

**PENNINGTON COUNTY  
BOARD OF COMMISSIONER'S MEETING  
JUSTICE CENTER – COUNTY BOARD ROOM  
TUESDAY, AUGUST 27<sup>TH</sup>, 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 Mike Flaagan – County Engineer

10:20 Megan Lysford – Interim Director, NWRL

10:30 John Preuss – Inter-County Community Council

10:40 Peter Nelson – Pennington County SWCD

**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  
AUGUST 13, 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, August 13<sup>th</sup>, 2024, at 10:00 a.m. Members Present: Seth Nelson, Roy Sourdif, David Sorenson, and Neil Peterson. Members absent: Bruce Lawrence.

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. The County Coordinator noted that Lisa Loegering has been added at 10:55 a.m. Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve the agenda with the addition presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Sorenson, seconded by Commissioner Sourdif, to approve the County Board minutes of July 23, 2024, as written. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to approve the Auditor & Manual warrants for July 2024 totaling \$2,065,202.89 and the following Commissioner warrants. Motion carried.

County Revenue	\$139,783.45
Road & Bridge	\$ 81,401.76
Solid Waste Facility	\$ 4,500.89
Ditch Funds	\$ 13,012.75

Per diems and meal reimbursements in the amount of \$2,125.00 were also approved.

Michelle Landsverk and Tony McClean of Advance Thief River met with the Board. Mr. McClean introduced himself to the Board and thanked them for their support through the years and for having a presence on the Advance TR Board.

Ms. Landsverk noted that the recent DEED grant has allowed greater involvement with local businesses and in providing resources they need. Since March 1, 2024, they have provided 417 hours of assistance and served 28 small businesses. 69 jobs have been created or retained in this same time period. She presented their 2025 work plan and budget and asked the Board for \$25,000 in annual support, the same amount since 2019. Mr. McClean stated that the grants they have received have really subsidized their efforts. The Board thanked them for their report and took their request and budget under advisement.

District Judge Tamara Yon met with the Board regarding the position vacancies in the County Attorney's office. She noted the critical nature of the issue and how vital the office and attorneys are to the justice system, especially to a county like this that has a lot of cases and workload. 27 MN counties are seeking to hire attorneys at this time so she understands and empathizes with our situation, but she has high concern for public safety as well. She asked that the Board reconsider their hiring strategies and think hard about candidates and wages for these positions. Commissioner Peterson commented that the committee is working hard to fill these positions and thanked her for addressing the Board. He also apologized for not responding to an earlier email from her.

County Engineer Mike Flaagan presented the following items:

Mr. Flaagan introduced Lindsay Saner of the Kimley-Horn Co. and Mark Wagner from MnDOT. They discussed and presented the county road safety plan, which focuses on non-state aid roads. The next plan will take a proactive approach and will use systematic risk analysis to identify location-specific safety concerns, such as shoulders, visibility, curves, and intersections. It was noted that 67% of severe crashes occur on local roadways. The Highway Safety Improvement Program provides funding for projects such as wider than normal road striping, rumble strips, roundabouts, shoulder widening, and intersection lighting. The Board thanked them for their report.

Engineer Flaagan noted that Kittson County has hired a new County Engineer but he is still seeking registration with the State. Kittson County would like to contract for Engineer services in the meantime, and he noted the proposed agreement reflects a reduction in service and also pricing. Motioned by Commissioner Sorenson, seconded by Commissioner Sourdif, to approve an agreement with Kittson County to provide Highway Engineering services effective August 6<sup>th</sup>, 2024, at a cost of \$3,500/month. Motion carried.

Mr. Flaagan noted that Red Lake and Pennington counties have received petitions for the cleaning of J.D. #1 and J.D. #31. It was noted that Commissioners Peterson, Lawrence, and Nelson sit on the committee. After discussion, there was a motion by Commissioner Peterson, seconded by Commissioner Sourdif, to hold a Hearing for J.D. #1 on September 3, 2024, at 10:00 a.m. in the Justice Center Board Room. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to hold a Hearing for J.D. #31 on September 3, 2024, at 10:30 a.m. in the Justice Center Board Room. Motion carried.

County Sheriff Seth Vettleon presented the following items:

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve the transfer of Dylan Gustafson from Part-Time Corrections Officer to Full-Time Corrections Officer effective August 14<sup>th</sup>, 2024. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to approve the request by Full-Time Corrections Officer Adrien Verbout to transfer to Part-Time Corrections Officer effective August 19, 2024. Motion carried.

The Sheriff read aloud his letter to the Board regarding the county attorney's office vacancies. He discussed a changing workforce and hiring tactics, need for competitive wages, workloads, and stated that one assistant county attorney will only be able to handle the most immediate issues. He believes the answer to the situation is competitive wages and that we must act now to avoid tragedy and liability. TRF Police Chief Marissa Adams also addressed the Board regarding her concerns for the office. The Board thanked them for their discussion and noted the staffing issue is of utmost concern to the Board.

Ag Services/Solid Waste Coordinator Grant Nelson noted that a Solid Waste plan describes how a county handles its solid waste, recyclables, etc., and the current plan will expire in 2026. He noted that such a plan must be in place in order for a county to receive SCORE funding. The MN Pollution Control Agency allows a regional solid waste plan, so a six-county plan is being proposed. The NWRDC is willing to draft the new plan at a cost of \$50,000, of which SCORE funds could be utilized. Motioned by Commissioner Sorenson, seconded by Commissioner Sourdif, to approve an agreement with the NW Regional Development Commission to create the 2026-2036 regional solid waste plan at a cost of \$50,000. Discussion followed with Mr. Nelson further discussing SCORE funding and his recommendations. Following discussion, the motion was carried. The six counties will continue to discuss the \$50,000 cost and how it will be split among the group. He will report back to the Board at a later meeting.

Regional Extension Director Lisa Loegering discussed a proposed, three-year Memorandum of Agreement between the University of MN and Pennington County for the county Extension program and staff. All 87 MN counties use the same MOA and she noted that counties provide 25% of the overall budget along with in-kind office space, computers, internet, etc. The agreement reflects increases due to salaries and fringe, travel, and professional development, also 3% general increases for 2026 and 2027. Along with a full-time educator, the county also has an annual intern and a summer coordinator. The county employs one full-time Extension office manager. The Board thanked Ms. Loegering for her report and will address the MOA at a meeting in September.

Auditor-Treasurer Items: None.

County Coordinator Items:

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to accept the resignation/retirement of Tamra Pautzke as Full-Time Crime Victim Advocate effective August 12, 2024. Motion carried.

Coordinator Erickson updated the Board on the County Attorney's office and noted that statute allows the county to seek professional services without advertising for bids. He will be contacting area law firms to which may be interested and willing to assist our attorney's office and also act as interim county attorney.

County Attorney Items: N/A

Committee Reports / Commissioner Updates:

Commissioner Sourdif stated that a member of the NW Regional Library Board has resigned and they are researching the proper channels to fill the vacancy.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to adjourn the Board meeting to August 27<sup>th</sup>, 2024, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator  
Pennington County

Seth Nelson, Chairman  
Board of Commissioners

DRAFT

# Pennington County Financial System



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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

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# Pennington County Financial System



Danielle  
8/23/24 2:43PM

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
<b>1307</b>	<b>ABM TECHNOLOGY GROUP</b>						
62	01-201-000-0000-6300		16,450.00	OFFICE 365 MIGRATION	AR1814750	REPAIRS & MAINTENANCE	N
35	01-070-000-0000-6263		417.00	GREENCLOUD SERVICES-AUGUST	AR1820394	COMPUTER SERVICES - DP	N
<b>1307</b>	<b>ABM TECHNOLOGY GROUP</b>		<b>16,867.00</b>	<b>2 Transactions</b>			
<b>1347</b>	<b>Amazon Capital Services</b>						
36	01-121-000-0000-6631		35.10	CHAIR MAT	14RQ-QJY9-WJFP	FURNITURE & EQUIPMENT - VETS S	N
1	01-061-000-0000-6401		29.32	NAME BADGE CLIPS	1M1Q-7CJK-CNTY	SUPPLIES-ELECTION	N
4	01-041-000-0000-6401		337.89	HP642A BLACK TONER	1V7L-PFHW-C1P1	SUPPLIES - AUDITOR	N
5	01-041-000-0000-6401		322.89	HP642A CYAN TONER	1V7L-PFHW-C1P1	SUPPLIES - AUDITOR	N
<b>1347</b>	<b>Amazon Capital Services</b>		<b>725.20</b>	<b>4 Transactions</b>			
<b>1364</b>	<b>AUTO VALUE</b>						
102	01-201-000-0000-6304		42.72	WIPERS #07 DURANGO	9676516	REPAIR & MAINTENANCE - SQUADS	N
101	01-201-000-0000-6304		174.20	BATTERY #08 EXPLORER	9679929	REPAIR & MAINTENANCE - SQUADS	N
103	01-201-000-0000-6304		27.77	BELT #03 EXPLORER	9680866	REPAIR & MAINTENANCE - SQUADS	N
<b>1364</b>	<b>AUTO VALUE</b>		<b>244.69</b>	<b>3 Transactions</b>			
<b>8376</b>	<b>BRIAN T. HARDWICK P.C.</b>						
33	01-011-000-0000-6261		1,004.67	ATTY FEES 57-FA-08-394	#1	COURT APPOINTED ATTORNEYS	Y
<b>8376</b>	<b>BRIAN T. HARDWICK P.C.</b>		<b>1,004.67</b>	<b>1 Transactions</b>			
<b>2307</b>	<b>BRODIN COMFORT SYSTEMS</b>						
64	01-218-000-0000-6300		110.00	COMPRESSOR ISSUE	68208	REPAIRS & MAINTENANCE	N
63	01-218-000-0000-6300		13,752.00	AIR CONDITIONER - SERVER ROOM	68268	REPAIRS & MAINTENANCE	N
<b>2307</b>	<b>BRODIN COMFORT SYSTEMS</b>		<b>13,862.00</b>	<b>2 Transactions</b>			
<b>999999997</b>	<b>BURNS/PAIGE</b>						
27	01-601-000-0000-6330		35.51	53 MILES - 4-H PROGRAMMING		TRAVEL & EXPENSE	N
<b>999999997</b>	<b>BURNS/PAIGE</b>		<b>35.51</b>	<b>1 Transactions</b>			
<b>3352</b>	<b>CHARM-TEX INC</b>						
94	01-251-000-0000-6405		98.90	DISPENSING CUPS	373869	GENERAL SUPPLIES - JAIL	N
<b>3352</b>	<b>CHARM-TEX INC</b>		<b>98.90</b>	<b>1 Transactions</b>			
<b>3311</b>	<b>COLE PAPERS, INC.</b>						
10	01-111-000-0000-6403		7.00	PROCESSING FEE	10473477	JANITORIAL SUPPLIES - COURTHOU	N
12	01-111-000-0000-6403		159.08	BLACK CAN LINER - GC	10473477	JANITORIAL SUPPLIES - COURTHOU	N
15	01-111-000-0000-6403		71.29	TOWEL ROLLS -GC	10473477	JANITORIAL SUPPLIES - COURTHOU	N
18	01-111-000-0000-6403		46.98	LIVI TOWELS - GC	10473477	JANITORIAL SUPPLIES - COURTHOU	N



# Pennington County Financial System



Danielle  
8/23/24 2:43PM

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
21	01-111-000-0000-6403		71.89	BATH TISSUE - GC	10473477	JANITORIAL SUPPLIES - COURTHOU	N
28	01-111-000-0000-6403		44.65	WHITE TOWLES - GC	10473477	JANITORIAL SUPPLIES - COURTHOU	N
11	01-218-000-0000-6403		79.54	BLACK CAN LINER - JC	10473477	JANITORIAL SUPPLIES	N
14	01-218-000-0000-6403		71.29	TOWEL ROLLS - JC	10473477	JANITORIAL SUPPLIES	N
17	01-218-000-0000-6403		46.98	LIVI TOWELS - JC	10473477	JANITORIAL SUPPLIES	N
20	01-218-000-0000-6403		71.89	BATH TISSUE - JC	10473477	JANITORIAL SUPPLIES	N
13	01-800-000-0000-6403		79.54	BLACK CAN LINER - HS	10473477	JANITORIAL SUPPLIES	N
16	01-800-000-0000-6403		71.29	TOWEL ROLLS -HS	10473477	JANITORIAL SUPPLIES	N
19	01-800-000-0000-6403		46.98	LIVI TOWELS - HS	10473477	JANITORIAL SUPPLIES	N
22	01-800-000-0000-6403		71.89	BATH TISSUE - HS	10473477	JANITORIAL SUPPLIES	N
9	01-111-000-0000-6300		84.10	RECESSED LIGHTING - GC	10473613	REPAIRS & MAINTENANCE	N
<b>3311</b>	<b>COLE PAPERS, INC.</b>		<b>1,024.39</b>	<b>15 Transactions</b>			
<b>4310</b>	<b>D &amp; T VENTURES</b>						
3	01-070-000-0000-6301		472.50	PROPERTY TAX WEBSITE SUPPORT	303175	MAINTENANCE AGREEMENT	N
<b>4310</b>	<b>D &amp; T VENTURES</b>		<b>472.50</b>	<b>1 Transactions</b>			
<b>4355</b>	<b>DACOTAH PAPER</b>						
91	01-251-000-0000-6403		1,812.40	TOILET TISSUE	57281	JANITORIAL SUPPLIES - JAIL	N
<b>4355</b>	<b>DACOTAH PAPER</b>		<b>1,812.40</b>	<b>1 Transactions</b>			
<b>13483</b>	<b>DEPT OF CORRECTIONS FINANCIAL SERVI</b>						
86	01-251-000-0000-6801		1,558.25	INMATE WAGES JULY 2024	810924	MISCELLANEOUS EXPENSE - JAIL	N
<b>13483</b>	<b>DEPT OF CORRECTIONS FINANCIAL SERVI</b>		<b>1,558.25</b>	<b>1 Transactions</b>			
<b>4321</b>	<b>DIAMOND DRUGS INC</b>						
89	01-251-000-0000-6255		15.59	XTAX MEDS	447317	MEDICAL - LOCAL	N
<b>4321</b>	<b>DIAMOND DRUGS INC</b>		<b>15.59</b>	<b>1 Transactions</b>			
<b>5032</b>	<b>EVERGREEN CATERING AND BAKERY</b>						
100	01-251-000-0000-6801		22.44	ROLLS - CORRECTIONS MEETING	7077	MISCELLANEOUS EXPENSE - JAIL	N
<b>5032</b>	<b>EVERGREEN CATERING AND BAKERY</b>		<b>22.44</b>	<b>1 Transactions</b>			
<b>6303</b>	<b>F-M AMBULANCE INC</b>						
87	01-251-000-0000-6255		50.00	24-23307	2423307	MEDICAL - LOCAL	N
88	01-251-000-0000-6255		50.00	24-24023	2424023	MEDICAL - LOCAL	N
<b>6303</b>	<b>F-M AMBULANCE INC</b>		<b>100.00</b>	<b>2 Transactions</b>			
<b>6006</b>	<b>FARMERS UNION OIL</b>						
7	01-290-000-0000-6560		52.80	JUNE FUEL		Gas & Diesel	N

# Pennington County Financial System



Danielle  
8/23/24 2:43PM

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<b>6006</b>	<b>FARMERS UNION OIL</b>		<b>52.80</b>		1 Transactions		
<b>7031</b>	<b>GARDEN VALLEY TELEPHONE</b>						
122	01-003-000-0000-6210		248.90	HOSTED IT SERVICES - JULY	101348276	E-MAIL SERVICES	N
137	01-003-000-0000-6210		225.35	HOSTED IT SERVICES - AUG	101348276	E-MAIL SERVICES	N
104	01-041-000-0000-6202		75.86	AUGUST PHONE - TREASURER	101348276	TELEPHONE-AUDITOR	N
105	01-041-000-0000-6202		157.09	AUGUST PHONE - AUDITOR	101348276	TELEPHONE-AUDITOR	N
113	01-041-000-0000-6210		597.36	HOSTED IT SERVICES - JULY	101348276	E-MAIL SERVICES	N
128	01-041-000-0000-6210		540.84	HOSTED IT SERVICES - AUG	101348276	E-MAIL SERVICES	N
123	01-070-000-0000-6263		1,089.38	HOSTED IT SERVICES HWY - JULY	101348276	COMPUTER SERVICES - DP	N
124	01-070-000-0000-6263		1,228.51	HOSTED IT SERVICES NURSING-JUL	101348276	COMPUTER SERVICES - DP	N
125	01-070-000-0000-6263		2,987.15	HOSTED IT SERVICES DP - JULY	101348276	COMPUTER SERVICES - DP	N
126	01-070-000-0000-6263		2,413.02	HOSTED IT SERVICES HS - JULY	101348276	COMPUTER SERVICES - DP	N
138	01-070-000-0000-6263		934.21	HOSTED IT SERVICES - HWY - AUG	101348276	COMPUTER SERVICES - DP	N
139	01-070-000-0000-6263		1,068.23	HOSTED IT SERVICES NURSING-AUG	101348276	COMPUTER SERVICES - DP	N
140	01-070-000-0000-6263		960.06	HOSTED IT SERVICES DP - AUG	101348276	COMPUTER SERVICES - DP	N
141	01-070-000-0000-6263		2,148.72	HOSTED IT SERVICES HS - AUG	101348276	COMPUTER SERVICES - DP	N
107	01-091-000-0000-6202		146.39	AUGUST PHONE - ATTORNEY	101348276	TELEPHONE - ATTORNEY	N
114	01-091-000-0000-6300		348.46	HOSTED IT SERVICES - JULY	101348276	REPAIRS & MAINTENANCE	N
129	01-091-000-0000-6300		315.49	HOSTED IT SERVICES - AUG	101348276	REPAIRS & MAINTENANCE	N
111	01-101-000-0000-6202		86.54	AUGUST PHONE - RECORDER	101348276	TELEPHONE - RECORDER	N
121	01-101-000-0000-6300		199.12	HOSTED IT SERVICES - JULY	101348276	REPAIRS & MAINTENANCE	N
136	01-101-000-0000-6300		180.28	HOSTED IT SERVICES - AUG	101348276	REPAIRS & MAINTENANCE	N
108	01-106-000-0000-6202		75.86	AUGUST PHONE - ASSESSOR	101348276	TELEPHONE - ASSESSOR	N
120	01-106-000-0000-6300		248.90	HOSTED IT SERVICES - JULY	101348276	REPAIRS & MAINTENANCE	N
135	01-106-000-0000-6300		225.35	HOSTED IT SERVICES - AUG	101348276	REPAIRS & MAINTENANCE	N
106	01-111-000-0000-6202		23.51	AUGUST PHONE - CUSTODIAN	101348276	TELEPHONE - COURTHOUSE	N
127	01-111-000-0000-6262		49.78	HOSTED IT SERVICES - JULY	101348276	OTHER SERVICES - COURTHOUSE	N
142	01-111-000-0000-6262		45.07	HOSTED IT SERVICES - AUG	101348276	OTHER SERVICES - COURTHOUSE	N
112	01-121-000-0000-6202		36.70	AUGUST PHONE - VET SERVICES	101348276	TELEPHONE - VETS SERVICE	N
115	01-121-000-0000-6300		99.56	HOSTED IT SERVICES - JULY	101348276	Repairs & Maintenance	N
130	01-121-000-0000-6300		90.14	HOSTED IT SERVICES - AUG	101348276	Repairs & Maintenance	N
110	01-132-000-0000-6202		99.37	AUGUST PHONE - MOTOR VEHICLE	101348276	TELEPHONE - MOTOR VEHICLE	N
118	01-132-000-0000-6300		348.46	HOSTED IT SERVICES - JULY	101348276	REPAIRS & MAINTENANCE	N
133	01-132-000-0000-6300		315.49	HOSTED IT SERVICES - AUG	101348276	REPAIRS & MAINTENANCE	N
116	01-270-000-0000-6300		99.56	HOSTED IT SERVICES - JULY	101348276	REPAIRS & MAINTENANCE	N
131	01-270-000-0000-6300		90.14	HOSTED IT SERVICES - AUG	101348276	REPAIRS & MAINTENANCE	N
117	01-290-000-0000-6300		49.78	HOSTED IT SERVICES - JULY	101348276	Repairs & Maintenance	N
132	01-290-000-0000-6300		45.07	HOSTED IT SERVICES - AUG	101348276	Repairs & Maintenance	N

# Pennington County Financial System



Danielle  
8/23/24 2:43PM

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

Page 5

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	
109		01-601-000-0000-6202		133.56	AUGUST PHONE - EXTENSION		101348276	TELEPHONE - EXTENSION	N
119		01-601-000-0000-6300		149.34	HOSTED IT SERVICES - JULY		101348276	REPAIRS & MAINTENANCE	N
134		01-601-000-0000-6300		135.21	HOSTED IT SERVICES - AUG		101348276	REPAIRS & MAINTENANCE	N
<b>7031</b>	<b>GARDEN VALLEY TELEPHONE</b>			<b>18,311.81</b>		<b>39</b> Transactions			
<b>7307</b>	<b>GREG'S LAUNDRY EQUIPMENT SERVICE</b>								
99		01-251-000-0000-6300		1,043.88	MAINTENANCE WASHERS/DRYERS		911917	REPAIRS & MAINTENANCE	N
<b>7307</b>	<b>GREG'S LAUNDRY EQUIPMENT SERVICE</b>			<b>1,043.88</b>		<b>1</b> Transactions			
<b>7452</b>	<b>Guardian RFID</b>								
90		01-251-000-0000-6801		752.20	REPLACEMENT BATTERIES		11347	MISCELLANEOUS EXPENSE - JAIL	N
<b>7452</b>	<b>Guardian RFID</b>			<b>752.20</b>		<b>1</b> Transactions			
<b>8330</b>	<b>HALLIE FISCHER ATTORNEY AT LAW</b>								
83		01-011-000-0000-6261		170.00	ATTORNEY FEES 57-PR-18-50		0709	COURT APPOINTED ATTORNEYS	Y
84		01-011-000-0000-6261		233.75	ATTORNEY FEES 57-PR-24-404		0709	COURT APPOINTED ATTORNEYS	Y
85		01-011-000-0000-6261		63.75	ATTORNEY FEES 57-PR-24-180		0709	COURT APPOINTED ATTORNEYS	Y
<b>8330</b>	<b>HALLIE FISCHER ATTORNEY AT LAW</b>			<b>467.50</b>		<b>3</b> Transactions			
<b>8321</b>	<b>HALVORSON/AMY</b>								
26		01-601-000-0000-6330		19.90	29.7 MILES - 4-H PROGRAMMING			TRAVEL & EXPENSE	N
<b>8321</b>	<b>HALVORSON/AMY</b>			<b>19.90</b>		<b>1</b> Transactions			
<b>8500</b>	<b>HUDSON ELECTRIC, LLC</b>								
96		01-111-000-0000-6300		952.28	OUTLETS - NURSING		3566	REPAIRS & MAINTENANCE	N
<b>8500</b>	<b>HUDSON ELECTRIC, LLC</b>			<b>952.28</b>		<b>1</b> Transactions			
<b>7012</b>	<b>JOHNSON-GREEN FUNERAL SERVICE INC</b>								
65		01-206-000-0000-6262		255.00	TRANSPORT GF		081224	OTHER SERVICES-CORONER	N
<b>7012</b>	<b>JOHNSON-GREEN FUNERAL SERVICE INC</b>			<b>255.00</b>		<b>1</b> Transactions			
<b>13312</b>	<b>MARCUS BRUNING TRAINING AND CONSUI</b>								
29		01-272-000-0000-6262		2,400.00	CONTRACTOR SERVICES-SEPT 13		QUOTE #091324	Other Services	N
<b>13312</b>	<b>MARCUS BRUNING TRAINING AND CONSUI</b>			<b>2,400.00</b>		<b>1</b> Transactions			
<b>13226</b>	<b>MCKESSON MEDICAL SURGICAL</b>								
92		01-251-000-0000-6255		537.42	LEVALBUTERAL/URINE TEST/GLUCOS		22459311	MEDICAL - LOCAL	N
93		01-251-000-0000-6255		155.20	BATTERY AED		22496201	MEDICAL - LOCAL	N
<b>13226</b>	<b>MCKESSON MEDICAL SURGICAL</b>			<b>692.62</b>		<b>2</b> Transactions			

# Pennington County Financial System



Danielle  
8/23/24 2:43PM

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
34	<b>13355 MN COUNTIES COMPUTER COOP</b> 01-804-000-0000-6262		1,460.80	TYLER TECH-TRAVEL-AIREFARE7/15	2408020	OTHER SERVICES	N
	<b>13355 MN COUNTIES COMPUTER COOP</b>		<b>1,460.80</b>	1 Transactions			
66	<b>13446 MODERN IMAGING SOLUTIONS, INC</b> 01-201-000-0000-6405		239.90	2 CASES NITRILE GLOVES	002320739	GENERAL SUPPLIES	N
	<b>13446 MODERN IMAGING SOLUTIONS, INC</b>		<b>239.90</b>	1 Transactions			
67	<b>13388 MORRIS ELECTRONICS INC</b> 01-220-000-0000-6263		62.50	RSA WORK	8919	COMPUTER SERVICES & SUPPLIES	N
68	01-220-000-0000-6263		687.50	DIAGRAM, RSA WORK/CONFIGURATIO	8922	COMPUTER SERVICES & SUPPLIES	N
69	01-220-000-0000-6263		312.50	GUARDIAN/RSA WORK	8961	COMPUTER SERVICES & SUPPLIES	N
70	01-220-000-0000-6263		250.00	RSA DOAMIN CONNECTION/FIREWALL	8967	COMPUTER SERVICES & SUPPLIES	N
71	01-220-000-0000-6263		1,318.75	ONSITE SERVICE/SETUP RSA	8972	COMPUTER SERVICES & SUPPLIES	N
72	01-220-000-0000-6263		62.50	PROPHOENIX VPN ISSUES	8980	COMPUTER SERVICES & SUPPLIES	N
73	01-220-000-0000-6263		200.00	VPN ASSESS/RSA ISSUES	8984	COMPUTER SERVICES & SUPPLIES	N
74	01-220-000-0000-6263		50.00	RSA SERVICE	9040	COMPUTER SERVICES & SUPPLIES	N
	<b>13388 MORRIS ELECTRONICS INC</b>		<b>2,943.75</b>	8 Transactions			
75	<b>14042 NORTHWEST SERVICE COOPERATIVE</b> 01-255-000-0000-6245		60.00	BOILER TRAINING	9954	CONTINUING EDUCATION	N
	<b>14042 NORTHWEST SERVICE COOPERATIVE</b>		<b>60.00</b>	1 Transactions			
37	<b>15323 OFFICE DEPOT</b> 01-041-000-0000-6401		27.72	POST IT FLAGS	378662757001	SUPPLIES - AUDITOR	N
38	01-041-000-0000-6401		77.00	HP414A TONER	378662757001	SUPPLIES - AUDITOR	N
77	01-251-000-0000-6255		116.89	TONER - TB	380104695001	MEDICAL - LOCAL	N
78	01-251-000-0000-6405		14.99	STAPLER	380105299001	GENERAL SUPPLIES - JAIL	N
79	01-201-000-0000-6405		61.40	FOLDERS, OFFICE SUPPLIES	380255528001	GENERAL SUPPLIES	N
80	01-201-000-0000-6405		18.40	HANGING FOLDERS	380256150001	GENERAL SUPPLIES	N
76	01-251-000-0000-6405		12.38	NOTEPADS	381456221001	GENERAL SUPPLIES - JAIL	N
	<b>15323 OFFICE DEPOT</b>		<b>328.78</b>	7 Transactions			
31	<b>13329 OFFICE OF MNIT SERVICES</b> 01-070-000-0000-6263		1,338.65	FIBER USAGE - JUNE	DV24070376	COMPUTER SERVICES - DP	N
	<b>13329 OFFICE OF MNIT SERVICES</b>		<b>1,338.65</b>	1 Transactions			
30	<b>16359 PENNINGTON COUNTY CRIME VICTIM</b> 01-272-000-0000-6262		50.00	CLE APPLICATION-SEPT 13 TRAINI	8/12/24	Other Services	N

# Pennington County Financial System



Danielle  
8/23/24 2:43PM

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
16359	PENNINGTON COUNTY CRIME VICTIM		50.00		1 Transactions		
24	16027 PENNINGTON COUNTY TREASURER 01-601-000-0000-6209		116.96	POSTAGE - JULY	4367	POSTAGE	N
16027	PENNINGTON COUNTY TREASURER		116.96	1 Transactions			
32	16311 PRO-WEST & ASSOCIATES INC 01-103-000-0000-6263		1,846.01	PARCEL UPDATES(SPLITS/JOINS)	8835	COMPUTER SERVICES	N
16311	PRO-WEST & ASSOCIATES INC		1,846.01	1 Transactions			
2	20358 QUADIENT FINANCE USA, INC. 01-801-000-0000-6209		1,500.00	POSTAGE		POSTAGE	N
20358	QUADIENT FINANCE USA, INC.		1,500.00	1 Transactions			
81	18321 REBER'S AUTO GLASS & REPAIR 01-201-000-0000-6304		1,103.50	WINDSHIELD #03 EXPLORER	1336	REPAIR & MAINTENANCE - SQUADS	N
18321	REBER'S AUTO GLASS & REPAIR		1,103.50	1 Transactions			
95	19547 SKILLET KITCHEN 01-251-000-0000-6427		24,816.94	INMATE MEALS 07/01-07/31/2024	8252	JAIL MEALS	N
19547	SKILLET KITCHEN		24,816.94	1 Transactions			
98	20379 THIEF RIVER FORD INC 01-201-000-0000-6304		265.63	REPAIR #07/CK ENGINE LIGHT	TR110441	REPAIR & MAINTENANCE - SQUADS	N
97	01-201-000-0000-6304		626.41	PLUGS/WIRES #03 EXPLORER	TR110463	REPAIR & MAINTENANCE - SQUADS	N
20379	THIEF RIVER FORD INC		892.04	2 Transactions			
8	11039 TRF RADIO 01-601-000-0000-6240		100.00	MARKETING - 4-H SPONSORSHIP	36758-1	SUBSCRIPTIONS	N
11039	TRF RADIO		100.00	1 Transactions			
6	22301 VISUALGOV SOLUTIONS, LLC 01-070-000-0000-6801		4,500.00	TYLER TECH DEVELOPMENT/HOSTING	JS-5609	MISCELLANEOUS EXPENSE - DP	N
22301	VISUALGOV SOLUTIONS, LLC		4,500.00	1 Transactions			
<b>1 Fund Total:</b>			<b>104,088.86</b>	<b>County Revenue</b>	<b>39 Vendors</b>	<b>116 Transactions</b>	

# Pennington County Financial System



Danielle  
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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
39	<b>6349 FASTENAL COMPANY</b> 03-350-000-0000-6556		103.76	CAP SCREWS, FLAT WASHERS, LOCK		SHOP SUPPLIES	N
	<b>6349 FASTENAL COMPANY</b>		<b>103.76</b>	1 Transactions			
58	<b>6350 FLAAGAN/MIKE</b> 03-320-000-0000-6330		20.41	MEAL REIMBURSEMENT- ST CLOUD	8/7-8/8	TRAVEL & EXPENSE	N
	<b>6350 FLAAGAN/MIKE</b>		<b>20.41</b>	1 Transactions			
57	<b>8014 HUGOS #7</b> 03-320-000-0000-6401		25.07	COFFEE, PLATES, CUPS	ACCT # 1159	SUPPLIES	N
	<b>8014 HUGOS #7</b>		<b>25.07</b>	1 Transactions			
60	<b>10416 JH LAWN SOLUTIONS</b> 03-330-000-0000-6341		25,986.00	ROADSIDE SPRAYING	1893	EQUIPMENT RENTAL	N
59	03-350-000-0000-6553		24,000.00	ROADSIDE SPRAYING	1893	BRUSH & WEED CONTROL CHEMIC.	N
	<b>10416 JH LAWN SOLUTIONS</b>		<b>49,986.00</b>	2 Transactions			
56	<b>13498 MARCO TECHNOLOGIES LLC</b> 03-320-000-0000-6301		43.19	COPY MACHINE - AUGUST	INV12777566	MAINTENANCE AGREEMENT	N
	<b>13498 MARCO TECHNOLOGIES LLC</b>		<b>43.19</b>	1 Transactions			
55	<b>13393 MINNESOTA NORTHERN RAILROAD INC</b> 03-350-000-0000-6252		56.00	ELECTRICITY RR SIGNALS - JULY		ELECTRICITY	N
	<b>13393 MINNESOTA NORTHERN RAILROAD INC</b>		<b>56.00</b>	1 Transactions			
53	<b>14440 NORTHDALE OIL INC.</b> 03-350-000-0000-6560		3,266.54	GAS & DIESEL SHOP 500		GAS & DIESEL	N
54	03-350-000-0000-6560		4,134.12	GAS & DIESEL SHOP 500		GAS & DIESEL	N
	<b>14440 NORTHDALE OIL INC.</b>		<b>7,400.66</b>	2 Transactions			
52	<b>15310 PENNINGTON COUNTY SOIL &amp; WATER</b> 03-350-000-0000-6566		59.90	POWDER FOR TREES	2024-504	ROAD RECONSTRUCTION	N
	<b>15310 PENNINGTON COUNTY SOIL &amp; WATER</b>		<b>59.90</b>	1 Transactions			
51	<b>16027 PENNINGTON COUNTY TREASURER</b> 03-320-000-0000-6263		40.00	GREEN CLOUD SERVICES - JULY	4365	COMPUTER SERVICES	N
	<b>16027 PENNINGTON COUNTY TREASURER</b>		<b>40.00</b>	1 Transactions			
50	<b>16448 PREMIUM WATERS, INC.</b> 03-320-000-0000-6401		69.99	WATER - HWY DEPT	ACCT # 176896	SUPPLIES	N

# Pennington County Financial System



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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
<b>16448</b>	<b>PREMIUM WATERS, INC.</b>		<b>69.99</b>		1 Transactions		
<b>17306</b>	<b>QUALITY FARM SUPPLY, INC.</b>						
48	03-350-000-0000-6556		15.00	GREASE GUN TIPS	134944	SHOP SUPPLIES	N
49	03-350-000-0000-6562		220.00	GREASE	135046	MOTOR OIL & LUBRICANTS	N
<b>17306</b>	<b>QUALITY FARM SUPPLY, INC.</b>		<b>235.00</b>		2 Transactions		
<b>18440</b>	<b>READITECH IT SOLUTIONS</b>						
42	03-320-000-0000-6263		40.00	BACKUP MANAGER-AUGUST	ACCT#2555800	COMPUTER SERVICES	N
43	03-320-000-0000-6263		61.25	HOSTED OFFICE - AUGUST	ACCT#2555800	COMPUTER SERVICES	N
44	03-320-000-0000-6263		12.00	HOSTED EXCHANGE - AUGUST	ACCT#2555800	COMPUTER SERVICES	N
45	03-320-000-0000-6263		25.47	HOSTED EXCHANGE - AUGUST	ACCT#2555800	COMPUTER SERVICES	N
46	03-320-000-0000-6263		31.23	EMAIL ARCHIVING - AUGUST	ACCT#2555800	COMPUTER SERVICES	N
47	03-320-000-0000-6263		4.60	MICROSOFT TEAMS - AUGUST	ACCT#2555800	COMPUTER SERVICES	N
<b>18440</b>	<b>READITECH IT SOLUTIONS</b>		<b>174.55</b>		6 Transactions		
<b>20381</b>	<b>THE HEARTLAND INN HOTEL &amp; SUITES</b>						
61	03-320-000-0000-6330		165.55	LODGING 5/15-5/16/24	15029	TRAVEL & EXPENSE	N
<b>20381</b>	<b>THE HEARTLAND INN HOTEL &amp; SUITES</b>		<b>165.55</b>		1 Transactions		
<b>20075</b>	<b>THIEF RIVER GLASS CO</b>						
41	03-350-000-0000-6564		758.52	GLASS FOR GRADER	13552	EQUIPMENT REPAIR PARTS	N
<b>20075</b>	<b>THIEF RIVER GLASS CO</b>		<b>758.52</b>		1 Transactions		
<b>20441</b>	<b>TIMBERLINE LOCATION LLC</b>						
40	03-330-000-0000-6261		7,000.00	SURVEY CP 57-24-10	6	CONSULTING & LEGAL SERVICES	Y
<b>20441</b>	<b>TIMBERLINE LOCATION LLC</b>		<b>7,000.00</b>		1 Transactions		
<b>3 Fund Total:</b>			<b>66,138.60</b>	<b>Road &amp; Bridge</b>		<b>15 Vendors</b>	<b>23 Transactions</b>

# Pennington County Financial System



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

Page 10

**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
<b>19324</b>	<b>SAFETY-KLEEN SYSTEMS, INC.</b>						
23	32-390-000-0000-6262		162.80	USED OIL/FITER RECYCLING	95261219	OTHER SERVICES-SCORE ACCOUN	N
25	32-390-000-0000-6262		91.15	USED OIL/FILTER RECYCLING	95263524	OTHER SERVICES-SCORE ACCOUN	N
<b>19324</b>	<b>SAFETY-KLEEN SYSTEMS, INC.</b>		<b>253.95</b>	<b>2 Transactions</b>			
<b>32 Fund Total:</b>			<b>253.95</b>	<b>Solid Waste Facility</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

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# Pennington County Financial System



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

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**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
82	<b>8356 HOUSTON ENGINEERING INC</b> 40-730-000-0000-6262		8,062.00	JD 30 DITCH REPAIR	72294	OTHER SERVICES - JD #30	N
	<b>8356 HOUSTON ENGINEERING INC</b>		<b>8,062.00</b>	1 Transactions			
<b>40 Fund Total:</b>			<b>8,062.00</b>	<b>Ditch Funds</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>			<b>178,543.41</b>	<b>56 Vendors</b>	<b>142 Transactions</b>		

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# Pennington County Financial System



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	104,088.86	County Revenue
	3	66,138.60	Road & Bridge
	32	253.95	Solid Waste Facility
	40	8,062.00	Ditch Funds
	<b>All Funds</b>	<b>178,543.41</b>	<b>Total</b>

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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# Pennington County Financial System



KEVIN  
8/26/24 6:57PM

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

Page 2

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	22336 VETTLESON/SETH 01-251-000-0000-6330		15.51	TRANSPORT MEAL REPLACEMENT	8/14/24	TRAVEL & EXPENSE	N
	22336 VETTLESON/SETH		15.51	1 Transactions			
<b>1 Fund Total:</b>			<b>15.51</b>	<b>County Revenue</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	

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# Pennington County Financial System



KEVIN  
8/26/24 6:57PM

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

Page 3

**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
1	6350 FLAAGAN/MIKE 03-320-000-0000-6330		23.74	MEETING IN BEMIDJI	8/14/24	TRAVEL & EXPENSE	N
	6350 FLAAGAN/MIKE		23.74	1 Transactions			
<b>3 Fund Total:</b>			<b>23.74</b>	<b>Road &amp; Bridge</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>			<b>39.25</b>	<b>2 Vendors</b>	<b>2 Transactions</b>		

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# Pennington County Financial System



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	15.51	County Revenue
3	23.74	Road & Bridge
<b>All Funds</b>	<b>39.25</b>	<b>Total</b>

Approved by, .....

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Greenbush	218-782-2218	Hallock/Karlstad	218-843-2401
Red Lake Falls	218-253-2992	Roseau	218-463-2825
Godel Memorial	218-745-5465	Warroad	218-386-1283
Thief River Falls	218-681-4325	Grygla	218-386-1283
Middle River	218-222-3613	Headquarters	218-681-1066

August 27, 2024

Pennington County Board of Commissioners:

The Northwest Regional Library System 2025 operating budget proposal for library services to your residents is attached for the decision of the Pennington County Board of Commissioners.

NWRL is asking for a 3% increase over last year's levy, for a total of **\$130,467.01**.

The significant changes in this budget are:

- 2% COLA increase for staff wages
- 3% increase in city and levy requirements
- Increases in the e-materials budget, the popularity of which is increasing exponentially
- City levies are tied to the percent increase of branch costs, with counties paying the remainder of increased costs

Please contact me at 218-681-1066 x107 or at [lysfordm@nwrlib.org](mailto:lysfordm@nwrlib.org) if you have any questions or wish me to attend another board meeting.

Please notify us of the budget decision made by the city council no later than November 1, 2024, if possible. We welcome feedback from your council on its preferences for any changes to your budget.

Sincerely,

Megan Lysford  
Interim Director  
Northwest Regional Library



**Thief River Falls**

**Personnel**

42.72%

Wages	\$	158,728.25
Taxes	\$	12,304.46
PERA	\$	11,771.07
Health Plan	\$	6,044.15
Training & Development	\$	2,000.00
<b>Total Personnel</b>	<b>\$</b>	<b>190,847.93</b>

**Operating Costs**

Postage	\$	1,067.98
Telecommunications	\$	3,850.05
Supplies	\$	10,679.76
Insurance	\$	7,502.10
<b>Total Communications</b>	<b>\$</b>	<b>23,099.89</b>

**Materials**

Books	\$	28,816.01
AV	\$	6,407.85
Periodicals	\$	4,526.08
Database Platforms	\$	200.00
Ebooks	\$	20,428.61
<b>Total Materials</b>	<b>\$</b>	<b>60,378.56</b>

**Technical Support**

Automation Contract	\$	25,631.42
Automation Equipment	\$	2,135.95
Automation Repair & Replace	\$	3,203.93
<b>Total Technical Support</b>	<b>\$</b>	<b>30,971.29</b>

**Delivery**

Operating	\$	4,620.06
<b>Total Delivery</b>	<b>\$</b>	<b>4,620.06</b>

<b>Branch TOTAL</b>	<b>\$</b>	<b>309,917.73</b>
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<b>City Levy Requirement</b>	<b>\$</b>	<b>179,450.72</b>
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<b>County Levy Requirement</b>	<b>\$</b>	<b>130,467.01</b>
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**Pennington County**

**Expenses**

**Branch Libraries (Thief River Falls)**

Personnel	\$	190,847.93
Operations	\$	23,099.89
Materials	\$	60,378.56
Technical Services	\$	30,971.29
Delivery	\$	4,620.06
<b>Total</b>	<b>\$</b>	<b>309,917.73</b>

**Revenue**

<b>City Levy Request</b>		
Thief River Falls	\$	179,450.72

<b>City Levy Request Total</b>	<b>\$</b>	<b>179,450.72</b>
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<b>County Levy Request</b>	<b>\$</b>	<b>130,467.01</b>
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<b>County and City Total</b>	<b>\$</b>	<b>309,917.73</b>
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<b>2024 Pennington County Allocation</b>	<b>\$</b>	<b>126,667.00</b>
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<b>2025 Pennington County Allocation</b>	<b>\$</b>	<b>130,467.01</b>
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2025 Total NWRL Budget	\$	1,588,292.72
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Pennington County is	8.21%	of total NWRL budget
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<b>2025 Proposed Increase</b>		
2%	3%	4%
\$ 2,533.34	<b>\$ 3,800.01</b>	\$ 5,066.68

REVENUES:	2023	2024	2025
INTERGOVERNMENTAL - COUNTY:	Actual	8/22/2023	8/27/2024
County Appropriation	\$ 126,568	\$ 130,365	\$ 135,580
Water Plan (plus co. levy)	\$ 18,252	\$ 20,943	\$ 20,943
Wetland Conservation Act (Grant + Match)	\$ 32,894	\$ 44,906	\$ 44,906
Riparian Aid	\$ 100,425	\$ 73,641	\$ 73,641
Shoreland (Grant + Match)	\$ 5,666	\$ 7,736	\$ 7,736
CWF SSTS Upgrade Grant Projects	\$ 25,272	\$ 60,000	\$ 75,000
CWF SSTS Upgrade Grant Admin	\$ -	\$ 4,000	\$ 4,000
Feedlot	\$ 15,000	\$ 15,000	\$ 15,000
Feedlot (Performance Award)	\$ 1,050	\$ 500	\$ 1,000
SSTS	\$ 18,600	\$ 21,200	\$ 21,200
AIS	\$ 20,640	\$ 20,394	\$ 20,382
<b>TOTAL INTERGOVERNMENTAL - COUNTY</b>	<b>\$ 364,367</b>	<b>\$ 398,685</b>	<b>\$ 419,388</b>
INTERGOVERNMENTAL - STATE:			
BWSR Conservation Delivery	\$ 18,710	\$ 18,710	\$ 18,710
BWSR District Capacity	\$ 159,794	\$ 125,000	\$ -
BWSR District Aid	\$ 161,287	\$ 161,000	\$ 161,000
BWSR Cost-share/Conservation Contracts	\$ 7,574	\$ 11,062	\$ 10,000
BWSR Cost-share/Conservation Contracts (T/A)	\$ 2,207	\$ 2,765	\$ 3,827
BWSR Buffer Funds	\$ 21,500	\$ 20,000	\$ 20,000
BWSR Soil Health Cost-share	\$ 12,054	\$ 11,500	\$ 60,000
BWSR Soil Health Cost-share (Tech & Adm)	\$ 858	\$ 2,675	\$ 20,000
BWSR RIM Easement Delivery/Implementation	\$ 450	\$ 450	\$ 450
CWF 2019 TR Grade Stab/CC (Projects)	\$ 37,377	\$ -	\$ -
CWF 2019 TR Grade Stab/CC (Adm, Proj Dev, T&E)	\$ 8,672	\$ -	\$ -
CWF 2021 CD96 Outlet Phase 2 (Project)	\$ 430,950	\$ -	\$ -
CWF 2021 CD96 Outlet Phase 2 (Admin & T/E)	\$ 5,386	\$ -	\$ -
Cooperative Weed Management Area	\$ 500	\$ 5,500	\$ -
Cooperative Weed Management Area (Adm, Ed, Inv & PD)	\$ 549	\$ -	\$ -
Observation Wells	\$ 1,680	\$ 1,680	\$ 3,360
<b>TOTAL INTERGOVERNMENTAL - STATE</b>	<b>\$ 869,546</b>	<b>\$ 360,342</b>	<b>\$ 297,347</b>
<b>CHARGES FOR SERVICES</b>			
District Services (Trees & AGBMP)	\$ 60,620	\$ 50,000	\$ 50,000
North Pod (Billed to 8 Districts/2.7FTE)	\$ 163,485	\$ 193,500	\$ 210,000
<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 224,105</b>	<b>\$ 243,500</b>	<b>\$ 260,000</b>
INTERGOVERNMENTAL - LOCAL:			
Farm Bill Assist. Local Match (Marshall & West Polk)	\$ 4,333	\$ 4,333	\$ 4,333
RLWD (Project Match)	\$ -	\$ 15,500	\$ 12,500
RLWD (TR WBIF Project Implementation)	\$ -	\$ 25,000	\$ 100,000
RLWD (TR WBIF - Admin, T&E, Proj. Dev.)	\$ 4,346	\$ 2,000	\$ 25,000
RLWD (RLR WBIF Project Implementation)	\$ 13,458	\$ 387,589	\$ 200,000
RLWD (RLR WBIF - Admin, T&E, Proj. Dev.)	\$ 35,466	\$ 50,000	\$ 50,000
RLWD (Chief's Coulee Ag. Practices)	\$ -	\$ -	\$ 5,000
RLWD (SWAG)	\$ 3,839	\$ -	\$ -
RLWD (CR WBIF Project Implementation)	\$ -	\$ 30,000	\$ 35,000
RLWD (CR WBIF Adm, T&E, Proj Dev)	\$ 4,016	\$ 2,000	\$ 8,750
RRVCSA (Gen. Adm./2.7 FTE)	\$ 78,954	\$ 112,500	\$ 164,525
RRVCSA (Audit Entry to Reverse)	\$ 6,304	\$ -	\$ -
RRVCSA (Equipment)	\$ 88,924	\$ -	\$ -
MAWQCP (East Polk)	\$ 1,514	\$ 1,500	\$ 1,500
<b>TOTAL INTERGOVERNMENTAL - LOCAL</b>	<b>\$ 241,154</b>	<b>\$ 630,422</b>	<b>\$ 606,608</b>
MISCELLANEOUS:			
Interest	\$ 33,084	\$ 20,000	\$ 20,000
Banquet Tickets/other	\$ 300	\$ 500	\$ 500
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 33,384</b>	<b>\$ 20,500</b>	<b>\$ 20,500</b>
<b>TOTAL REVENUES</b>	<b>\$ 1,732,556</b>	<b>\$ 1,653,449</b>	<b>\$ 1,603,843</b>

## PENNINGTON SWCD PROPOSED BUDGET - 2025

EXPENDITURES:	2023	2024	2025 Proposed
PERSONNEL SERVICES:	Actual	Revised	To Co Bd 8/27/2024
Employee Salaries	\$ 490,402	\$ 536,672	\$ 608,195
Employee Insurance Allowance	\$ 79,108	\$ 84,150	\$ 91,800
Supervisor Compensation	\$ 8,625	\$ 12,500	\$ 12,500
Employer Contribution FICA/Med.	\$ 43,333	\$ 48,449	\$ 54,506
Employer Contribution PERA	\$ 35,638	\$ 40,250	\$ 45,615
Contract Services Farm Bill Assis. (Cons. corps '23)	\$ 6,500	\$ 2,333	\$ 2,333
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 663,605</b>	<b>\$ 724,354</b>	<b>\$ 814,949</b>
<b>OTHER SERVICES &amp; CHARGES:</b>			
Advertising	\$ 2,833	\$ 2,500	\$ 2,000
AIS Public Awareness Exp.	\$ 7,052	\$ 8,000	\$ 8,000
Dues	\$ 7,221	\$ 7,500	\$ 8,500
Education & Promotion	\$ 18,164	\$ 14,000	\$ 14,000
Equipment, Field (includes RRVCSA)	\$ 2,661	\$ 5,000	\$ 4,000
Employee Training and Expenses (includes RRVCSA)	\$ 12,558	\$ 15,000	\$ 10,000
Equipment, Office (Internet/licensing/QBO/Payroll/Software Sub.)	\$ 20,618	\$ 21,000	\$ 24,500
Real Estate Taxes	\$ 927	\$ 1,000	\$ 1,000
Miscellaneous (Meetings, Bank Charges, Direct Dep Exp & Misc)	\$ 2,325	\$ 1,500	\$ 2,500
Newsletter	\$ 4,888	\$ 8,000	\$ 8,000
Phones/iPad (includes RRVCSA)	\$ 4,018	\$ 6,000	\$ 5,000
Postage	\$ 848	\$ 1,200	\$ 1,000
Professional Services	\$ 5,571	\$ 6,500	\$ 10,000
Rent	\$ 10,274	\$ 10,625	\$ 35,000
Shared Services (TSA)	\$ 2,313	\$ 2,313	\$ 2,313
Supervisor Expense	\$ 1,715	\$ 3,000	\$ 2,500
Vehicle (includes RRVCSA)	\$ 9,454	\$ 10,000	\$ 11,000
WRAC Committee	\$ 450	\$ 800	\$ 800
Garage Expense & Future Bldg Exp	\$ -	\$ 500	\$ -
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>\$ 113,888</b>	<b>\$ 124,438</b>	<b>\$ 150,113</b>
<b>SUPPLIES (OFFICE &amp; FIELD includes RRVCSA)</b>	<b>\$ 2,469</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 90,207</b>	<b>\$ 190,356</b>	<b>\$ 93,681</b>
<b>PROJECT EXPENSE - DISTRICT</b>	<b>\$ 28,973</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>PROJECT EXPENSE - STATE</b>			
BWSR Cost-Share/Cons. Contracts (Projects)	\$ 7,574	\$ 11,062	\$ 10,000
BWSR Soil Health Cost-share (Projects)	\$ 10,555	\$ 11,500	\$ 60,000
BWSR District Capacity (Projects)	\$ -	\$ 22,750	\$ -
CWF 2019 TR Grade Stab/CC (Projects)	\$ 37,377	\$ -	\$ -
CWF 2021 CD96 Outlet Phase 2 (Project & Priv. Eng.)	\$ 433,272	\$ -	\$ -
Cooperative Weed Management Grant (2022)	\$ 500	\$ 5,500	\$ -
<b>TOTAL PROJECT EXPENSE - STATE</b>	<b>\$ 489,277</b>	<b>\$ 50,812</b>	<b>\$ 70,000</b>
<b>PROJECT EXPENSE - LOCAL</b>			
RLWD (Project Match)	\$ -	\$ 12,500	\$ 12,500
RLWD (Thief River Implementation)	\$ -	\$ 25,000	\$ 100,000
RLWD (Red Lake River Implementation)	\$ 13,458	\$ 387,589	\$ 200,000
RLWD (Chief's Coulee Ag. Practices)	\$ -	\$ -	\$ 5,000
MAWQCP Landowner Incentive	\$ -	\$ 1,000	\$ 1,000
RLWD (Clearwater River Implementation)	\$ -	\$ 30,000	\$ 35,000
<b>TOTAL PROJECT EXPENSE - LOCAL</b>	<b>\$ 13,458</b>	<b>\$ 456,089</b>	<b>\$ 353,500</b>
<b>PROJECT EXPENSE - COUNTY</b>			
Well Water Testing	\$ 645	\$ 1,400	\$ 1,600
Surface Water Monitoring	\$ 9,426	\$ 12,000	\$ 11,000
Riparian Aid (Project)	\$ 2,625	\$ -	\$ -
CWF SSTS Upgrade Grant (Projects)	\$ 25,272	\$ 60,000	\$ 75,000
<b>TOTAL PROJECT EXPENSE - COUNTY</b>	<b>\$ 37,968</b>	<b>\$ 73,400</b>	<b>\$ 87,600</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,439,846</b>	<b>\$ 1,653,449</b>	<b>\$ 1,603,843</b>

## BOARD RATIFICATION STATEMENT

*Due back to MnCCC by September 6, 2024*

The Board of \_\_\_\_\_ has ratified the Professional Services Agreement between TriMin Systems Inc. and the Minnesota Counties Computer Cooperative (MnCCC) for the maintenance and support of IFS. The Agreement will be effective January 1, 2025, through December 31, 2027. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this agreement.

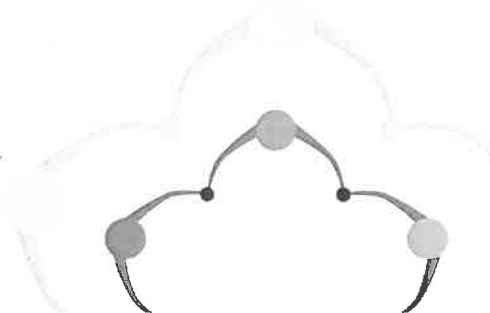
Signed: \_\_\_\_\_  
Board Chair

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





## **Amendment to Agreement to provide Professional Services Between Minnesota Counties Computer Cooperative and TriMin Systems, Inc.**

**THIS AMENDMENT TO AGREEMENT TO PROVIDE PROFESSIONAL SERVICES BETWEEN MINNESOTA COUNTIES COMPUTER COOPERATIVE AND TRIMIN SYSTEMS, INC. (the “Addendum”)**, made effective as of January 1, 2025 (the “**Effective Date**”), is by and between TriMin Systems, Inc., with its principal place of business located at 2277 Hwy 36 West, Suite 250, Roseville, Minnesota 55113 (“**TriMin**”), and the Minnesota Counties Computer Cooperative, a joint powers organization, with its principal place of business located at 100 Empire Drive, Suite 201, St. Paul, Minnesota, 55103, for the benefit of and use by its participating end user members (“**Customer**”).

### **RECITALS**

**WHEREAS**, the parties entered into the Agreement to provide Professional Services Between Minnesota Counties Computer Cooperative and TriMin Systems, Inc. dated January 1, 2022 (“**Master Agreement**”); and,

**WHEREAS**, the parties wish to add the following provisions as an Addendum to the Master Agreement.

**NOW, THEREFORE**, in exchange for and in consideration of the mutual promises, premises, and covenants herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, TriMin and Customer agree to make the following additions to the Master Agreement as follows:

#### **1. (Section II A 3 from the Master Agreement) GASB Revisions**

Provide any IFSpi revisions necessitated by changes in applicable GASB (Governmental Accounting Standards Board) requirements and/or Minnesota statutes, laws or regulations. MnCCC and/or the GASB Committee will advise TriMin of any requested changes, along with requirements to IFSpi as necessitated by changes in GASB requirements and/or Minnesota statutes, laws, or regulations and provide sufficient details to support TriMin in making the changes. A total of 100 hours of GASB enhancements per year will be included in this contract. (This includes time required for requirements assistance, design and scoping of enhancements.) Any unused hours at the end of each year will not be recoverable. Enhancement hours beyond the initial 100 in a given year will be billed at the hourly rate specified in section 4 of this agreement.

#### **2. (Section II F from the Master Agreement) Training.** TriMin will provide on-going updates to IFSpi end user documentation. TriMin training activities will be prioritized by the IFS training committee and based on the following initiatives:

- TriMin to provide popular support topic ideas to the training committee on a quarterly basis for the training newsletter
- TriMin to provide 6 to 10 hours of training per year, included with the contract at no extra cost.
  - MnCCC must provide a subject matter expert to assist TriMin in training when requested by TriMin



- The training will be delivered via virtual training events, training videos, or live at MnCCC events (including participating in open forum discussions during live meetings)
- If MnCCC signs a new county, or requests individual county training, training hours will not be included in the 6 to 10 hours of live training. Instead, this training will be covered under direct support

**3. (Section II G from the Master Agreement) Modernization Hours**

The IFSpi infrastructure modernization projects fund to increase to 6,000 person hours during this three-year agreement, initially allocated at 2,000 hours for each calendar year, with bi-monthly report out on specific progress made against approved plans and hours logged. Should 2,000 hours not be sufficient for the demand/needs in this area, then additional hours may be authorized by MnCCC during a calendar year, including the allocation of hours from future years, and/or new hours chargeable at time and materials rates, per **Section 4** this Amendment to the Master Agreement.

Should TriMin fail to utilize 2,000 hours in support of IFSpi infrastructure modernization during a given calendar year, then any unused hours will be rolled into the next calendar year(s). During year 3 of this agreement, if the balance of hours required for IFSpi infrastructure projects, based on actual activity in year 1 and year 2, is projected to be greater than remaining hours required to support known modernization projects then hours may be shifted to IFSpi functional enhancement activity to “consume” available hours. At this contract’s end (December 31, 2027) any unused hours will be carried over to future years, assuming future agreements are reached between TriMin and Customer.

**4. (Attachment A in the Master Agreement) Fees.** In consideration of the Services, Customer shall pay TriMin the following annual support fees

<b>Support Elements</b>	<b>Support Fees 2025</b>	<b>Support Fees 2026</b>	<b>Support Fees 2027</b>
Level 1 Support	\$ 162,750.00	\$ 168,446.25	\$ 174,341.87
Level 2/3 Support	\$ 666,750.00	\$ 700,087.50	\$ 735,091.88
Infrastructure Modernization Projects	\$ 287,000.00	\$ 301,350.00	\$ 316,417.50
<b>Annual Contract Total</b>	<b>\$ 1,116,500.00</b>	<b>\$ 1,169,883.75</b>	<b>\$ 1,225,851.24</b>

**IFSpi Release Update Fees**

<b>Direct Support Fees</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Hourly Rates	\$ 190.00	\$ 200.00	\$ 210.00



## 5. New Entity Addition.

For each new Licensed instance of IFSpi, TriMin will provide the following Direct Support Services:

- Discovery meeting to perform a gap-fit analysis.
  - TriMin will create a Statement of Work for the implementation work that was planned for during the Discovery meeting.
  - If specific enhancements or interfaces are needed for a new installation, these enhancements will be covered under a separate Statement of Work.
  - MnCCC will provide a business line expert that can help identify and scope needed enhancements for the new installation.
- Kick-off Meeting - In this meeting, you will determine a schedule for implementing IFS and develop a plan for conversion and technical training.
  - Installation
  - Migration (if needed)
  - Technical training
- MnCCC must provide a subject matter expert to assist TriMin in training when requested by TriMin
- Go-Live support will be provided by TriMin
- The above tasks will be billed on an hourly basis at the agreed upon rate outlined in the Statement of Work, which will be provided by TriMin.
- For each entity added, 50% of the yearly support fee paid by the new entity to MnCCC will be added to TriMin's annual contract fee.
- TriMin is open to an addendum to this contract, which would include TriMin acting as a selling agent for MnCCC or negotiating a royalty agreement for future software sales, if desired.



**trimin**

**6. Term and Termination.**

The term of this Agreement shall be January 1, 2025, to December 31, 2027, inclusive, unless earlier terminated prior to expiration as provided by herein.

This Agreement may be terminated prior to expiration by MnCCC or by TriMin for default, and by written notice of default given by the non-breaching party, and to be effective upon expiration of a designated cure period of not less than thirty (30) days', unless the party alleged to be in default has cured such default(s) within such thirty (30) day cure period.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed intending to be bound thereby.

**Accepted and Agreed for  
TriMin Systems, Inc.:**

Signed  
By: *Erin Hultgren*  
Name: Erin Hultgren  
Title: Director of Government Solutions  
Date: 6/18/2024

**Accepted and Agreed for  
MnCCC:**

Signed  
By: *[Signature]*  
Name: *Randy Jensen*  
Title: MnCCC Chair  
Date: 6/5/2024

**Accepted and Agreed for  
MnCCC:**

Signed  
By: *[Signature]*  
Name: *Lisa C. Meredith*  
Title: Executive Director  
Date: 6/5/2024

**Accepted and Agreed for  
MnCCC:**

Signed  
By: *Martha Monsrud*  
Name: Martie Monsrud  
Title: IFS Advisory Committee Chair  
Date: 6/3/2024