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

32 Solid Waste Facility

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
43	2324 BERGSTROM ELECTRIC INC 32-390-000-0000-6262		142.50	CHECK FLOATS/DISCONNECT ALTERN	19503	OTHER SERVICES-SCORE ACCOUN	N
	2324 BERGSTROM ELECTRIC INC		142.50	1 Transactions			
11	12037 LEE PLUMBING & HEATING 32-391-000-0000-6300		913.89	FLOAT SWITCH REPLACEMENT	25770218	REPAIRS & MAINTENANCE	N
	12037 LEE PLUMBING & HEATING		913.89	1 Transactions			
44	12123 LES'S SANITATION SERVICE 32-390-000-0000-6801		3,394.50	RECYCLING MAGAZINES/CARDBOARD	47X07432	MISCELLANEOUS EXPENSE-SCORE	N
	12123 LES'S SANITATION SERVICE		3,394.50	1 Transactions			
9	19324 SAFETY-KLEEN SYSTEMS, INC. 32-390-000-0000-6262		2.50	USED OIL RECYCLING	94912960	OTHER SERVICES-SCORE ACCOUN	N
40	32-390-000-0000-6262		5.00	USED OIL RECYCLING	94912961	OTHER SERVICES-SCORE ACCOUN	N
10	32-390-000-0000-6262		42.50	USED OIL RECYCLING	94912962	OTHER SERVICES-SCORE ACCOUN	N
	19324 SAFETY-KLEEN SYSTEMS, INC.		50.00	3 Transactions			
32 Fund Total:			4,500.89	Solid Waste Facility	4 Vendors	6 Transactions	

Pennington County Financial System



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

40 Ditch Funds

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
98	1458 AGASSIZ ASPHALT, LLC 40-796-000-0000-6262		4,491.75	ASPHALT - CD #96		OTHER SERVICES	N
	1458 AGASSIZ ASPHALT, LLC		4,491.75	1 Transactions			
100	8356 HOUSTON ENGINEERING INC 40-730-000-0000-6262		6,526.00	JD 30 DITCH REPAIR	71870	OTHER SERVICES - JD #30	N
	8356 HOUSTON ENGINEERING INC		6,526.00	1 Transactions			
133	15359 OLSON/COLE 40-762-000-0000-6849		225.00	BEAVER BOUNTY		BEAVER CONTROL	Y
134	40-796-000-0000-6849		75.00	BEAVER BOUNTY		BEAVER CONTROL	Y
	15359 OLSON/COLE		300.00	2 Transactions			
99	18417 QUALITY SPRAY FOAM LLC 40-796-000-0000-6262		1,695.00	CULVERT WORK - CD #96	1715	OTHER SERVICES	N
	18417 QUALITY SPRAY FOAM LLC		1,695.00	1 Transactions			
40 Fund Total:			13,012.75	Ditch Funds	4 Vendors	5 Transactions	
Final Total:			238,698.85	112 Vendors	299 Transactions		

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Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	139,783.45	County Revenue
3	81,401.76	Road & Bridge
32	4,500.89	Solid Waste Facility
40	13,012.75	Ditch Funds
All Funds	238,698.85	Total

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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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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
12323	LAWRENCE/BRUCE						
1	01-003-000-0000-6103		75.00	PERSONNEL COMMITTEE	7/1/24	PER DIEMS - BOARD	N
4	01-003-000-0000-6103		75.00	NWRECB MEETING	7/10/24	PER DIEMS - BOARD	N
5	01-003-000-0000-6103		75.00	PUBLIC SAFETY ASSESSMENT MEETI	7/12/24	PER DIEMS - BOARD	N
6	01-003-000-0000-6103		75.00	SOLID WASTE COMMITTEE	7/16/24	PER DIEMS - BOARD	N
7	01-003-000-0000-6103		100.00	AIRPORT AUTH/MCIT WEBINAR	7/17/24	PER DIEMS - BOARD	N
8	01-003-000-0000-6103		75.00	BUILDING COMMITTEE	7/23/24	PER DIEMS - BOARD	N
9	01-003-000-0000-6103		75.00	PERSONNEL COMMITTEE	7/24/24	PER DIEMS - BOARD	N
10	01-003-000-0000-6103		75.00	COUNTY EXTENSION MEETING	7/29/24	PER DIEMS - BOARD	N
2	01-003-000-0000-6103		100.00	PERSONNEL/TECH COMMITTEES	7/8/24	PER DIEMS - BOARD	N
3	01-003-000-0000-6103		75.00	DITCH COMMITTEE	7/9/24	PER DIEMS - BOARD	N
12323	LAWRENCE/BRUCE		800.00	10 Transactions			
14478	NELSON/SETH						
25	01-003-000-0000-6103		75.00	SOLID WASTE	7/16/24	PER DIEMS - BOARD	N
22	01-003-000-0000-6103		75.00	COMMUNITY STRONG	7/2/24	PER DIEMS - BOARD	N
26	01-003-000-0000-6103		75.00	INTERCOUNTY COMM COUNCIL	7/22/24	PER DIEMS - BOARD	N
27	01-003-000-0000-6103		75.00	JOINT CANNABIS	7/31/24	PER DIEMS - BOARD	N
23	01-003-000-0000-6103		75.00	TECHNOLOGY COMMITTEE	7/8/24	PER DIEMS - BOARD	N
24	01-003-000-0000-6103		75.00	PCHS	7/9/24	PER DIEMS - BOARD	N
14478	NELSON/SETH		450.00	6 Transactions			
16362	PETERSON/NEIL						
11	01-003-000-0000-6103		100.00	NWJTC - BEMIDJI	7/1/24	PER DIEMS - BOARD	N
14	01-003-000-0000-6103		75.00	AIRPORT AUTHORITY	7/17/24	PER DIEMS - BOARD	N
15	01-003-000-0000-6103		100.00	NWJTC - BEMIDJI	7/18/24	PER DIEMS - BOARD	N
16	01-003-000-0000-6103		75.00	MRC ZOOM	7/22/24	PER DIEMS - BOARD	N
17	01-003-000-0000-6103		75.00	PERSONNEL COMMITTEE	7/24/24	PER DIEMS - BOARD	N
18	01-003-000-0000-6103		75.00	EXTENSION MEETING	7/29/24	PER DIEMS - BOARD	N
12	01-003-000-0000-6103		75.00	PERSONNEL COMMITTEE	7/8/24	PER DIEMS - BOARD	N
13	01-003-000-0000-6103		75.00	DITCH MEETING	7/9/24	PER DIEMS - BOARD	N
16362	PETERSON/NEIL		650.00	8 Transactions			
19577	SOURDIF/ROY						
20	01-003-000-0000-6103		75.00	NWRL	7/10/24	PER DIEMS - BOARD	N
21	01-003-000-0000-6103		75.00	NWRL - BUDGET	7/18/24	PER DIEMS - BOARD	N
19	01-003-000-0000-6103		75.00	NWRL - PERSONNEL	7/2/24	PER DIEMS - BOARD	N
19577	SOURDIF/ROY		225.00	3 Transactions			

Pennington County Financial System



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

Page 3

1 County Revenue

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1 Fund Total:		2,125.00	County Revenue	4 Vendors	27 Transactions
Final Total:		2,125.00	4 Vendors	27 Transactions	

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Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	2,125.00	County Revenue
All Funds	2,125.00	Total

Approved by,
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AUDITOR & MANUAL WARRANTS JULY 2024

MANUAL WARRANTS

NW MN SERVICE COOP INSURANCE	\$147,535.00
INTER COUNTY NURSING	\$2,705.58
INTER COUNTY NURSING	\$16,923.20
INTER COUNTY NURSING	\$8,560.14
INTER COUNTY NURSING	\$1,026.33
PERA	\$110,859.55
MN DEPT OF REVENUE	\$28,808.31
MN DEPT OF REVENUE	\$610.00
COMMISSIONER OF REVENUE	\$415.82
INTERNAL REVENUE SERVICE	\$155,933.27
WEX	\$1,197.83
WEX	\$73,020.15
BPA	\$65,050.00
MN DEPT OF NATURAL RES	\$147.00
NORTHERN STATE BANK	\$30.00
NET PAY - REVENUE	\$259,433.66
NET PAY - HIGHWAY	\$71,248.48
NET PAY - WELFARE	\$118,724.50
NET PAY - ICN	\$36,943.65
MISC - ICN	<u>\$21,197.20</u>
TOTAL	\$1,120,369.67

AUDITOR WARRANTS

July 5, 2024	\$23,776.42
July 12, 2024	\$210,457.42
July 12, 2024	\$438,959.37
July 17, 2024	\$731.14
July 26, 2024	\$254,198.75
July 26, 2024	\$16,710.12
TOTAL	<u>\$944,833.22</u>

GRAND TOTAL \$2,065,202.89



Michelle Landsverk
Director, Advance Thief River
PO Box 773
Thief River Falls, MN 56701
mlandsverk@advancethiefriver.com
218-280-1755

August 7, 2024

Pennington County
101 Main Ave N
Thief River Falls, MN 56701

Dear Pennington County Commissioners,

I am writing to express our deepest gratitude for the invaluable partnership that Pennington County has provided to Advance Thief River from 2018 through 2024. Your collaborative efforts have been instrumental in enabling us to pursue our mission and make significant strides in fostering economic development and community growth. We take great pride in the shared accomplishments that have stemmed from our partnership, which Pennington County can rightfully take credit for.

As we prepare for the 2025 budget, we respectfully request a funding allocation of \$25,000 from Pennington County. It is important to note that this amount has remained unchanged since 2019, demonstrating our commitment to making efficient and effective use of the resources provided. This support will be pivotal in allowing us to continue our current programs and expand our initiatives to grow the economy of Pennington County. Key initiatives include small business support, new resident recruitment and retention, retaining/increasing childcare capacity, recruiting new businesses, and the ATR Job Hub.

Attached to this letter, you will find our 2025 workplan, along with a draft budget for 2025 and a detailed report highlighting our accomplishments over the past year. These documents provide a high-level overview of the impactful projects and programs that Pennington County's partnership has made possible.

We are proud of the progress we have made together and are excited about the future. Your continued partnership will enable us to build on our successes and further contribute to the economic vitality and well-being of our County.

Thank you for your consideration of our request. We look forward to the opportunity to present our request on August 13 and answer any questions you may have.

Sincerely,

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

Michelle Landsverk
Advance Thief River



2025 WORK PLAN

PURPOSE

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

OBJECTIVES

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

ACTIONS

Business retention and expansion

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

Business attraction

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

Support business startups

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

General and Administrative

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



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

2025 BUDGET

Income

Source	Amount
Advance Thief River Memberships	\$ 25,000
Pennington County	\$ 25,000
Northwest Minnesota Foundation	\$ 22,500
Childcare Fund Donations and Grants	\$ 25,000
MN DEED	\$ 50,000
Total	\$147,500

Expenses

Staff and personnel	\$ 42,500
Small Business Assistance Partnerships Project Expense	\$ 50,000
Welcoming Communities Project Expense	\$ 22,500
Childcare Fund Disbursements	\$ 25,000
Printing and copying	\$ 300
Postage and delivery	\$ 200
Marketing	\$ 7,000
Total	\$147,500

ACTIVITY REPORT

August 1, 2024

Submitted by Michelle Landsverk



Business Retention and Expansion

Small Business Assistance Partnership Grant Measures Performance Through June 30, 2024

We were awarded \$100,000 from MN DEED to support this work.

- Unique Individual Entrepreneurs and/or Businesses Served:
 - o Quarterly Total (Q2 2024): 28
 - o Project Total (Actual to Date): 28
 - o Project Total (Projected): 64
 - o % to Goal: 44%
- Hours of Business Assistance Services Provided:
 - o Quarterly Total (Q2 2024): 417
 - o Project Total (Actual to Date): 417
 - o Project Total (Projected): 760
 - o % to Goal: 55%
- Total Capital Accessed by Clients Served: \$340,000
- Jobs Created or Retained: 69
 - o Full-Time Equivalent (FTE) Jobs Created: 21
 - o Full-Time Equivalent (FTE) Jobs Retained: 48
 - o Average Wages of Jobs Created/Retained: \$15.25
- New Business Starts: 1
- Total State Grant Funds Expended: \$30,000

Grant activities included delivery of Money Smart for Small Business training, Next Level 1:1 Coaching, ATR Marketing Accelerator, and business navigation. The first grant activity period closed June 30, 2024. We have until October 31, 2025, to complete the remaining activities: second round of Money Smart for Small Business training, second marketing cohort, second round of coaching, continued business navigation, succession planning training and consulting, lean canvas business planning training, and a pitch event.

Workforce Development

- We were awarded a \$45,000 grant from Northwest Minnesota Foundation through their Welcoming Communities program and have contracted a project coordinator to assist with implementation of this effort as part of Join Us Thief River.
- Partnered/collaborated with the school district, ICCC, NWPIC, and employers on several workforce development efforts. One is currently funded, and others are in progress or pending.

Childcare Initiatives

- We have established a childcare fund as a component of the TRF Area Community Fund and set a goal of \$100,000. We have raised \$17,750 so far, including \$10,000 from Dondelinger Foundation and \$7,500 from Hartz Foundation. An award from one other foundation is pending.
- We continue to lead the ATR Childcare Collaborative. We are working with the State of MN through a structured "Action Lab" process to help us to refine our goals.

Business Recruitment

- Contracts have been signed with USA Realty, Nordin Realty, and Hometown Realty to market the industrial park properties.
- Drone footage and photos for marketing the property were captured by Minnkota Power Economic Development.

AGREEMENT FOR HIGHWAY ENGINEER SERVICES BETWEEN PENNINGTON COUNTY AND KITTSON COUNTY

August 6, 2024

This Agreement made as of the 6th day of August, 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 is currently occupied by an unregistered engineer; and

WHEREAS, a county may contract for engineer services with another county upon such terms as are mutually agreed upon pursuant to Minn. Stat. 163.07, subd. 9; and

WHEREAS, a county board is authorized to employ and engage the services of registered professional engineers to act as consultants 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 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 has found a new County Highway Engineer that is in the process of obtaining registration.

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 Administrator, 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 \$3,500 per month for work providing services pursuant to this Agreement. The \$3,500 monthly fee will be split with the following formula;
 - a. \$1,100 to be paid to Pennington County for the loss of service of the engineer during this agreement; and
 - b. \$200 to be paid to Pennington County for the use of a county vehicle for travel; and
 - c. \$2,200 to be paid to the Pennington County Engineer for additional responsibilities resulting from the agreement with Kittson County.
4. The Pennington County Highway Department will submit invoices at the end of each month to the Kittson County Highway Department. Kittson County agrees to pay the invoices within 30-days of receipt.
5. The Engineer remains the appointed County Highway Engineer for 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 times herein, be considered a Pennington County employee. The Engineer will not be considered a Kittson County employee. The Engineer will be subject to the personnel and other policies of Pennington County.
6. The Engineer shall facilitate bridge Program Administrator 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 ten (10) business days 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 Minn. Stat. 466.04, and Worker's 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:** 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, whichever occurs first. 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 encourage the new engineer to actively pursue the requirements to become 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 any of 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 made 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 of upon reasonable notice. These records are subject to examination, duplication, transcription and audit by either County and either the Legislative or State Auditor of the State of Minnesota pursuant to Minnesota 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 used for any work under this Contract.
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 person authorized to act in their respective names on the date shown below.

Approved at the Kittson County Board Meeting
this 10th day of August, 2024

By: 
Loren Younggren, Kittson County Board Chair

By: 
Aimee Sugden, Kittson County Administrator

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

By: _____
Seth Nelson, Pennington County Board Chair

By: _____
Kevin Erickson, Pennington County Administrator

Approved as to form and execution:

Date: _____

Robert Albrecht, Kittson County Attorney



Northwest Regional Development Commission Solid Waste Proposal

Executive Summary

The Northwest Regional Development Commission (NWRDC) was authorized by the Regional Development Act of 1969, to “develop plans and implement programs which address growth and development issues” in Northwest Minnesota.

The NWRDC was designated in 1973 by the Federal Economic Development Administration (EDA) as Northwest Minnesota’s Region One Economic Development District (EDD), serving Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau counties. Originally chartered to serve the 7 counties of Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau, the RDC is now multi-regional in its Dancing Sky Area Agency on Aging Services (serving 21 counties) and for its strong history of contracted support to the Region 3 Joint Powers Board for Emergency Operations Planning (serving 14 counties). Our commission is made up of 23 local elected officials, 7 public interest members representing: counties, cities, townships, school districts, and Bi-POC community members.

Background and Experience

Today, the mission of the NWRDC is to advance and strengthen economic opportunity in Northwest Minnesota. The NWRDC has recently celebrated our 50-year anniversary. During the last 50 years we have partnered with local units of government including counties, cities, townships, and private and public employers by bringing grant writing, technical assistance, and resources to small rural communities. The NWRDC has extensive experience in a variety of capacities which would include:

- Grant Writing & Contract Administration with State, Federal, and Private funds.
- Research, data collection, needs assessments, survey, GIS mapping, and technical assistance.
- Fund management of 2 loan programs: Gap/Revolving Loan Fund and Care’s Act Revolving loan fund.
- Extensive Business Technical Assistance.

- Comprehensive planning, watershed planning, emergency operations planning, energy and environment planning, hazard mitigation planning, transportation planning, and quality of place planning and placemaking.

Scope of Services

Provided below is our approach to facilitating the development of a regional solid waste management plan for counties in NW Minnesota including Kittson, Lake of the Woods, Marshall, Pennington, Red Lake, and Roseau. Our workplan aligns with the Minnesota statutory planning requirements (Minn. Statue Chapter 115A and applicable rules) and the MPCA Solid Waste Plan Review Checklist. Our approach includes a distinctive task for conducting an alternative analysis to address the needs in NW Minnesota.

Task 1 – Kick off meeting (In person)

- Project Management and Kick off Meeting (August/September)
- Review the scope of the work and proposed schedule
- Provide a request for information
- Identify key issues and concerns
- Schedule check in meetings (In-person or virtual)

Task 2 – Gather Background Information

NWRDC Planning team will gather requested information from the designated county staff including regional data which impact waste generation and disposal.

- Gather regional data including demographic, geographic, and regional information for the five counties in NW Minnesota. (American Community Survey, MPCA, Minnesota State Demographer, U.S. Census, and DEED)
 - Population
 - Housing
 - Land use
 - Employment
- Gather data from Mar-Kit Sanitary Landfill and each local county landfill to determine solid waste collection and generation
- Compiling and analyzing key data points in a detailed manner
- Review regional planning efforts over the last 10 years and identify significant findings and waste generators

Task 3 – Review Existing Solid Waste Management Systems

- Provide a regional overview of the solid waste management systems and costs associated with operating and maintaining the existing system

- Identify past and current successful solid waste management best practices
- Provide a detailed summary regarding the overall achievements, opportunities and challenges

Task 4 – Conduct Alternative Analysis

- Address alternatives to landfilling and provide an assessment of potential regional alternatives that align with the MPCA planning requirements.
- Seek input from key stakeholders in the region to have an impact on the future of solid waste management systems in the region. This can be done through a survey or virtual/in-person meetings. (Goal to have 2 or 3 individuals from each county to participate into this listening session)
- Identify regional stakeholder goals and diverse perspectives on solid waste management and sustainability measures
- Summarizing feedback from the regional stakeholders and identifying alternatives to landfilling

Task 5 – Regional Integrated Solid Waste Management System Goals & Strategies

Collaborate with County Designated Solid Waste Staff to give input into the creation of the following essential components.

- Develop regional solid waste management goals over the 10-year planning period
- Identify strategies that will be implemented in the next 10 years
- Complete the MPCA Goal-Volume Table (GVT) per required format that details solid waste materials flow projects
- Highlight challenges or obstacles that hinder the region's efforts to achieve greater independence from landfill disposal

Task 6 – Develop Policies, Programs, and Implementation Plan

- NWRDC planning staff will provide a description of regional and individual county solid waste programs addressing the following.
 - Policies and goals
 - Existing program practices
 - Programs to be developed

- Budget
 - Responsible organizations
 - Implementation schedule
- Develop a program budget and staffing information for various programs, along with identifying future funding needs.

Task 7 – Draft the Regional Solid Waste Plan

The NWRDC Planning team will compile and organize deliverables into the draft Plan. Including the following:

- Executive Summary
- Background Information
- Existing Regional Solid Waste Management System
- Policies, programs and Implementation Plan
- Appendices with Goal Volume Table, Budgets, and other supporting documentation.

Budget and Fees

Estimated Fees – Not to exceed maximum of \$50,000.

The following compensation is based on the NWRDC expected number of hours involved in the scope of services including associated travel time. NWRDC's estimated number of hours is 588 professional service hours. The NWRDC hourly rate for professional services is \$85.00 per hour.

Project Timeline

- Kick Off Meeting (August 2024)
- Planning meetings with County Solid Waste workgroup (Schedule TBD)
- Draft of the Solids Waste Plan to the designated county waste management staff by April 2026.
- Draft of the Solid Waste Plan to the county board of commissioners by April 2026.
- Draft submitted to MPCA by June 15, 2026.

Contact Information:

Darla Waldner
NWRDC Executive Director
(218)745-9109
darla@nwrdc.org

SW PLAN UPDATE
COST ESTIMATE ALLOCATION ANALYSIS
 July 19, 2024

ASSUMPTIONS:

- > The 6 Counties would jointly hire NWRDC to write a Regional SW Management Plan;
- > The proposal is to write the Plan at a not-to-exceed cost of \$50,000.

OPTION #1: SPLIT THE TOTAL COST (\$50,000) EVENLY AMONGST THE 6 COUNTIES

<u>COUNTY</u>	<u>TOTAL COST</u>
KITTSOON	\$ 8,333
LAKE OF THE WOODS	\$ 8,333
MARSHALL	\$ 8,333
PENNINGTON	\$ 8,334
RED LAKE	\$ 8,333
ROSEAU	<u>\$ 8,334</u>
TOTAL	\$50,000

OPTION #2: SPLIT 50% OF THE COST (\$25,000) EVENLY AMONGST THE 6 COUNTIES, AND 50% (\$25,000) BY POPULATION

<u>COUNTY</u>	<u>COST</u>	2023 ESTIMATED		<u>COST</u>	<u>TOTAL COST</u>
		<u>POPULATION</u>	<u>% OF TOTAL</u>		
KITTSOON	\$ 4,166	4,105	8.2%	\$ 2,050	\$ 6,216
LOW	\$ 4,166	3,901	7.8%	\$ 1,948	\$ 6,114
MARSHALL	\$ 4,167	8,920	17.8%	\$ 4,454	\$ 8,621
PENNINGTON	\$ 4,167	14,010	28.0%	\$ 6,996	\$11,163
RED LAKE	\$ 4,167	3,890	7.8%	\$ 1,942	\$ 6,109
Roseau	<u>\$ 4,167</u>	<u>15,241</u>	<u>30.4%</u>	<u>\$ 7,610</u>	<u>\$11,777</u>
TOTALS	\$25,000	50,067	100.0%	\$25,000	\$50,000



Extension and county MOAs

Subcommittee Report, February 2024

The subcommittee drafted and recommended approval of this agreement between the Regents of the University of Minnesota and Minnesota counties. Under the terms of the agreement, Extension will provide local programming for counties, and in return counties will pay for the full cost of employing Extension staff. The agreement would be in effect from Jan. 1, 2025, until Dec. 31, 2027.

Recommendation

The committee recommended adopting the proposed agreement template and a three-year pricing structure. The structure includes variable market adjustments to the program/position prices for 2025 and 3% inflationary price adjustments for 2026 and 2027.

The funds counties pay cover employees' salary, benefits and other direct costs such as travel (mileage, meals, and lodging) and training. During the next three years (2025-2027), on average, funds received from counties will be used as follows: on average, salaries and fringe (95%), and other direct expenses (5%).

2025-2027 Package Prices for University employed positions in County Extension Offices					
Program/Position	Base Price	2024 Actual	2025	2026	2027
			varies	3%	3%
Extension Educator ¹	1 FTE	\$89,085	\$100,000	\$103,000	\$106,100
Extension Educator, 4-H Youth Development	1 FTE	\$80,648	\$100,000	\$103,000	\$106,100
Program Coordinator (e.g. Master Gardener)	1 FTE	\$80,648	\$85,000	\$87,500	\$90,100
Administrative Support Staff	2080 hours	\$64,000	\$75,000	\$77,250	\$79,570
Short-term Temporary Casual Employees (Interns; Summer Coordinators)	Hourly	\$15.72/ Hour	Salary and fringe vary by classification and experience. See Exhibit A, Table C.		

¹Agriculture, Food, Natural Resources; Community Development; or Families, Health and Wellbeing.

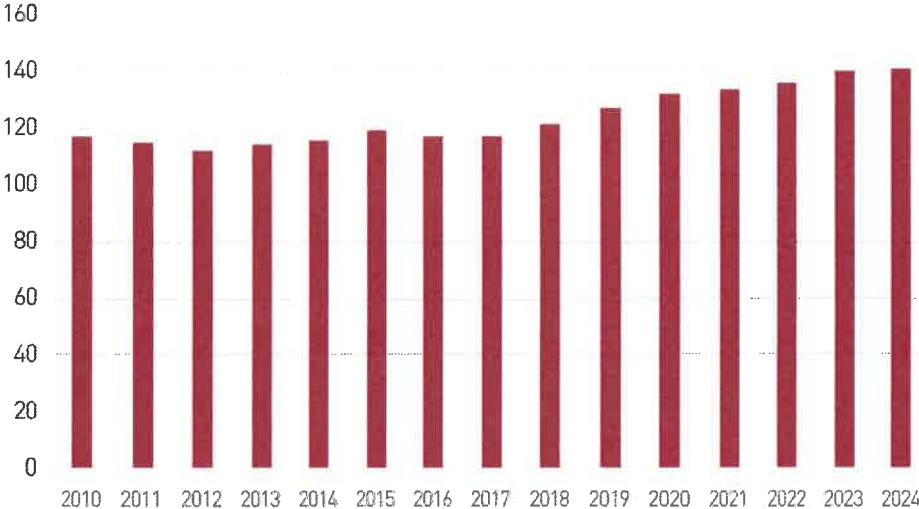
Price adjustments in context

Recent events have affected MOA pricing. In 2021, a planned 2% increase was canceled and in 2022 the price for ANR educators was reduced by 12%. Due to the highly competitive job market, in the spring of 2023 Extension raised starting salaries of all county Extension educators by 8.4% and made market adjustments to salaries of current employees. Extension absorbed the additional cost.

Package prices for 2025-2027 take into account pricing history, the consumer price index, COLA increases in counties across the state, U of M compensation changes and market data. Job market analysis indicates that additional salary adjustments will be necessary by the beginning of calendar year 2025. Market and merit adjustments for new hires and current employees as well as fringe rate changes are built into the 2025-2027 position price.

MOA-funded position trends

For 2024, counties contracted for 141.245 FTE Extension educators.



University-hired administrative and temporary staffing

For 2024, 21 counties contracted with the University to provide administrative support. Total FTEs equal 16.25, which is an average of .77 FTE per county. 70 counties enhanced their local program by contracting with the University for college interns/coordinators at an average investment of \$6,253 per county.



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Frequently asked questions about the MOAs

What is included in the price that counties pay?

The package price is all-inclusive and includes employees' salary, benefits and other direct costs such as travel (mileage, meals, and lodging) and training. The funds counties pay also cover indirect costs such as human resources (e.g. employment searches, payroll, and performance management), finance and planning (e.g. accounting, expense reimbursement, oversight for risk management and contract management) and administrative support provided at the regional and state level for local programs.

How did Extension arrive at this pricing structure?

Six county commissioners and a county administrator who are members of the AMC Extension Committee worked with Extension's Chief Financial Officer Tamie Bremseth and Kia Harries, Director of Statewide Operations. The group reviewed changes that had been requested by counties and the University as well as financial information. That data included county cost of living adjustments, current positions on the market, University compensation rates and the Consumer Price Index.

Is there any room for a county to strike its own bargain for different prices or for an agreement of fewer than 3 years?

No. The prices are set based on the costs associated with the position package (salary & fringe, professional development, travel.) Three years is the preferred length of the agreement but it is possible to amend the terms in the second or third year.

What happens if a county declines to sign or is unable to afford the current price?

The program will no longer continue in the county. Extension will work with the affected staff member(s) to determine options available within University policy.

Will all county Extension employees see a pay raise as a result of these new contracts?

How soon will our local Extension educator see a benefit?

Many Extension educators and Master Gardener coordinators will receive an increase in their salaries in winter of 2025 as a result of these new contracts, which take effect January 1, 2025.

How many people work for Extension in these county-funded roles?

In 2024 there are 141.2 FTEs, up from 121.86 FTEs in 2018.

