

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
COUNTY BOARD ROOM
MONDAY, DECEMBER 30th, 5:00 P.M.**

AGENDA

Pledge of Allegiance

5:00 Ken Yutrzenka – Human Services Director
- Consent Agenda

5:15 Dean Philipp
- Bridge over C.D.#35

5:30 Ray Kuznia – County Sheriff
- Deputy Sheriff position

5:45 Mike Flaagan – County Engineer
- Highway Dept. Items

County Auditor's Items

- Radio Board: Joint Power Agreement Rev.
- County Coroner Discussion

(This agenda is subject to change)

May 11, 2011
November 8, 2013

Joint Powers Agreement

Northwest Minnesota Regional Radio Emergency Communications Board

NW Regional Radio Emergency Communications Board May 11, 2011-October 9, 2013

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~~REGIONAL RADIO AGREEMENT~~
FOR
REGIONAL RADIO EMERGENCY COMMUNICATIONS BOARD

This Agreement is entered into by and between the following political subdivisions of the State of Minnesota:

City of Moorhead Office of the Mayor City Manager City Hall Box 779, 500 Center Ave. Moorhead, MN 56560	Becker County Board of Commissioners County Administrator Benton County Courthouse 915 Lake Avenue, P.O. Box 787 Detroit Lakes, MN 56502	Beltrami County Board of Commissioners County Administrator County Courthouse 701 Minnesota Ave., NW suite 200 Bemidji, MN 56601
Clearwater County Board of Commissioners County Board Coordinator County Courthouse 213 North Main Ave. Bagley, MN	Clay County Board of Commissioners County Administrator County Courthouse 807 11 th St. No. Moorhead, MN 56560	Hubbard County Board of Commissioners County Coordinator County Courthouse 305 Court Ave. Park Rapids, MN 56470
Kittson County Board of Commissioners Auditor/Treasurer County Courthouse 410 South 5th Hallock, MN 56728	Lake of the Woods County Board of Commissioners Auditor County Courthouse 206 8 th Ave. SE, PO Box 808 Baudette, MN 56623	Mahnomen County Board of Commissioners Auditor County Courthouse 311 North Main, P.O. Box 369 Mahnomen, MN 56557
Marshall County Board of Commissioners Auditor County Courthouse 208 E. Colvin Ave. Warren, MN 56762	Norman County Board of Commissioners Auditor County Courthouse 16 3 rd Ave. E. Ada, MN 56510	Pennington County Board of Commissioners Auditor County Courthouse P.O. Box 616 Thief River Falls, MN 56701-0616
Polk County Board of Commissioners County Coordinator County Courthouse 612 North Bdwy Crookston, MN 56716	Red Lake County Board of Commissioners County Auditor County Courthouse P.O. Box 367 Red Lake Falls, MN 56750	Roseau County Board of Commissioners County Coordinator County Courthouse 605 5 th Ave. SW Roseau, MN 56751-1477
White Earth Reservation White Earth Reservation Tribal Council 35500 Eagle View Road PO Box 269 White Earth, MN 56591		

NOW, THEREFORE, in consideration of the mutual promises, covenants and consideration herein contained, the parties to this Joint Power Agreement agree as follows:

ARTICLE I - AUTHORITY, PURPOSE, AND DUTIES

Section 1. Authority. This Agreement is entered into by the parties to this agreement pursuant to the authority conferred upon the parties by Minnesota Statutes 471.59, ~~and 403.39~~ and 403.392.

Section 2. Purpose. The parties to this Agreement wish to formulate a regional radio ~~radio~~ emergency communications board to provide for:

- regional administration of enhancements to the Statewide Public Safety Radio and Communication System (ARMER) owned and operated by the State of Minnesota;
- regional coordination of 911 service within the region.

With ~~that~~ these objectives in mind, the Parties to this Agreement wish to:

- collectively prepare and administer a plan which provides for the installation, operation and maintenance of local and regional enhancements to the Statewide Public Safety Radio and Communication System (ARMER);
- collectively develop and maintain a plan for the implementation and operation of Next Generation 911 (NG911) service within the region or within subregions of the region.
- collectively develop and maintain a plan for the implementation and operation of public safety broadband data services within the region or within subregions of the region; and
- collectively develop and maintain other emergency communications infrastructure, equipment, technologies, applications, and standards—currently available and forthcoming—within the region or within subregions subject to the provisions of the Agreement.

This Agreement may be utilized to provide joint purchase of common individual equipment needs. Joint purchase may occur when it is determined that standardization of equipment is in the best interests of the Parties to this Agreement or when other advantages might be achieved by joint purchases.

Section 3. Duties of the Parties to this Agreement.

Subd. 1. Regional Radio Emergency Communications Board. A regional radio ~~radio~~ emergency communications board composed as herein provided shall have the responsibility for ~~the~~:

- planning, financing, development, design, construction, operation, management, control and administration of the regional enhancement to the statewide public safety radio and communications system (ARMER) in accordance with the Statewide Public Safety Radio Plan and the technical and operational standards of the Statewide Radio Emergency Communications Board;
- development, implementation and maintenance of a regional plan for the implementation of Next Generation 911 (NG911) service within the region or

- within subregions of the region consistent with standards established under section 403.382 and coordination of 911 service within the region;
- development, implementation and maintenance of a regional plan for the implementation of public safety broadband data services within the region or within subregions of the region consistent with standards established by the Statewide Emergency Communications Board; and
 - planning, financing, development, design, construction, operation, management, control and administration of equipment, applications, standards, and other technologies to enhance and improve emergency communications in the region or within subregions of the region subject to provisions of the agreement.

Subd. 2. Local ARMER Enhancements and Improvements. The regional ~~radio~~ emergency communications board shall coordinate all local enhancements to the statewide public safety radio and communications system (ARMER) for jurisdictions and entities located within the region. All local enhancements and improvements must be consistent with local plans approved by the regional ~~radio~~ emergency communications board, sub-regional and regional plans authorized and approved by the regional ~~radio~~ emergency communications board and the Statewide Public Safety Radio Plan adopted by the Statewide ~~Radio~~ Emergency Communications Board pursuant to statute. Improvements and enhancements are defined in the State Plan adopted by the Statewide ~~Radio~~ Emergency Communications Board.

Subd. 3. Individual Duties. Each party to this Agreement shall establish such policies and take such steps as may be necessary to ensure the integrity and continued operation of this Board and to implement this Agreement and all requirements herein contained.

ARTICLE II - REGIONAL RADIO BOARD

Section 1. Creation and Powers.

Subd. 1. Creation. There is hereby created a regional ~~radio~~ **emergency communications** board that shall be known as “The Northwest Minnesota Regional ~~Radio~~ **Emergency Communications** Board”, hereinafter, the “Board”. The Board shall have such powers as are provided by Minnesota Statutes 403.39 and 471.59 and this Agreement, including all powers necessary to:

- plan, implement, maintain and operate regional and local improvements and enhancements to the Statewide Public Safety Radio and Communication System (ARMER) for the Northwest Minnesota ARMER region of development as determined by the Statewide ~~Radio~~ **Emergency Communications** Board and identified in the State Plan as adopted by the Statewide ~~Radio~~ **Emergency Communications** Board and provided by Minnesota Statute 403.39;
- **develop, implement and maintain a regional plan implementing Next Generation 911 (NG911) service within the region or within subregions of the region consistent with standards established under section 403.382;**
- **develop, implement and maintain a regional plan implementing public safety broadband data services within the region or within subregions of the region consistent with standards established by the Statewide Emergency Communications Board; and**
- **plan, finance, develop, design, construct, operate, manage, control and administer other infrastructure, equipment, technologies and applications to enhance and improve emergency communications in the region or within subregions of the region subject to the provisions of the agreement.**

Subd. 2. Powers. The Board shall have the power to contract with county and city units that have built local **ARMER** sub-systems for the maintenance and operation of those systems. County and city units that have built local **ARMER** sub-systems are not required to contract with the Board but may choose to manage, maintain and operate their own local sub-system. The Board shall have the responsibility to establish interoperability standards, policies and procedures that govern how local and regional sub-systems inter-operate. The Board shall not have the power or authority to establish standards, policies and procedures for the operation of local **ARMER** sub-systems except in those specific areas governing interoperability with regional systems except as provided by Agreement with local **ARMER** sub-system owners and operators.

Subd. 3. Additional Powers. In addition to the powers enumerated in Minnesota Statute Section 471.59, the Board shall have the following powers:

- The power to apply for and hold licenses for public safety frequencies to be used in regional and local improvements.
- The power to adopt regional performance and technical standards that do not interfere with the backbone or interoperability infrastructure administered by the

Statewide Radio Emergency Communications Board and subject to review of the Statewide Radio Emergency Communications Board.

- The power to enter into any contract necessary to carry out its responsibilities.
- The power to acquire by purchase, lease, gift or grant, property, both real and personal, and interests in property necessary for the accomplishment of its purpose and to sell or otherwise dispose of property it no longer requires.
- The power to contract with the State of Minnesota, through the commissioner of transportation, for construction, ownership, operation, and maintenance of regional or local improvements to the statewide public safety radio and communication system.
- The power to apply for grants on behalf of one or more parties to this agreement for interoperable communications systems and equipment.
- The power to determine sub-regions within the region where enhancements to the backbone (coverage or capacity) provide substantial benefit to more than one political sub-division or entity within that sub-region.
- The power to provide for user fees in contracts with system users and to assess user fees upon system users within the region for capital and operational costs for regional and sub-regional enhancements and for administrative costs of the Board in accordance with any Agreements with system users.
- The power to develop and maintain a regional plan for the implementation of Next Generation 911 (NG911) service within the region or within subregions of the region consistent with standards established under section 403.382.
- The power to establish regional technical and operational standards for the implementation of NG911 service within the region or within subregions of the region that are consistent with technical and operational standards for 911 service adopted pursuant to section 403.382.
- The power to develop and maintain a regional plan for the implementation of public safety broadband data services within the region or within subregions of the region consistent with standards established by the Statewide Emergency Communications Board.
- The power to establish regional technical and operational standards for the implementation and operation of public safety broadband data services within the region or within subregions of the region that are consistent with technical and operational standards for such service adopted by the Statewide Emergency Communications Board.
- The power to establish regional technical and operational standards for the implementation and operations of any infrastructure, equipment, technologies and applications related to emergency communications within the region or within subregions of the region that are consistent with technical and operational standards for such service adopted by the Statewide Emergency Communications Board.

Section 2. Membership, Appointment, and Term.

Subd. 1. Requirements for Participation. Participation in the Board is restricted to counties, cities and federally recognized Indian tribes that meet the following minimum requirements:

1. A County within or immediately adjacent to the Northwest Minnesota HSEM Region 3 that has committed to participation in regional communications planning activities and planned, authorized, developed or implemented a local sub-system or integration of dispatch facilities into a cooperative communications system.
2. A City within or immediately adjacent to the Northwest Minnesota HSEM Region 3 that has committed to participation in regional communications planning activities and has planned, authorized, developed or implemented a local sub-system.
3. A Tribal Government located wholly or partially within the Northwest Minnesota HSEM Region 3 that has committed to participation in regional communications planning activities and has planned, authorized, developed or implemented a local sub-system or provided equipment and services intended to provide interoperability with other parties to this Agreement

Subd. 2. Application for Participation. The Board will establish policies and procedures for application for participation in the Board.

Any County, City or tribal entity meeting the requirements and criteria for participation may request participation in the Board in accordance with policies and procedures established by the Board.

Subd. 3. Initial Participants. Initial participants include Becker, Beltrami, Clearwater, Clay, Hubbard, Kittson, Lake of the Woods, Mahnommen, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau counties and the City of Moorhead. Each of these agencies is deemed to meet the minimum requirements for participation in the Board.

Subd. 4. Membership. The members of the Board shall be:

- one County Commissioner from each county party to the Agreement;
- one City Council member from each city party to the Agreement; and
- one representative appointed by the Tribal Council from each tribal entity party to the Agreement.

Subd. 5. Appointment - Members Representing Counties and Cities. The members representing counties and cities shall be appointed by their respective governing bodies from the membership of that governing body. A successor must be appointed no later than sixty (60) days following the date a member is no longer an elected official.

Subd. 6. Term - Members Representing Counties and Cities. The term shall be for one year and until a successor is duly appointed; however, a member so appointed shall serve at the pleasure of that member's appointing governing body. There shall be no limit on the number of terms a member may serve.

Subd. 7. Appointment and Term – Members Representing Tribal Entities. The members representing tribal entities shall be appointed by their respective governing bodies. A successor must be appointed no later than sixty (60) days following the date a member is removed by the tribal entity. The term shall be for one year and until a successor is duly appointed; however, a member so appointed shall serve at the pleasure of that member's appointing governing body. There shall be no limit on the number of terms a member may serve.

Subd. 8. Alternates - Members Representing Counties, Cities and Tribal Entities. Each appointing authority may designate an alternate who shall be authorized to act in the absence of the member.

Subd. 9. Other Members of the Board. In addition to those members previously defined the following shall also be voting members of the board:

- A member of the Northwest Minnesota Regional Advisory Committee.
- A member of the Northwest Minnesota Regional ~~Radio System~~ User Committee.
- A member of the Northwest Minnesota Regional Owners and Operators Committee.

Subd. 10. Selection, Term, and Alternates - Other Members of the Board. The member of each of the committees designated to serve as members of the Board shall be selected by majority vote of the entire committee membership on an annual basis. There shall be no limit on the number of terms a committee member may serve on the board. Each of these committees shall select by majority vote, an alternate who shall be authorized to act in the absence of the member of the board. Committee members elected to serve as Board members and alternates shall serve a term of one year and until a successor is duly elected. If an individual elected to serve as a Board member or alternate ceases to be a member of the committee by resignation or action of the appointing authority or any other cause, the committee shall meet within sixty (60) days of notification of change and select, by majority vote, a replacement.

Subd. 11. User Committee Board Advisors. In addition to the positions defined herein the Board may authorize the Northwest Minnesota Regional ~~Radio System~~ User Committee to appoint not more than two additional representatives to advise the Board. Not more than one shall be a representative of a law enforcement agency and not more than one shall be a representative of a fire service or EMS agency. Any representative so appointed shall have the right to participate in discussion or debate and advise the Board on matters relative to pending issues but shall not be empowered to initiate any issue or matter or have a vote on any issue or matter before the Board.

Subd. 12. Modification to Board Composition. Modification of the composition of the Board subsequent to its initial creation shall only be through the process established for in the amendment of this Agreement.

Section 3. Officers, Meetings, Quorum, Rules, Notices, and Open Meeting.

Subd. 1. Officers of the Board. The officers of the Board shall be a Chairperson and a Vice-Chairperson and such other positions as the board shall create. All officers shall be board members except as otherwise provided herein.

The Board shall select a Chairperson and Vice-Chairperson at its first meeting. The Board shall appoint a recording secretary and make provision for the proper compilation and promulgation of meeting minutes, notices and communications. The Board shall select such other officers as it deems appropriate. All officers so selected shall serve until the next regular annual meeting.

The Board shall select a Chairperson, Vice-Chairperson, recording secretary and other officers at the annual meeting.

The recording secretary is not required to be a member of the Board. If the Board selects a non-Board member as recording secretary that person will not be a voting member of the Board but will serve solely as a recording secretary without right of participation in decisions or actions or matters before the Board.

Subd. 2. Meetings. The initial meeting of the Board shall be at a time and place designated by agreement of the parties following approval of the Agreement by a majority of the initial governing bodies.

The Board shall meet at least annually, not later than June 30th of each year to review the operation, management, control and administration of radio and communications systems in its charge and **adopt a proposed** ~~approve the~~ budget for the following year. **They shall adopt a final budget for the following year, not later than September 30th.**

The Board shall establish a schedule of meeting dates appropriate to the workload. The Board shall provide a process for special meetings to be convened at the call of the Chairperson of the Board or in writing by a majority of Board members.

The Board shall designate a location for all meetings of the Board.

Subd. 3. Quorum and Approval of Action. A quorum for the transaction of business of the Board shall be a majority of the members (or designated alternate in the absence of the member) of the Board. Any motion or resolution of the Board must be approved by a majority of those members (or designated alternate in the absence of the member) in

attendance at the meeting unless a greater number is required by law or other rules or policies adopted by the Board.

Subd. 4. Rules of Order. The conduct of all meetings shall be governed by rules, policies and/or procedures adopted by the Board.

Subd. 5. Notices. Public notice of all meetings of the Board shall be provided in the manner required by Minnesota Statutes.

Subd. 6. Open Meetings. All meetings of the Board shall be subject to the Open Meeting Law and shall be open to the public as required by law.

ARTICLE III - COMMITTEES

Section 1. Regional Advisory Committee. The administration of each party to this Agreement shall appoint one staff person with specialized technical, operational or administrative skills and responsibilities to represent that agency on the Regional Advisory Committee. The Board may designate representatives of Non-Governmental Organizations (hereinafter NGO's) and tribal entities not members of the Board with specialized technical, operational or administrative skills and responsibilities to serve as voting members of the Regional Advisory Committee. The members of the Regional Advisory Committee will serve until replaced by the appointing authority. The Regional Advisory Committee shall establish by-laws and procedures for its operation. The Regional Advisory Committee shall designate, by majority vote, a member to serve as a voting member of the Board and an alternate. Such selection shall be on an annual basis. The Regional Advisory Committee shall have the following responsibilities:

- To review all recommendations to the Board from all other committees regarding policies and procedures prior to Board action.
- To provide technical recommendations to the Board on matters affecting technology and system planning and development.
- To develop and recommend administrative procedures for the Board.
- To recommend an annual budget for the ~~Northwest Minnesota Regional~~ Board.
- To complete such other duties as may be defined by the Board.

Section 2. Regional Radio System User Committee. The administration of each party to this Agreement shall appoint at least one (1) and not more than five (5) representatives to the Regional ~~Radio System~~ User Committee. These representatives should be members of law enforcement, fire service, EMS providers, emergency services staff and other groups or disciplines providing a representative committee of the users of the radio systems. The parties to this Agreement are strongly urged to cooperate to ensure a balanced committee with ample representation of the entire user community. The members of the Regional ~~Radio System~~ User Committee will serve until replaced by the appointing authority. The Regional ~~Radio System~~ User Committee shall establish by-laws and procedures for its operation. The Regional ~~Radio System~~ User Committee shall designate, by majority vote, a member to serve as a voting member of the Board and an alternate. Such selection shall be on an annual basis. The Regional ~~Radio System~~ User Committee shall have the following responsibilities:

- To recommend to the Regional Advisory Committee such policies and procedures as may be required or necessary for consistent, reliable quality radio interoperability throughout the region.
- To recommend to the Regional Advisory Committee such policies and procedures as may be required or necessary for integration of local and regional sub-systems into the ARMER system.

- At the direction of the Board and with the cooperation of the Regional Advisory Committee recommend the establishment of minimum training standards for system users, including refresher training.
- At the direction of the Board and with the cooperation of the Regional Advisory Committee recommend the establishment of minimum requirements for training service providers including employees of agencies trained to provide training services.
- At the direction of the Board and with the cooperation of the Regional Advisory Committee recommend the establishment of minimum equipment specifications for mobile and portable devices authorized for use on regional and local sub-systems.
- At the direction of the Board select not more than two representatives to serve as advisors to the Board regarding issues of concern to the user community. Not more than one shall be a representative of a law enforcement agency and not more than one shall be a representative of a fire service or EMS agency. Any representative so appointed shall have the right to participate in discussion or debate and advise the Board on matters relative to pending issues but shall not be empowered to initiate any issue or matter or have a vote on any issue or matter before the Board.
- Such other duties and responsibilities as are assigned by the Board.

Section 3. Owners and Operators Committee. The administration of each party to this Agreement that also owns and operates a local sub-system shall appoint a representative experienced in the management and operation of the local sub-system to serve on the Owners and Operators Committee. The members of the Owners and Operators Committee will serve until replaced by the appointing authority. The Owners and Operators Committee shall establish by-laws and procedures for its operation. The Owners and Operators Committee shall designate, by majority vote, a member to serve as a voting member of the Board and an alternate. Such selection shall be on an annual basis.

Section 4. Other Committees. The Board shall create such other committees and advisory bodies as it deems appropriate to its purpose. The Board should endeavor to appoint an existing Board member to chair each committee or advisory body whenever compatible with the purpose of the committee or advisory body. If the Board does not appoint an existing Board member to chair the committee or advisory body so created the chair of the newly created committee or advisory body shall not be a member of the board by virtue of appointment to the committee or advisory body. Membership on committees or advisory bodies is not limited to existing Board members. The Board shall have sole discretion in the appointment or process of appointment for committees or advisory bodies so created.

ARTICLE IV - ADMINISTRATION

Section 1. Administrative Services. The Board shall establish policies and procedures for the administration of the affairs of the Board.

Administrative services shall be provided under the direction and control of the Board. These services shall include, but are not limited to, financial, legal and general administration. The Board shall provide a policy for the reimbursement of all administrative costs incurred.

The Board shall ensure adherence to the Minnesota Government Data Practices Act.

Section 2. Employees. The Board shall have the authority to hire and retain such employees as are deemed necessary by the Board. Such authority is limited by the budget approval process herein provided.

Section 3. Employees of Parties to the Agreement. Employees of the Parties to this Agreement shall not be considered employees of the Board for any purpose including, but not limited to, salaries, wages or other compensation or fringe benefits; worker's compensation; unemployment compensation or reemployment insurance; retirement benefits; social security; liability insurance; maintenance of personnel records and termination of employment.

Section 4. Joint Purchasing. The Parties to this Agreement may purchase or sell equipment, materials, supplies and fixtures under a joint arrangement or bidding process.

Section 5. Inventory. The Board shall maintain in its records an inventory of all real and personal property.

Section 6. Contracts and Bidding. Contracts shall be let and lease, purchases, rental and sales of equipment and supplies, professional or other services for regional and sub-regional enhancements and improvements to the backbone shall be made by the Board in accordance with the legal requirements applicable to the Parties to this Agreement.

ARTICLE V - FINANCES

Section 1. Budget. The Board shall adopt a budget annually. The budget shall provide for the following three categories:

Subd. 1. Administrative Expenses. The Administrative Expense category shall account for all expenses associated with the administration of the Board.

Subd. 2. Operational Expenses. The Operational Expense category shall account for all expenses associated with the continued maintenance and operation of enhancements to the basic communication and interoperability infrastructure. Where operational expenses can be associated with a single political subdivision or entity or to a sub-region of the region, those operational expenses shall be accounted for separately.

Subd. 3. Capital Expenses. The Capital Expense category shall account for all expenses associated with the initial acquisition of equipment related to providing enhancements to the basic communication or interoperability infrastructure. Where capital expenses are related to a single political subdivision or entity or to a sub-region of the region, those capital expenses shall be accounted for separately.

Section 2. Budget Process. The Board shall adopt a proposed budget on or before June 30th of each year. In developing and adopting its annual budget the following rules shall be applied:

Subd.1. Individual Costs.

- Capital costs for local enhancements which only benefit one political subdivision or entity must be approved by that political subdivision or entity before inclusion in the budget.
- Operational costs associated with local enhancements which only benefit one political subdivision or entity, are the responsibility of that political subdivision or entity.

Subd. 2. Sub-Regional Costs.

- Capital costs for local enhancements benefiting more than one political subdivision or entity should be allocated in a fair and equitable manner to the sub-region which will benefit from the enhancement. All political subdivisions proposed for participation in sub-regional enhancement costs must approve the capital expense before it can be included in the budget.
- Operational costs associated with sub-regional enhancements are the responsibility of users within that sub-region and should be allocated in a fair and equitable manner reflective of the extent of participation and use of services.

Subd. 3. Regional Costs.

- Capital costs for enhancements that benefit the region should be allocated in a fair and equitable manner to all users within the region. The costs must be approved separately by the Board before inclusion in the budget.
- Operational costs associated with regional enhancements are the responsibility of all users within the region and should be allocated in a fair and equitable manner reflective of the extent of participation and use of services.

Subd. 4. Administrative Costs. The parties to this Agreement shall contribute each year to a General Fund. The manner of the distribution of the administrative costs between the parties shall be determined by the Board to provide a fair and equitable distribution reflective of the extent of participation and use of services. The General Fund shall be used for general administrative purposes including, but not limited to: Board expenses, staff expenses, equipment, purchase of professional or other services, purchase of supplies, insurance and bonds.

Section 3. Budget Adoption Process and Objection to Budget/Financial Contribution.

Subd. 1. Budget Adoption. On or before June 30th 1st of each year, the Board shall, by approval of a majority of all members of the Board, adopt a proposed budget for the ensuing year. The budget shall include the total amount necessary for administrative expenses, operational expenses and capital expenses. The Board shall certify the budget on or before July June 1st to the governing bodies of the Parties to this Agreement, together with a statement of the proportion of the budget to be contributed by each party. By August July 1st of each year the Parties to this Agreement shall approve or object to the proposed budget and the parties' financial contribution and give notice of its action to the Board. The budget shall be deemed approved in the absence of action by August 1st. Final action adopting a budget for the ensuing calendar year shall be taken by the Board on or before August 15th of each year.

Subd. 2. Objection to Budget/Financial Contribution. Any Party to this Agreement objecting to their financial contribution shall meet with the Board and attempt to resolve any differences. If this effort is unsuccessful any party which has objected to its financial contribution may withdraw from this Agreement as provided herein.

Subd. 3. Payment of Contribution. Each party to this Agreement shall be invoiced for required contributions in a manner determined by the Board and within the budget year of the required contribution. The contribution of each party to this Agreement shall be paid not later than 30 days following receipt of invoice.

Section 4. Expenditure of Funds. All funds shall be expended in a manner determined by the Board, but the method of disbursement shall agree, as far as

practicable, with the method provided by law for disbursement of funds by the Parties to this Agreement.

ARTICLE VI - NOTICES, BREACH, WITHDRAWAL, AND TERMINATION

Section 1. Notices. All notices required or permitted to be given by any party to this Agreement shall be in writing and shall be sent by first class mail to the administrative offices of the other parties. A notice shall be timely if postmarked on the day it is due. In the case of a notice requiring action by the governing body of a party to the Agreement, the response shall include a certified copy of the resolution, motion or minutes of the governing body.

Section 2. Breach of Agreement. If any party breaches this Agreement and is given written notice of the breach and the nature thereof, the breaching party shall have thirty (30) days in which to cure the breach. Additional costs incurred by the parties to this Agreement resulting from the breach shall be the responsibility of the breaching party.

Section 3. Withdrawal from Agreement. Any party may withdraw from this Agreement by resolution adopted by a majority vote of the full membership of its governing body and by formal written notice to all the parties to this Agreement and the Board. The notice shall include a certified copy of the adopted withdrawal resolution. A withdrawal shall only be permitted as specified in this section.

Subd. 1. Withdrawal Limitations. No withdrawal shall be permitted until the withdrawing party has made provision for the full repayment of any obligations issued to finance or refund the financing of any portion of the system for which the withdrawing party has responsibility and previously approved as provided in Article 5, Section 2, subdivision 2 of this Agreement.

Subd. 2. Withdrawal Notification Period. After December 31st following repayment in full of any obligations issued to finance or refund the financing of any approved portion of the system, withdrawal shall only be permitted if the notice required pursuant to this section is given at least one year in advance of the withdrawal, but no later than December 31st of the year prior to the intended withdrawal, i.e. notice by December 31, 2019 for withdrawal on December 31, 2020. The withdrawal shall not affect the continuing liability of the withdrawing party for continuing obligations incurred that had the approval of the party prior to the notice of withdrawal, including lease-purchase or installment purchase obligations. To the extent permitted by law, the withdrawing party shall also be obligated for continuing obligations of the Board directly related to the services or activities of the Board which are caused by the withdrawal.

Subd. 3. Distribution of Property on Withdrawal. A withdrawing party shall not be eligible for the distribution of any property or assets at the time of withdrawal except as otherwise specifically provided in this Agreement.

Section 4. Termination. This Agreement may be terminated by the adoption of resolutions approving such termination by 75% of the governing bodies of the parties to this Agreement. To the extent permitted by law the termination shall not affect the continuing liability of the parties to the Agreement for indebtedness incurred prior to the termination, or for other continuing obligations.

Section 5. Distribution of Property and Termination. All property, assets and funds of the Board shall be distributed to the parties to this Agreement upon termination in direct proportion to their participation and contribution. Sub-system resources owned and operated directly by the Board serving more than a single city, county or tribal entity party to this Agreement shall be distributed in a manner most likely to provide for the continued operation and maintenance of the resource. The Board shall encourage and foster the joint operation of resources intended to provide sub-system services for multiple agencies upon its termination.

Upon the termination of the Board as herein provided any city, county or tribal entity that has withdrawn from this Agreement prior to termination shall share in the distribution of property, assets and funds of the Board only to the extent they shared in the original expense.

ARTICLE VII - AMENDMENTS TO THE AGREEMENT

Section 1. Proposal and Notification.

Subd. 1. Proposal. Amendments to this Agreement may be proposed by any party to the Agreement.

Subd. 2. Notification. Notice of the proposed amendments shall be sent by the initiating party or parties to the Board and all parties to the Agreement.

Section 2. Approval and Adoption.

Subd. 1. Approval. Amendments to this Agreement shall be reviewed by the Board and then submitted with comment and recommendation for consideration by the governing body of each party to the Agreement. Adoption of an amendment to this Agreement must be approved by resolution of each governing body party to this Agreement before it shall become effective.

Subd. 2. Signatures Required. An amendment shall require the proper signatures of each party to this Agreement and shall become an addendum to this Agreement.

ARTICLE VIII - DURATION, INTERPRETATION, SAVINGS CLAUSE, VENUE AND MEDIATION

Section 1. Duration. This Agreement shall be perpetual in duration unless terminated pursuant to the provisions hereto, or any state law terminating the Agreement.

Section 2. Interpretation.

Subd. 1. Captions. The captions of the provisions of this Agreement are for convenience only and shall not be considered or referred to concerning questions of interpretation or construction.

Subd. 2. Minnesota Statutes. Minnesota Statutes and laws govern the interpretation of this Agreement.

Section 3. Savings Clause. Should any provision of this Agreement be found unlawful, the other provisions of this Agreement shall remain in full force and effect if by doing so the purposes of this Agreement, taken as a whole, can be made operative. Should any such provision or article be found unlawful, representatives of the parties to this Agreement shall meet for the purpose of arriving at an Agreement on a lawful provision to replace the unlawful provision or article. The newly agreed upon provision or amendment must be approved by the governing body of the Parties to this Agreement by resolutions adopted as provided in Article VII, Subd. II.

Section 4. Venue. Venue of any legal disagreement between the parties to this Agreement shall be in Minnesota State Court.

Section 5. Mediation. In the event a dispute shall arise between the parties to this Agreement regarding the interpretation or application of this Agreement, the parties agree to participate in mediation. The Board shall select a mediator to assist in resolution of the dispute. If the Board is unable to agree on the selection of a mediator the Board shall request the Statewide ~~Radio~~ **Emergency Communications** Board to appoint a mediator. The parties agree to share equally in the costs of mediation. The mediator shall not have the power to render a binding decision or force an agreement on the parties. The mediator shall not have the power to modify the terms of this Agreement.

ARTICLE IX - INDEMNIFICATION WAIVER OF SUIT

Section 1. Indemnification and Hold Harmless. The ~~Northwest Minnesota Regional Radio~~ Board shall fully defend, indemnify and hold harmless the participants against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of its employees participating in the ~~Northwest Minnesota Regional Radio~~ Board. This agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota State Statutes, Chapter 466, or other applicable law.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they shall be deemed a “single government unit” for the purpose of liability, as set forth in Minnesota Statute, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

This section shall survive termination of this Agreement or a party’s withdrawal from the Agreement.

ARTICLE X - EXECUTION

All parties need not sign the same copy. Each Party hereto has read, agreed to and executed this Agreement on the date indicated.

In Witness Whereof, the officers indicated below of the Parties to this Agreement have signed this Agreement by authority of their respective governing bodies.

City of Moorhead

Becker County

Mayor

Chairperson of County Board

City Clerk

Auditor

Date _____

Date _____

Beltrami County

Clay County

Chairperson of County Board

Chairperson of County Board

Auditor

Auditor

Date _____

Date _____

Clearwater County

Hubbard County

Chairperson of County Board

Chairperson of County Board

Auditor

Auditor

Date _____

Date _____

Kittson County

Lake of the Woods County

Chairperson of County Board

Chairperson of County Board

Auditor

Auditor

Date

Date

Mahnomen County

Marshall County

Chairperson of County Board

Chairperson of County Board

Auditor

Auditor

Date

Date

Norman County

Pennington County

Chairperson of County Board

Chairperson of County Board

Auditor

Auditor

Date

Date

Polk County

Red Lake County

Chairperson of County Board

Chairperson of County Board

Auditor

Auditor

Date

Date

Roseau County _____

Chairperson of County Board _____

Chairperson of County Board _____

Auditor _____

Auditor _____

Date _____

Date _____

Joint Powers Agreement
August 21, 2013 proposed
amendments
Northwest Minnesota
Regional Communications Board

City of Moorhead

Mayor

City Clerk/Administrator

City Attorney

Date

Joint Powers Agreement
August 21, 2013 proposed
amendments

Northwest Minnesota
Regional Communications Board

Becker County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

Joint Powers Agreement
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Regional Communications Board

Beltrami County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

Joint Powers Agreement
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Regional Communications Board

Clay County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

Joint Powers Agreement
August 21, 2013 proposed
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Northwest Minnesota
Regional Communications Board

Clearwater County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

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Hubbard County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

Joint Powers Agreement
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Regional Communications Board

Kittson County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

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Northwest Minnesota
Regional Communications Board

Lake of the Woods County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

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Mahnomen County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

Joint Powers Agreement
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Regional Communications Board

Marshall County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

Joint Powers Agreement
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Regional Communications Board

Norman County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

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Regional Communications Board

Pennington County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

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Regional Communications Board

Polk County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

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Regional Communications Board

Ped Lake County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

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Regional Communications Board

Roseau County

Chairperson of County Board

Auditor/Administrator

County Attorney

Date

Joint Powers Agreement
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Regional Communications Board

White Earth Band of Ojibwe

Authorized Signature

Title

Authorized Signature

Title

Authorized Signature

Title

Date



Rt/PayStub

Rt/PayStub is a new module developed by RtVision for eTimecard users that gives employees access to their pay stub information via the internet, with the same login they are already using to complete their etime cards.

Rt/PayStub

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Main Menu



Rt/PayStub imports employee data from ACS Paymate and displays current payroll information and much more...

Rt/PayStub

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RTVISION


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Employee: XXXXXXXXXX

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Check Summary

219521	July 27th, 2012	July 21st, 2012	\$2,073.60
Check Number	Check Date	Period Ending	Gross Pay

Check Details

Type	Description	Hours	Amount
PAY FEATURE	REGULAR PAY	75.50	\$1,950.00
	VAC'N ACCRUED	6.15	
	SK LV ACCRUED	3.69	
	FT SICK TAKEN	4.50	\$110.64
PRE-TAX FEATURE	HEALTH INS		\$290.00
	MEDICAL EXPEN		\$33.33
TAX FEATURE	MEDICARE W/H		\$25.28
	SOC SECUR W/H		\$73.23
	PERA W/H-COOR		\$129.60
	FEDERAL W/H		\$139.99
	STATE W/H		\$65.98
PAY FEATURE	NET PAY		\$1,309.53

Direct Deposits

DEPOSITED TO PRIMARY CHECKING XXXXXXXXXX BANK XXXXXX1234

\$1,309.53

current accrual balances, with holdings, pay totals, etc...

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Employee Overview

Employee Number:

██████

Address:

12345 SOMEWHERE AVE NW
 CITY, MN 12345-1234

General Ledger Fund/Department:

GENERAL FUND/DEPARTMENT NAME

Annual Gross:

\$47,486.40

Time Off Accruals

Type	Anniversary	Balance
VACATION	07/28/2011	29.19
SICK	07/28/2011	25.44
COVIP	07/28/2011	4.26
HO_IDAY	07/28/2011	8.00

Hourly/Salary Rates

Effective Date	Hourly Rate
(Current)	\$22.83
12/23/2011	\$21.78
02/04/2012	\$22.83



RTVISION™

Direct Deposit History, including deposits to multiple accounts

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Direct Deposit

Primary Account

Bank Name:

Bank Address:

Account Number:

XXXXX:1234

Account Type:

CHECKING

Multiple Direct Deposit Accounts

Bank Name	Routing Number	Account Number	Account Type	Status	Amount
N/A					

Last 10 Deposits [View All Direct Deposit History](#)

Period Ending	Bank Name	Routing Number	Account Number	Account Type	Amount
07/21/2012			XXXXXX:1234	CHECKING	\$1,167.76
07/07/2012			XXXXXX:1234	CHECKING	\$1,211.42
06/23/2012			XXXXXX:1234	CHECKING	\$1,254.35
06/09/2012			XXXXXX:1234	CHECKING	\$1,167.76
05/26/2012			XXXXXX:1234	CHECKING	\$1,211.42
05/12/2012			XXXXXX:1234	CHECKING	\$1,167.76
04/28/2012			XXXXXX:1234	CHECKING	\$1,232.24
04/14/2012			XXXXXX:1234	CHECKING	\$1,188.58
03/31/2012			XXXXXX:1234	CHECKING	\$1,238.47

Tax Deductions and Withholdings

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Deductions

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Adjustments Before Tax

Description	Amount	Percent	Gross Minimum	Maximum YTD	Maximum Per Check	Amount YTD
COMP DENTAL	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$190.20
VISCN CARE	\$8.96	0.00%	\$0.00	\$0.00	\$0.00	\$62.72

Tax Withholdings

Description	Marital Status	Dependents	Flat Percent	Add-on Amount	Add-on Percent	Maximum YTD	Amount YTD
FEDERAL W/H		2	0.00%	\$0.00	0.00%	\$0.00	\$770.97
MEDICARE W/H		0	1.45%	\$0.00	0.00%	\$0.00	\$292.50
STATE W/H		2	0.00%	\$0.00	0.00%	\$0.00	\$474.20
PERA W/H-COOR		0	8.25%	\$0.00	0.00%	\$0.00	\$1,279.60
SOC SECUR W/H		0	4.20%	\$0.00	0.00%	\$0.00	\$650.04

After Tax Deductions

Description	Amount	Percent	Gross Minimum	Maximum YTD	Maximum Per Check	Amount YTD
AFSCME FULL	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$302.66

Pay Check History

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Checks

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Check History

Check Number	Period Ending	Check Date	Gross Pay	Net Pay
220068	07/21/2012	07/27/2012	\$1,326.40	\$1,137.76
219437	07/07/2012	07/13/2012	\$1,326.40	\$1,211.42
218799	06/23/2012	06/29/2012	\$1,326.40	\$1,254.95
218164	06/09/2012	06/15/2012	\$1,326.40	\$1,137.76
217527	05/26/2012	06/01/2012	\$1,326.40	\$1,211.42
216892	05/12/2012	05/18/2012	\$1,326.40	\$1,137.76
216263	04/28/2012	05/04/2012	\$1,326.40	\$1,232.24
215632	04/14/2012	04/20/2012	\$1,326.40	\$1,136.58
215007	03/31/2012	04/06/2012	\$1,326.40	\$1,226.47
214384	03/17/2012	03/23/2012	\$1,326.40	\$1,136.08
213770	03/03/2012	03/09/2012	\$1,326.40	\$1,232.24
213151	02/18/2012	02/24/2012	\$1,326.40	\$1,173.67
212539	02/04/2012	02/10/2012	\$1,784.40	\$1,134.52
211928	01/21/2012	01/27/2012	\$1,326.40	\$1,134.52

Year-to-date Totals and Accruals

1/PayStub

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YTD

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Year-to-Date Totals

Type	Description	Hours	Amount
PAY FEATURE	REGULAR PAY	1,069.000	\$16,624.15
	OVERTIME	13.00	\$340.66
	VAC N ACCRUED	55.35	
	FT VAC TAKEN	30.75	\$520.65
	SICKLY ACCRUED	55.35	
	FT SICK TAKEN	48.00	\$838.57
	FLOAT ACCRUED	8.00	
	FT FIT TAKEN	8.00	\$129.76
	MEAL REIMB		\$18.48
PRE-TAX FEATURE	COMP DENTAL		\$150.20
	VISON CARE		\$62.72
TAX FEATURE	MEDICARE W/H		\$253.50
	SOC SECUR W/H		\$620.04
	PERA W/H-CORR		\$1,279.80
	FEDERAL W/H		\$770.97
	STATE W/H		\$474.20
DEDUCTION FEATURE	AFSCME FULL		\$302.56
PAY FEATURE	NET PAY		\$16,250.02

Time Off Accruals

Type	Beginning Balance	Accrued	Taken	Balance
VACATION	12.20	55.35	30.75	36.80
SICK	3.75	55.35	48.00	11.10
HOLIDAY	0.00	8.00	8.00	0.00

Accruals Per Pay Period

/PayStub

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accruals

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accruals Per Period

Period Ending	Accrued	VACATION		Balance	Accrued	SICK		Balance	Accrued	HOLIDAY		Balance
		Taken	Balance			Taken	Balance			Taken	Balance	
01/07/2012	3.69			12.24				3.76				0.00
01/21/2012	3.69	E 25		7.70	3.69		3.73	3.70	8.00			8.00
02/04/2012	3.69	E 00		3.39	3.69		3.53	3.69		4.00		4.00
02/18/2012	3.69			7.08	3.69		3.73	3.83				4.00
02/18/2012	3.69			10.77	3.69		2.00	5.82				4.00
03/03/2012	3.69			14.46	3.69		4.00	5.21		4.00		0.00
03/17/2012	3.69			18.15	3.69			5.90				0.00
03/31/2012	3.69			21.84	3.69			12.59				0.00
04/14/2012	3.69			25.53	3.69		2.00	14.25				0.00
04/28/2012	3.69			29.22	3.69		12.50	5.47				0.00
05/12/2012	3.69		3.00	25.91	3.69		5.00	4.16				0.00
05/26/2012	3.69			23.60	3.69			7.85				0.00
03/03/2012	3.69			27.29	3.69		7.00	4.54				0.00
05/29/2012	3.69		3.50	27.48	3.69		4.50	3.73				0.00
07/07/2012	3.69		E 00	23.17	3.69			7.42				0.00
07/21/2012	3.69			26.86	3.69			11.11				0.00
Totals	35.35		34.75	36.86	55.35		49.00	11.11	8.00		8.00	0.00

Contract Notes

Type	Anniversary Date	Accrual Method	Hold Hours	Year-to-date Max	Life-to-date Max
VACATION	07/06/2010	FLAT AMOUNT PER PAYROLL PERIOD	0.00	650.00	3,995.99
SICK	07/06/2010	FLAT AMOUNT PER PAYROLL PERIOD	0.00	800.00	800.00
HOLIDAY	07/06/2010	FLAT AMOUNT PER PAYROLL PERIOD	0.00	5.00	5.00

Attach documents and forms that the employee can download (W2's, address change forms, etc.)

Rt/PayStub

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Files

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File Attachments

Select a File

Attached Files



AGREEMENT

Rt/Timecard Basic

www.rtvision.com

58 East Broadway
PO Box 394
Little Falls, MN 56345
320.632.0760
MarcR@RtVision.com

November 11, 2013

Cody Hempel
Board Chair
Pennington County

AGREEMENT EXPIRATION	AGREEMENT TERMS
45 Days	Net 30 - 30% Upon Signed Agreement / 40% Upon Installation / 30% Upon Completion of Training

PRODUCT	DESCRIPTION	UNIT PRICE	QUANTITY	LINE TOTAL
Basic				
Base Fee	Database for Rt/Timecard Basic	\$5,000.00	1.00	\$5,000.00
Employee Fee	Per employee fee includes application, digital signatures, and automatic email notifications	\$35.00	105.00	\$3,675.00
Pay Stub	Includes paymate integration, 4 hours of training and importing two years of historical data.	\$2,000.00	1.00	\$2,000.00
Employee Fee	Annual Pay Stub employee fee	\$2,400.00	1.00	\$2,400.00
Hardware	Rack Server and File Transfer	\$2,670.00	1.00	\$2,670.00
Implementation	Implementation & Administrative setup (remotely, online)	\$840.00	2.00	\$1,680.00
Training	Onsite training	\$1,200.00	1.00	\$1,200.00
Integration	Integration into Cost Accounting and Payroll (please see list of current integrations). For ACS users: Please contact them directly for administrative fees.	\$0.00	1.00	\$-
Maintenance & Support	Annual Support: telephone, email and online support Microsoft and Linux software updates for application development tools, various browsers and latest releases	\$1,735.00	1.00	\$1,735.00
TOTAL:				\$20,360.00

If you have any questions regarding this agreement, please contact Marc Rood @ 651.528.7004.

THANK YOU FOR YOUR BUSINESS!

Applicable sales tax will be added to invoice.

Authorized by _____

Date _____



AGREEMENT

Rt/Timecard Basic

www.rtvision.com

58 East Broadway
PO Box 394
Little Falls, MN 56345
320.632.0760
MarcR@RtVision.com

November 11, 2013

Cody Hempel
Board Chair
Pennington County

AGREEMENT EXPIRATION	AGREEMENT TERMS
45 Days	Net 30 - 30% Upon Signed Agreement / 40% Upon Installation / 30% Upon Completion of Training

PRODUCT	DESCRIPTION	UNIT PRICE	QUANTITY	LINE TOTAL
Basic				
Base Fee	Database for Rt/Timecard Basic	\$5,000.00	1.00	\$5,000.00
Employee Fee	Per employee fee includes application, digital signatures, and automatic email notifications	\$35.00	105.00	\$3,675.00
Hardware	Rack Server and File Transfer	\$2,670.00	1.00	\$2,670.00
Implementation	Implementation & Administrative setup (remotely, online)	\$840.00	2.00	\$1,680.00
Training	Onsite training	\$1,200.00	1.00	\$1,200.00
Integration	Integration into Cost Accounting and Payroll (please see list of current integrations). For ACS users: Please contact them directly for administrative fees.	\$0.00	1.00	\$-
Maintenance & Support	Annual Support: telephone, email and online support Microsoft and Linux software updates for application development tools, various browsers and latest releases	\$1,735.00	1.00	\$1,735.00
TOTAL				\$15,960.00

If you have any questions regarding this agreement, please contact Marc Rood @ 651.528.7004.

THANK YOU FOR YOUR BUSINESS!

Applicable sales tax will be added to invoice.

Authorized by

Date

Jennifer
12/27/13 6:30PM

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Pennington County Financial System



Jennifer
12/27/13 6:30PM
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1380	A'VIANDS LLC					
19	01-251-000-0000-6427		2,837.04	JAIL MEALS 11-24 TO 11-30	27418	JAIL MEALS
17	01-251-000-0000-6427		2,856.69	JAIL MEALS 11-10 TO 11-16	67194	JAIL MEALS
18	01-251-000-0000-6427		2,888.49	JAIL MEALS 11-17 TO 11-23	67306	JAIL MEALS
20	01-251-000-0000-6403		220.79	T.P, LINERS	67675	JANITORIAL SUPPLIES - JAIL
22	01-251-000-0000-6403		23.92	PAPER TOWELS	67675	JANITORIAL SUPPLIES - JAIL
21	01-251-000-0000-6427		42.55	THANKSGIVING TURNKEY	67675	JAIL MEALS
1380	A'VIANDS LLC		8,869.48	6 Transactions		
1310	AMERICAN INSTITUTIONAL SUPPLY					
9	01-251-000-0000-6416		414.41	CLOGS,BOXERS.PROPERTY BAGS	17694	CLOTHING SUPPLIES - JAIL
1310	AMERICAN INSTITUTIONAL SUPPLY		414.41	1 Transactions		
1020	AMERICAN SOLUTIONS FOR BUSINESS					
68	01-044-000-0000-6401		2,572.08	2013 TNT PROCESSING	INV01590766	SUPPLIES - TREASURER
1020	AMERICAN SOLUTIONS FOR BUSINESS		2,572.08	1 Transactions		
2060	BEST WESTERN INN OF TRF					
120	01-091-000-0000-6261		595.56	LODGING - TR CASE	262	CONSULTING & LEGAL SERVICES-ATTORI
2060	BEST WESTERN INN OF TRF		595.56	1 Transactions		
2311	BI MONITORING CORPORATION					
16	01-251-000-0000-6353		12.83	HOME DETENTION - NOV	817132	HOME DETENTION
2311	BI MONITORING CORPORATION		12.83	1 Transactions		
2050	BREDESON SUPPLY					
82	01-201-000-0000-6401		60.76	NOTARY STAMPS JW, MS, BC	956850	SUPPLIES
2050	BREDESON SUPPLY		60.76	1 Transactions		
2307	BRODIN COMFORT SYSTEMS					
14	01-251-000-0000-6300		7,718.00	ROOF TOP UNIT - ANNEX	37397	REPAIRS & MAINTENANCE
15	01-255-000-0000-6631		1,927.00	LENNOX HEATER - STS OFFICE	37399	SUPPLIES & EQUIPMENT - S.T.S.
2307	BRODIN COMFORT SYSTEMS		9,645.00	2 Transactions		
3306	CITY OF THIEF RIVER FALLS					
2	01-259-000-0000-6801		126.00	TOBACCO LICENSE FEE - INCREASE		MISCELLANEOUS EXPENSE - CANTEEN
3306	CITY OF THIEF RIVER FALLS		126.00	1 Transactions		
3302	CREATIVE PRODUCT SOURCING INC					
83	01-222-000-0000-6801		570.80	DARE CLASS PROMO ITEMS	68353	MISCELLANEOUS EXPENSE - D.A.R.E.

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	3302 CREATIVE PRODUCT SOURCING INC		570.80	1 Transactions		
110	4313 DEPARTMENT OF MOTOR VEHICLES 01-201-000-0000-6304		11.00	TABS - BZ EXPLORER		REPAIR & MAINTENANCE - SQUADS
	4313 DEPARTMENT OF MOTOR VEHICLES		11.00	1 Transactions		
59	4350 DUFFY/SEAMUS 01-011-000-0000-6261		761.25	ATTNY FEES 57-FX-95-521		COURT APPOINTED ATTORNEYS
	4350 DUFFY/SEAMUS		761.25	1 Transactions		
80	5305 EMERGENCY COMMUNICATIONS NETWOI 01-223-000-0000-6631		8,805.00	CODE RED	015466	FURNITURE & EQUIPMENT
	5305 EMERGENCY COMMUNICATIONS NETWOI		8,805.00	1 Transactions		
67	6305 FLAAGAN/JODI 01-013-000-0000-6853		992.00	31 HRS @ \$32 TZD GRANT		TOWARD ZERO DEATH GRANT
	6305 FLAAGAN/JODI		992.00	1 Transactions		
126	999999997 GTS 01-290-000-0000-6330		650.00	HSEM GOVERNORS CONFERENCE	E. BEITEL	Travel & Expense
	999999997 GTS		650.00	1 Transactions		
123	8091 HOLIDAY INN - ST. CLOUD 01-041-000-0000-6330		194.36	LODGING - PAYROLL TRN - ACS	PENCO3	TRAVEL & EXPENSE
	8091 HOLIDAY INN - ST. CLOUD		194.36	1 Transactions		
121	8014 HUGOS #7 01-003-000-0000-6330		15.33	FOOD FOR MEETING		TRAVEL & EXPENSE
	8014 HUGOS #7		15.33	1 Transactions		
47	9304 INCONTACT INC 01-601-000-0000-6202		12.38	NOV TOLL FREE BILL	124471071	TELEPHONE - EXTENSION
86	01-601-000-0000-6202		12.38	NOV TOLL FREE BILL	124471071	TELEPHONE - EXTENSION
	9304 INCONTACT INC		24.76	2 Transactions		
39	9317 INDEPENDENT EMERGENCY SERVICES 01-223-000-0000-6631		1,669.33	VOICE & ALI MIGRATION	80612	FURNITURE & EQUIPMENT
	9317 INDEPENDENT EMERGENCY SERVICES		1,669.33	1 Transactions		
	9017 INSIGHT TECHNOLOGIES					

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69	01-220-000-0000-6263		876.00	IT GLOBAL JANUARY - LEC	755972	COMPUTER SERVICES & SUPPLIES
70	01-220-000-0000-6631		40.61	BUFFALO WIRELESS ADAPTER	755992	FURNITURE & EQUIPMENT
71	01-220-000-0000-6631		235.13	BUFFALO WIRELESS	756126	FURNITURE & EQUIPMENT
48	01-601-000-0000-6401		418.95	TONER/PRINTER	756254	SUPPLIES - EXTENSION
139	01-132-000-0000-6631		478.80	HP OFFICEJET 8100	756377	FURNITURE & EQUIPMENT - MOTOR VEHI
9017	INSIGHT TECHNOLOGIES		2,049.49	5 Transactions		
9001	INTER COUNTY NURSING					
11	01-251-000-0000-6255		650.00	13 JAIL NURSE HOURS	917	MEDICAL - LOCAL
12	01-251-000-0000-6255		40.00	8 MANTOUX TESTS	917	MEDICAL - LOCAL
13	01-251-000-0000-6255		63.12	SUPPLIES	917	MEDICAL - LOCAL
9001	INTER COUNTY NURSING		753.12	3 Transactions		
10026	JENSEN/DONALD J					
136	01-003-000-0000-6330		499.46	NOVEMBER MILEAGE		TRAVEL & EXPENSE
137	01-003-000-0000-6330		577.43	DECEMBER MILEAGE		TRAVEL & EXPENSE
138	01-003-000-0000-6330		26.44	MEALS - AMC - MINNEAPOLIS		TRAVEL & EXPENSE
10026	JENSEN/DONALD J		1,103.33	3 Transactions		
11347	KRIGBAUM AND JONES LTD					
135	01-091-000-0000-6261		5,000.00	FORENSIC ACCOUNTING SERVICES		CONSULTING & LEGAL SERVICES-ATTORI
11347	KRIGBAUM AND JONES LTD		5,000.00	1 Transactions		
11064	KUZNIA/BEN					
51	01-201-000-0000-6420		225.00	2ND 1/2 UNIFORM ALLOWANCE		UNIFORMS
11064	KUZNIA/BEN		225.00	1 Transactions		
11063	KUZNIA/RAYMOND D					
75	01-201-000-0000-6330		4.89	MEALS-SHRF CONF-PELICAN RAPIDS		TRAVEL & EXPENSE
76	01-201-000-0000-6330		4.81	MEALS-SHRF CONF-FERGUS		TRAVEL & EXPENSE
52	01-201-000-0000-6420		225.00	2ND 1/2 UNIFORM ALLOWANCE		UNIFORMS
11063	KUZNIA/RAYMOND D		234.70	3 Transactions		
12338	LOFFLER BUSINESS SYSTEMS					
38	01-223-000-0000-6801		351.62	RECORDER LEASE - DEC	242845402	MISCELLANEOUS EXPENSE-E911
12338	LOFFLER BUSINESS SYSTEMS		351.62	1 Transactions		
13354	MARQUIS/RENAE L					
37	01-201-000-0000-6262		52.50	TRANSCRIPTION	121213	OTHER SERVICES

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	13354 MARQUIS/RENAE L		52.50		1 Transactions	
77	13441 MAS MODERN MARKETING 01-201-000-0000-6405		175.12	EVIDENCE BAGS	99480	GENERAL SUPPLIES
	13441 MAS MODERN MARKETING		175.12	1 Transactions		
53	13433 MILLER/KYLE 01-201-000-0000-6420		225.00	2ND 1/2 UNIFORM ALLOWANCE		UNIFORMS
	13433 MILLER/KYLE		225.00	1 Transactions		
122	13033 MN COUNTIES INTERGOVERNMENTAL TF 01-801-000-0000-6354		1,403.00	2012 WORKERS COMP AUDIT	998104	INSURANCE - WORKMAN'S COMP
	13033 MN COUNTIES INTERGOVERNMENTAL TF		1,403.00	1 Transactions		
124	13391 MN DEPT OF LABOR & INDUSTRY 01-111-000-0000-6300		10.00	BOILER	ABR00815621	REPAIRS & MAINTENANCE
125	01-501-000-0000-6300		10.00	BOILER	ABR00815621	REPAIRS & MAINTENANCE
	13391 MN DEPT OF LABOR & INDUSTRY		20.00	2 Transactions		
54	14371 NELSON/KURT 01-201-000-0000-6420		225.00	2ND 1/2 UNIFORM ALLOWANCE		UNIFORMS
49	01-252-000-0000-6330		10.27	MEALS -DRIVING SCHOOL-ST CLOUD		TRAVEL & EXPENSE
50	01-252-000-0000-6330		19.70	MEALS -DRIVING SCHOOL-ST CLOUD		TRAVEL & EXPENSE
	14371 NELSON/KURT		254.97	3 Transactions		
41	15323 OFFICE DEPOT 01-201-000-0000-6405		8.29	HOOKS	4444001	GENERAL SUPPLIES
79	01-201-000-0000-6405		13.38	SHREDDER BAGS	48773001	GENERAL SUPPLIES
78	01-201-000-0000-6405		60.48	DATE STAMP & INK	48874001	GENERAL SUPPLIES
40	01-201-000-0000-6405		30.76	CLIPS, TAPE, NOTES	49539001	GENERAL SUPPLIES
	15323 OFFICE DEPOT		112.91	4 Transactions		
84	16314 PENNINGTON FAST LUBE 01-201-000-0000-6304		36.28	#8 OIL CHANGE	44471	REPAIR & MAINTENANCE - SQUADS
85	01-201-000-0000-6304		329.71	#8 BATTERY, INSTALL & CAMERA	44701	REPAIR & MAINTENANCE - SQUADS
	16314 PENNINGTON FAST LUBE		365.99	2 Transactions		
133	16344 PENNINGTON MAIN 01-219-000-0000-6300		11.00	GAS 4 WHEELER	0128294	REPAIRS & MAINTENANCE

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16344	PENNINGTON MAIN			11.00						
						1 Transactions				
3	16300	PIZZA CORNER INC								
		01-259-000-0000-6405		76.50	18 PIZZAS		985385		GENERAL SUPPLIES - CANTEEN	
4		01-259-000-0000-6405		76.50	18 PIZZA		987154		GENERAL SUPPLIES - CANTEEN	
	16300	PIZZA CORNER INC		153.00		2 Transactions				
	16048	POSTMASTER								
109		01-201-000-0000-6801		78.00	PO BOX 484 RENT				MISCELLANEOUS EXPENSE	
	16048	POSTMASTER		78.00		1 Transactions				
	17002	QUILL CORPORATION								
132		01-101-000-0000-6401		190.44	X264,X363,X364 TONER		8027424		SUPPLIES - RECORDER	
129		01-132-000-0000-6401		438.59	HP CE255X TONER		8027424		SUPPLIES - MOTOR VEHICLE	
130		01-132-000-0000-6401		24.99	COLOR PAPER		8027424		SUPPLIES - MOTOR VEHICLE	
127		01-201-000-0000-6401		34.58	2014 DAILY TAB REFILL		8027424		SUPPLIES	
128		01-290-000-0000-6401		83.15	HP LASERJET CE505A		8027424		Supplies	
131		01-091-000-0000-6401		74.71	(10) SANDISK CRUZER 8GB		8027472		SUPPLIES	
	17002	QUILL CORPORATION		846.46		6 Transactions				
	19377	SANFORD THIEF RIVER FALLS								
8		01-251-000-0000-6256		83.19	DR-12-509		102313		MEDICAL - REIMBURSED	
5		01-251-000-0000-6255		83.19	DR-13-275		102913		MEDICAL - LOCAL	
6		01-251-000-0000-6255		56.36	DR-13-275		11-1913		MEDICAL - LOCAL	
7		01-251-000-0000-6255		56.36	DR-13-419		111413		MEDICAL - LOCAL	
81		01-201-000-0000-6262		83.00	EXAM - CM		46709		OTHER SERVICES	
	19377	SANFORD THIEF RIVER FALLS		362.10		5 Transactions				
	19326	SATHER LAW LTD								
113		01-011-000-0000-6261		60.86	ATTNY FEES 57-F3-98-50157				COURT APPOINTED ATTORNEYS	
114		01-011-000-0000-6261		107.32	ATTNY FEES 57-F6-02-181				COURT APPOINTED ATTORNEYS	
115		01-011-000-0000-6261		84.16	ATTNY FEES 57-F3-98-827				COURT APPOINTED ATTORNEYS	
116		01-011-000-0000-6261		151.72	ATTNY FEES 57-FA-07-1487				COURT APPOINTED ATTORNEYS	
117		01-011-000-0000-6261		15.00	ATTNY FEES 57-PO-06-105				COURT APPOINTED ATTORNEYS	
118		01-011-000-0000-6261		225.00	ATTNY FEES 57-PR-13-291				COURT APPOINTED ATTORNEYS	
57		01-011-000-0000-6261		303.60	ATTNY FEES 57-PR-13-827		6755		COURT APPOINTED ATTORNEYS	
58		01-011-000-0000-6261		739.83	ATTNY FEES - PR-13-880		6759		COURT APPOINTED ATTORNEYS	
	19326	SATHER LAW LTD		1,687.49		8 Transactions				
	19343	SKJERVEN/MELISSA								

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
55	01-201-000-0000-6420		225.00	2ND 1/2 UNIFORM ALLOWANCE	UNIFORMS
42	01-252-000-0000-6330		14.61	MEAL- DRIVING SCHOOL-ST CLOUD	TRAVEL & EXPENSE
43	01-252-000-0000-6330		10.49	MEALS -DRIVING SCHOOL-ST CLOUD	TRAVEL & EXPENSE
44	01-252-000-0000-6330		9.42	MEALS -DRIVING SCHOOL-ST CLOUD	TRAVEL & EXPENSE
45	01-252-000-0000-6330		10.40	MEALS -DRIVING SCHOOL-ST CLOUD	TRAVEL & EXPENSE
19343	SKJERVEN/MELISSA		269.92	5 Transactions	
19302	STERICYCLE				
10	01-251-000-0000-6405		268.17	QUARTERLY FEE & CHARGES	4004528203 GENERAL SUPPLIES - JAIL
19302	STERICYCLE		268.17	1 Transactions	
19419	SUBWAY				
65	01-271-000-0000-6262		16.03	FOOD FOR TRIAL	OTHER SERVICES - A.E.S.
19419	SUBWAY		16.03	1 Transactions	
19362	SUNDBY CLEANING				
66	01-800-000-0000-6262		1,000.00	WAX TILE & SHAMPOO CARPET	PC121513 OTHER SERVICES-WELFARE BUILDING
19362	SUNDBY CLEANING		1,000.00	1 Transactions	
20047	THRIFTY WHITE PHARMACY				
26	01-251-000-0000-6255		17.29	PRESCRIPTION 13-419	27577 MEDICAL - LOCAL
27	01-251-000-0000-6255		745.77	PRESCRIPTION 13-338	39708 MEDICAL - LOCAL
36	01-251-000-0000-6255		100.17	STOCK SUPPLY - NOV	40109 MEDICAL - LOCAL
24	01-251-000-0000-6255		258.16	PRESCRIPTION 13-388	4118 MEDICAL - LOCAL
25	01-251-000-0000-6255		41.94	PRESCRIPTION 13-356	4136 MEDICAL - LOCAL
28	01-251-000-0000-6255		76.80	PRESCRIPTION 13-335	48017 MEDICAL - LOCAL
29	01-251-000-0000-6255		9.74	PRESCRIPTION 13-429	49346 MEDICAL - LOCAL
30	01-251-000-0000-6255		406.58	PRESCRIPTION 13-423	55651 MEDICAL - LOCAL
31	01-251-000-0000-6255		104.46	PRESCRIPTION 13-370	56334 MEDICAL - LOCAL
32	01-251-000-0000-6255		25.57	PRESCRIPTION 13-381	56545 MEDICAL - LOCAL
33	01-251-000-0000-6255		146.01	PRESCRIPTION 13-310	56942 MEDICAL - LOCAL
34	01-251-000-0000-6255		196.56	PRESCRIPTION 13-275	57911 MEDICAL - LOCAL
35	01-251-000-0000-6255		205.18	PRESCRIPTION 13-401	58031 MEDICAL - LOCAL
23	01-251-000-0000-6255		196.88	PRESCRIPTION 13-320	963 MEDICAL - LOCAL
20047	THRIFTY WHITE PHARMACY		2,531.11	14 Transactions	
20026	TONY DORN, INC				
74	01-132-000-0000-6401		48.09	CASH REGISTER ROLLS	1108 SUPPLIES - MOTOR VEHICLE
20026	TONY DORN, INC		48.09	1 Transactions	

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60	20357 TURNKEY CORRECTIONS 01-259-000-0000-6405		551.94	VENDING & CANTEEN 11-16 -11-30	29586	GENERAL SUPPLIES - CANTEEN
61	01-259-000-0000-6405		383.66	52 -\$5 & 10 - \$10 PHONE CARDS	29857	GENERAL SUPPLIES - CANTEEN
62	01-259-000-0000-6405		29.71	INDIGENT FEES 11-1 TO 11-30	29858	GENERAL SUPPLIES - CANTEEN
63	01-259-000-0000-6405		39.77	E-MAIL 11-1 TO 11-30	29949	GENERAL SUPPLIES - CANTEEN
64	01-259-000-0000-6405		9.92	MP3 SALES % FEES 11-1-11-30	29998	GENERAL SUPPLIES - CANTEEN
	20357 TURNKEY CORRECTIONS		1,015.00	5 Transactions		
112	21338 UND FORENSIC PATHOLOGY 01-206-000-0000-6262		2,099.62	AUTOPSY	A13-194	OTHER SERVICES-CORONER
111	01-206-000-0000-6262		2,000.00	AUTOPSY	A13-229	OTHER SERVICES-CORONER
	21338 UND FORENSIC PATHOLOGY		4,099.62	2 Transactions		
119	21305 UNIVERSITY OF MINNESOTA 01-601-000-0000-6837		21,058.74	OCT-DEC 13 SALARY REIMB	0300010442	REFUNDS & REIMBURSEMENTS
	21305 UNIVERSITY OF MINNESOTA		21,058.74	1 Transactions		
72	23303 WEST GROUP PAYMENT CENTER 01-016-000-0000-6242		257.56	NOVEMBER SUBSCRIPTIONS	828606566	SUBSCRIPTIONS - LAW LIBRARY
73	01-091-000-0000-6240		85.50	NOVEMBER SUBSCRIPTIONS	828617907	SUBSCRIPTIONS
	23303 WEST GROUP PAYMENT CENTER		343.06	2 Transactions		
1	23309 WHOLESALE SUPPLY CO INC 01-259-000-0000-6405		891.26	EAGLE, MARLBORO, CHIPS (LOBBY)	1343369	GENERAL SUPPLIES - CANTEEN
	23309 WHOLESALE SUPPLY CO INC		891.26	1 Transactions		
56	26306 ZIMMERMAN/BLAIZE 01-201-000-0000-6420		225.00	2ND 1/2 UNIFORM ALLOWANCE		UNIFORMS
	26306 ZIMMERMAN/BLAIZE		225.00	1 Transactions		
1 Fund Total:			83,220.75	County Revenue	51 Vendors	115 Transactions

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88	1364 AUTO VALUE 03-350-000-0000-6556		23.49	PENETRATING SPRAY SHOP 500		SHOP SUPPLIES
95	03-350-000-0000-6556		44.84	DEEP CREEP, PENETRATING SPRAY		SHOP SUPPLIES
89	03-350-000-0000-6564		306.87	FILTERS UNIT 306,290,230,209		EQUIPMENT REPAIR PARTS
90	03-350-000-0000-6564		74.76	WIPER BLADES UNIT 206,209		EQUIPMENT REPAIR PARTS
91	03-350-000-0000-6564		48.98	WASHER FLUID, WAX, GAGE		EQUIPMENT REPAIR PARTS
92	03-350-000-0000-6564		90.80	DOME CAP, AIR BRAKE SPRAY		EQUIPMENT REPAIR PARTS
93	03-350-000-0000-6564		103.17-	RETURN FILTERS UNIT 291		EQUIPMENT REPAIR PARTS
94	03-350-000-0000-6564		96.92	FILTERS UNIT 203, 206		EQUIPMENT REPAIR PARTS
96	03-350-000-0000-6564		8.54	WIPER BLADES		EQUIPMENT REPAIR PARTS
	1364 AUTO VALUE		592.03		9 Transactions	
97	3307 COMMISSIONER OF TRANSPORTATION-S 03-330-000-0000-6245		125.00	CONTRACT ADMINISTRATION - BP		CONTINUING EDUCATION
	3307 COMMISSIONER OF TRANSPORTATION-S		125.00		1 Transactions	
98	8367 H & L MESABI 03-350-000-0000-6561		3,561.52	CARBIDE TEETH		CUTTING EDGES
	8367 H & L MESABI		3,561.52		1 Transactions	
99	8091 HOLIDAY INN - ST. CLOUD 03-330-000-0000-6330		190.92	LODGING - CLASS - BP JM		TRAVEL & EXPENSE
	8091 HOLIDAY INN - ST. CLOUD		190.92		1 Transactions	
100	8356 HOUSTON ENGINEERING INC 03-320-000-0000-6261		4,191.25	PROJECT DEV. SAP 57-603-036		CONSULTING & LEGAL SERVICES
	8356 HOUSTON ENGINEERING INC		4,191.25		1 Transactions	
101	8014 HUGOS #7 03-350-000-0000-6556		69.42	SHOP SUPPLIES ALL SHOPS		SHOP SUPPLIES
	8014 HUGOS #7		69.42		1 Transactions	
102	12302 LOCATORS & SUPPLIES INC 03-350-000-0000-6428		615.74	HATS, MASKS, GLOVES		SAFETY EQUIPMENT
	12302 LOCATORS & SUPPLIES INC		615.74		1 Transactions	
103	13302 M-R SIGN CO, INC 03-350-000-0000-6551		90.13	911 SIGNS		SIGNS
	13302 M-R SIGN CO, INC		90.13		1 Transactions	

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								Paid On Bhf #	On Behalf of Name
134	14387	NELSON INTERNATIONAL OF FARGO			681.21	REPAIR UNIT 310			EQUIPMENT REPAIR PARTS
		03-350-000-0000-6564							
	14387	NELSON INTERNATIONAL OF FARGO			681.21		1 Transactions		
104	18065	RELIABLE OFFICE SUPPLY			58.22	11 X 17 PAPER			SUPPLIES
		03-320-000-0000-6401							
105		03-320-000-0000-6401			53.40	LABELS & CD SLEEVES			SUPPLIES
	18065	RELIABLE OFFICE SUPPLY			111.62		2 Transactions		
106	19426	SANDAHL'S			32.06	FUEL & TIRE PRESSURE DECALS			SHOP SUPPLIES
		03-350-000-0000-6556							
	19426	SANDAHL'S			32.06		1 Transactions		
87	20379	THIEF RIVER FORD			10.69	TOUCH UP FOR UNIT 302			EQUIPMENT REPAIR PARTS
		03-350-000-0000-6564							
	20379	THIEF RIVER FORD			10.69		1 Transactions		
107	26301	ZIEGLER, INC.			3,927.55	CUTTING EDGES			CUTTING EDGES
		03-350-000-0000-6561							
108		03-350-000-0000-6564			60.33	CALIBRATE CLUTCH UNIT 208			EQUIPMENT REPAIR PARTS
	26301	ZIEGLER, INC.			3,987.88		2 Transactions		
3 Fund Total:					14,259.47	Road & Bridge		13 Vendors	23 Transactions

Pennington County Financial System



Jennifer
12/27/13 6:30PM
32 Solid Waste Facility

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 11

Vendor No.	Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
								Paid On Bhf #	On Behalf of Name
46	13378	NORTHWEST MN HOUSEHOLD			662.75	HHW DISPOSAL			HOUSEHOLD HAZARDOUS WASTE OPERA
		32-390-000-0000-6836							
	13378	NORTHWEST MN HOUSEHOLD			662.75		1 Transactions		
32 Fund Total:					662.75	Solid Waste Facility		1 Vendors	1 Transactions
Final Total:					98,142.97		65 Vendors	139 Transactions	

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	83,220.75	County Revenue	
	3	14,259.47	Road & Bridge	
	32	662.75	Solid Waste Facility	
	All Funds	98,142.97	Total	Approved by,
			
			

Jennifer
12/27/13 6:30PM

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3	6348 FULTON/DEB 01-251-000-0000-6330		11.79	MEAL - TRANSPORT - NE		TRAVEL & EXPENSE
	6348 FULTON/DEB		11.79		1 Transactions	
1	6347 FULTON/JIM 01-251-000-0000-6330		16.61	MEAL - TRANSPORT - NE		TRAVEL & EXPENSE
2	01-251-000-0000-6330		8.30	MEAL - TRANSPORT - CO		TRAVEL & EXPENSE
	6347 FULTON/JIM		24.91		2 Transactions	
23	10026 JENSEN/DONALD J 01-003-000-0000-6330		8.43	MEAL - ATP - MCINTOSH		TRAVEL & EXPENSE
16	01-003-000-0000-6103		65.00	PER DIEM - LAW ENF - TRF	110113	PER DIEMS - BOARD
17	01-003-000-0000-6103		65.00	PER DIEM - MRCC - BEMIDJI	110213	PER DIEMS - BOARD
18	01-003-000-0000-6103		100.00	PER DIEM - PERS COMM. - TRF	110513	PER DIEMS - BOARD
19	01-003-000-0000-6103		100.00	PER DIEM - TRANS AL - ST CLOUD	110713	PER DIEMS - BOARD
20	01-003-000-0000-6103		65.00	PER DIEM - HWY COMM - TRF	111813	PER DIEMS - BOARD
21	01-003-000-0000-6103		65.00	PER DIEM - AIRPORT AUTH - TRF	112013	PER DIEMS - BOARD
22	01-003-000-0000-6103		65.00	PER DIEM - JTC - BEMIDJI	112113	PER DIEMS - BOARD
4	01-003-000-0000-6103		65.00	PER DIEM - TAC - WARREN	120213	PER DIEMS - BOARD
5	01-003-000-0000-6103		100.00	PER DIEM - SHRF INTERVIEW - TRF	120313	PER DIEMS - BOARD
6	01-003-000-0000-6103		65.00	PER DIEM - PERS COMM. - TRF	120413	PER DIEMS - BOARD
7	01-003-000-0000-6103		100.00	PER DIEM - AMC - MPLS	120813	PER DIEMS - BOARD
8	01-003-000-0000-6103		100.00	PER DIEM - AMC - MPLS	120913	PER DIEMS - BOARD
9	01-003-000-0000-6103		100.00	PER DIEM - AMC - MPLS	121013	PER DIEMS - BOARD
10	01-003-000-0000-6103		100.00	PER DIEM - AMC - MPLS	121113	PER DIEMS - BOARD
11	01-003-000-0000-6103		65.00	PER DIEM - ATP - MCINTOSH	121213	PER DIEMS - BOARD
12	01-003-000-0000-6103		65.00	PER DIEM - WRZA - TRF	121613	PER DIEMS - BOARD
13	01-003-000-0000-6103		65.00	PER DIEM - AIRPORT AUTH - TRF	121813	PER DIEMS - BOARD
14	01-003-000-0000-6103		65.00	PER DIEM - HWY COMMITTEE - TRF	122013	PER DIEMS - BOARD
15	01-003-000-0000-6103		65.00	PER DIEM - JTC - BEMIDJI	122313	PER DIEMS - BOARD
	10026 JENSEN/DONALD J		1,488.43		20 Transactions	
1 Fund Total:			1,525.13	County Revenue	3 Vendors	23 Transactions
Final Total:			1,525.13	3 Vendors	23 Transactions	

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	1,525.13	County Revenue
All Funds		1,525.13	Total

Approved by,

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OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
TUESDAY, DECEMBER 17TH, 2013, 5:00 P.M.

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Board Room in Thief River Falls, MN, on Tuesday, December 17th, 2013 at 5:00 p.m. Members present: Donald Jensen, Neil Peterson, Cody Hempel, Oliver “Skip” Swanson, and Darryl Tveitbakk. Members absent: None.

The Pledge of Allegiance was recited.

Chairman Hempel, noted that Job’s Inc. would be placed on the agenda after the County Engineer and Fair Board members.

County Engineer Mike Flaagan and Pennington County Fair Association representatives Curt Howe and LaVerne Hamre met with the County Board. Curt Howe and LaVerne Hamre reviewed improvement to the Fairground including a bituminous surfacing of a 30’ road through the area where the food vendors set up during the fair which is Phase I and a 16’ bituminous surface connecting that road to the grandstand. They are requesting that the County provide 200 yards of class 5 aggregate to be used in the area that needs excavation of the existing aggregate base. After review of the plan Commissioner Peterson moved, seconded by Commissioner Tveitbakk to support the Fairgrounds Improvement project and authorize the County Engineer to provide 200 yards of class 5 aggregate. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Peterson to authorize the Chairman to sign the Local Bridge Replacement Program Grant Agreement for SAP 57-598-047. Motion unanimously carried.

Moved by Commissioner Peterson, seconded by Commissioner Tveitbakk to authorize the Chairman to sign the Local Bridge Replacement Program Grant Agreement for SAP 57-598-048. Motion unanimously carried.

The County Engineer made a request to purchase two new Shulte XH 1500 Series 3 mowers. Moved by Commissioner Jensen, seconded by Commissioner Peterson to authorize the County Engineer to purchase two Shulte XH 1500 Series 3 mowers to be delivered in early 2014. Motion unanimously carried.

Mike Flaagan also requests to lease tractors for mowing next year and that we sell the 2001 Ford New Holland TS110 tractor and 2000 John Deere 7410 Tractor. Moved by Commissioner Jensen, and seconded by Commissioner Peterson to sell the two mower tractors as requested through the local Implement Dealers. Motion unanimously carried.

The County Engineer Mike Flaagan informed the County Board that the MNDOT District 2 counties have received Federal Highway Safety Improvement Program funding

to place chevrons on county roads. Pennington County is acting as the lead agency and taking the bids for the project until 11:00 a.m. December 31st, 2013.

Emery Lee and Rick Trontvet representing Job's Incorporated met to discuss the Economic Development Director position. The discussion centered on who would be the employer as the City of Thief River Falls, Pennington County and Job's Incorporated were contributing to the funding of the position. Commissioner Tveitbakk moved, seconded by Commissioner Peterson to have Pennington County be the employer of the Economic Development Director. Motion unanimously carried.

County Sheriff Ray Kuznia made a recommendation to hire Christi Halbasch for the position of part-time Sheriff's Clerk. Motion carried.

Ray Kuznia then submitted the resignation letter from Deputy Sheriff Kevin Berg effective December 15th, 2013. Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen to accept the resignation of Kevin Berg and wish him well in his new position. Motion carried.

The Sheriff asked that he be authorized to fill the now vacant full-time Deputy Sheriff position by first posting internally. Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk to post internally for the position of full-time Deputy Sheriff. Motion carried.

County Sheriff Ray Kuznia then presented the Amendment Number Five to Food Service Management Agreement between Pennington County and A'Viands, LLC for Jail meals effective January 1, 2014. The new agreement provides for a two percent increase. Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk to approve Amendment Five to the agreement with A'viands, LLC to provide meals beginning January 1, 2014. Motion unanimously carried.

Commissioner Swanson reviewed the changes to the Joint Powers Agreement that would change the name from the Northwest Minnesota Regional Radio Board to the Northwest Minnesota Regional Emergency Communications Board. This will be placed on the December 30th, 2013 meeting agenda.

Sheriff Ray Kuznia then made a request to advertise for a Juvenile STS crew leader. This position works one to two weekends per month as needed to supervise the Juvenile Sentence to Serve crew. Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen to advertise for a part-time Juvenile Sentence to Serve crew leader. Motion carried.

County Auditor-Treasurer Ken Olson presented Liquor and 3.2 off sale licenses for approval. Moved by Commissioner Jensen, seconded by Commissioner Peterson to approve the following Liquor and 3.2 off sale licenses for 2014. Motion unanimously carried.

Kruse In - 3.2 off sale
 Petro Pumper - 3.2 off sale
 Thief River Falls Golf Club - Liquor and Sunday Sales

Commissioner Jensen moved, seconded by Commissioner Tveitbakk to approve the issuance of duplicate warrants without issuance of an indemnifying bond to replace warrant #167308 issued to the Treasurer of Goodridge Township December 3rd, 2012 in the amount of \$11,077.55 and has been lost or destroyed. Motion unanimously carried.

At 6:00 p.m. the County Board Chairman recessed the County Board meeting and called the 2014 Budget and Levy Hearing to order.

Present at the meeting were Ken Yutzenka – Human Service Director, Mike Flaagan – County Engineer, Ray Kuznia – County Sheriff, Adeline Olson – County Assessor, The Times Reporter – Scott DCamp and County resident – Dean Philipp. County Auditor-Treasurer Ken Olson then presented budget and levy comparisons from 2013 to 2014 including the sales tax exemption. The levy is a 2.05 percent increase over 2013.

Dean Philipp stated that at some point as commodity prices go down, land sales prices will go down and that taxable value will need to be reduced on Ag land.

The Hearing was closed at 6:25 p.m. and the County Board meeting called back to order.

The following resolution was introduced by Commissioner Tveitbakk, seconded by Commissioner Peterson, and upon vote was unanimously carried.

RESOLUTION

WHEREAS, the Pennington County Board of Commissioners has reviewed the department budgets for 2014 at several County Board meeting and at this time finds no further changes.

NOW, THEREFORE, BE IT RESOLVED, that the following budgets for 2014 are approved.

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>+/-RESERVE</u>
General Revenue	\$6,519,060	\$6,451,845	\$ 67,215
Road & Bridge	\$5,155,864	\$5,155,864	\$ 0
Welfare	\$4,977,497	\$4,957,296	\$ 20,201
Debt Service	\$ 152,400	\$ 277,750	\$-125,350
Solid Waste Facility	\$ 65,000	\$ 65,500	\$ 500
Ditch Maintenance	\$ 152,000	\$ 152,000	\$ 0
Tax Forfeiture	\$ 10,000	\$ 10,000	\$ 0

The following resolution was introduced by Commissioner Swanson, seconded by Commissioner Jensen, and upon vote was unanimously carried.

RESOLUTION

WHEREAS, the Pennington County Board of Commissioners has reviewed the proposed levy for 2014 and the proposed Real Estate Tax Statements have been sent as required.

NOW, THEREFORE, BE IT RESOLVED, that the final property tax levy for 2014 is approved as follows:

FUND	Levy Before CPA*	CPA	Levy After CPA
General Revenue	\$4,336,451	\$392,637	\$3,943,814
Road & Bridge	\$1,230,603	\$111,423	\$1,119,180
Welfare	\$2,456,379	\$222,409	\$2,233,970
Bonded Debt Fund	\$ 150,000	\$ 0	\$ 150,000
<u>Total Levy</u>			<u>\$7,446,964</u>

(CPA-County Program Aid)

The County Board then discussed the lease of space in the Law Enforcement Center to the City of Thief River Falls. The Law Enforcement Center Committee reports that a 3% increase in the lease for 2014 was agreed to. Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk to approve the lease of space in the Law Enforcement Center to the City of Thief River Falls for their police department for 2014 at a 3% increase. Motion unanimously carried.

Bruce Schwartzman, BKV Group, presented a Courthouse Systems Upgrade and Professional Service Proposal. The proposal includes Schematic Plan Development, Courthouse Mechanical/Electrical upgrades and Building and Construction Administration. The total proposed fee is \$94,640 broken down into steps. The County Board thought they would like to see the first two steps completed with an option to stop at any time. Bruce Schwartzman said he would redraft this proposal. Moved by Commissioner Swanson, seconded by Commissioner Tveitbakk to have Bruce Schwartzman, BKV Group, draft a proposal for Professional Services with a condition that the County Board could stop the process and the end of any step. Motion carried.

Commissioner Jensen moved, seconded by Commissioner Tveitbakk to approve payment of the Human Service warrants totaling \$214,184.09, the Auditor and Manual warrants for November 2013 totaling \$4,285,891.46, and the following Commissioner warrants. Motion carried.

WARRANTS

County Revenue	\$ 40,210.50
Road & Bridge	\$ 23,598.75
Solid Waste Facility	\$ 90.00
Ditch Funds	\$ 2,500.00

Per diems and meal reimbursements in the amount of \$1,207.09 were also approved.

Moved by Commissioner Peterson, and seconded by Commissioner Tveitbakk to approve the minutes of November 26th, 2013 as written. Motion carried.

The County Board reviewed the proposal from RTVision for computerized time cards. They will hold this over to the December 30th, 2013 meeting.

Commissioner Tveitbakk moved, seconded by Commissioner Jensen to allow Inter County Nursing to continue under the Long Term Disability Insurance as a sub group under the County's policy. Motion carried.

Commissioner Swanson moved, seconded by Commissioner Peterson to approve the Employee Performance Review evaluation forms and to have all departments begin yearly employee evaluations. Motion carried.

Dean Philipp discussed his proposed tax on his property on 1020 Centennial Drive, Thief River Falls. It was Mr. Philipp's opinion that because he was unable to use the property until after July 1st, 2013 that he should be billed for one half of the 2014 real estate tax instead of the full year. Mr. Philipp then referred to Minnesota Statutes 272.02 Subd. 38 the second paragraph. It was the decision of the County Board that the County get the State of Minnesota Department of Revenue's interpretation of the statute brought forth by Mr. Philipp.

Mr. Philipp then said if he did not get his real estate tax cut to one half of the amount for 2014 he would request a new bridge be placed over County Ditch #35 in section 10 Smiley Township in his private driveway. If the tax was cut to one half of the amount on his home he would not pursue the replacement of this bridge.

Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson to adjourn to 5:00 p.m. December 30th, 2013. Motion carried.