

**PENNINGTON COUNTY  
BOARD OF COMMISSIONER'S MEETING  
COUNTY BOARD ROOM  
TUESDAY, JUNE 25<sup>TH</sup>, 2013, 5:00 P.M.**

**AGENDA**

Pledge of Allegiance

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

5:05 Kelly McIntyre – Gothberg

5:15 Al Rogalla – County Attorney

5:30 Howard Person – County Extension  
- Solid Waste

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

County Auditor's Items

**(This agenda is subject to change)**

**Notes**

Public Informational Meeting: Utilization of County-owned Buildings - June 24<sup>th</sup>, 2013 - 7:00 p.m., Joint-Use Facility

Bid Opening: Striping and C.R. #81 – June 25<sup>th</sup>, 2013 – 10:00 a.m., County Board Room

PENNINGTON COUNTY HUMAN SERVICES

HUMAN SERVICE COMMITTEE

CONSENT AGENDA

On a motion by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_, the following recommendations of the Pennington County Human Services Committee for June 18, 2013 (detailed minutes on record) are hereby adopted:

SECTION A

- I. Approval of the May 21, 2013 Human Service Committee meeting minutes.
- II. A. To adopt the Minnesota Merit System Equal Employment Opportunity/Affirmative Action guidelines as the agency's required 2013-2015 formal EEO/AA plan.
- B. To adopt a resolution supporting the agency's recommending approving Blue Plus and UCare as managed care organizations providing managed care services in Pennington County
- C. Approval to renew annual Group Residential Housing Agreement provider agreements with county GRH providers effective 07/01/2013.

SECTION B

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

\_\_\_\_\_  
Aye                  Nay                  \_\_\_\_\_                  \_\_\_\_\_  
Chairperson                  Date

## SECTION A

The regular meeting of the Pennington County Human Service Committee was held May 21, 2013 at 7:00 pm. at Pennington County Human Services.

### COMMITTEE MEMBERS PRESENT:

Cody Hempel  
Don Jensen  
Oliver "Skip" Swanson  
Neil Peterson  
Darryl Tveitbakk

### STAFF MEMBERS PRESENT:

Ken Yutrzenka  
Scott Sommers  
Julie Sjostrand  
Kathleen Herring

- I. MINUTES: The April 16, 2013 Human Service Committee meeting minutes were read. Recommendation was made to forward the minutes to the Consent Agenda.

III. PERSONNEL:

- A. Julie Sjostrand, Social Services Supervisor and the Director presented a request to add a Social Worker in the Adult Services unit. Information was shared concerning the consistent caseload growth to individuals age 65 and older and of the upcoming implementation of the MNChoices assessment protocol that will require additional attention and increase the county's adult and disability services caseloads. Information was also shared of the anticipated revenues that are available to offset some of the costs for this position.
- B. Kathleen Herring, Financial Assistance Supervisor and the Director presented a request to add an Eligibility Worker to the Income Maintenance Unit. Information was shared concerning the anticipated caseload growth due to implementation of the Affordable Care Act and expanded eligibility in the Medical Assistance program. MA expansion in Pennington County is expected to result in well over 200 additional Medical Assistance cases. Committee members were also provided information on the expanded FFP that will be available; however, for budgeting purposes the agency is approaching this in a conservative manner.

Upon completion of discussion, the Committee tabled the requests until after the upcoming AMC meeting. This will allow Commissioners an opportunity to gauge what other counties will be doing to address increased workloads. It was subsequently decided to have the agency present a formal request at the upcoming County Board meeting scheduled for Tuesday June 11, 2013.

IV. GENERAL:

- A. The agency's Equal Employment Opportunity/Affirmative Action (EEO/AA) action plan is soon due for 2013-2015. In order to comply with Minnesota Merit System Rules Pennington County Human Services must choose one of two courses of action; these being either (A) adopt the Minnesota Merit System EEO/AA guidelines as the agency's EEO/AA plan, or (B) adopt an existing EEO/AA county plan that is certified by the Minnesota Department of Human Rights which would then meet Merit System requirements. The Director informed Committee members that he is communicating with the Auditor's office to ascertain if the County has a certified EEO/AA plan. The Director is not asking for a recommendation at present but plans to revisit this item at the June 2013 Human Service Committee meeting.
- B. The Director presented the Blue Plus Targeted Case Management and Provider service agreement for renewal. Recommendation was made to forward this item to the Consent Agenda.
- C. The Director presented a Provider Agreement renewal between UCare and this agency including the Targeted Case Management addendum and the Business

Associate Agreement. Recommendation was made to forward this item to the Consent Agenda.

- D. The Director presented the regional Fraud Prevention Investigation grant renewal for approval. The FPI grant covers services provided in Region 1. Marshall County Social Services serves as grant host.
- D. The Director provided a brief Homemaking services provider update. With Tri-Valley Opportunity Council discontinuing this service, our agency has spoken with other regional providers to fill this service need in Pennington County.
- D. Scott Sommers reviewed the Out-Of-Home Cost report for April 2013.
- E. Month's end cash balance for April 2013 stands at \$808,225.65.

### **SECTION B**

- I. Julie Sjostrand informed Committee members of recent involvement by agency staff in response to a report of alleged maltreatment and license violation by a licensed child care provider.
- II. Kathleen Herring presented the Crisis Assistance Monthly Report of Activity. Kathleen also presented a report describing historical case worker and caseload statistics.
- III. There were no Income Maintenance cases presented for Special Case consideration.
- IV. A listing of bills presented for payment was circulated and reviewed. Recommendation for payment of the bills was forwarded to the Consent Agenda

### **SECTION C**

Be it resolved that the foregoing record is a true and accurate recording of the official actions and recommendations of the Human Service Committee for Pennington County and, as such, constitutes the official minutes thereof.

Chair: \_\_\_\_\_

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

NEXT COMMITTEE MEETING: June 18, 2013 at 7:00 pm.

Commission Meeting  
June 25, 2013

Bid Letting 10:00 AM

- CP 57-13-05-81 County Road 81 Aggregate Base
- CP 57-13-04 County Wide Striping

1. Award CP 57-13-04 and CP 57-13-05-81

2. Wheelage Tax

3. Other

# Pennington County Financial System



Jennifer  
6/21/13 2:32PM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Print List in Order By: 2 1 - Fund (Page Break by Fund) Page Break By: 1 1 - Page Break by Fund  
2 - Department (Totals by Dept) 2 - Page Break 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

1 County Revenue

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
3	DEPT					
	8014 HUGOS #7					
96	01-003-000-0000-6330		33.51	FOOD FOR MEETING	1155	TRAVEL & EXPENSE
	8014 HUGOS #7		33.51	1 Transactions		
3	DEPT Total:		33.51	Board County Commissioners	1 Vendors	1 Transactions
16	DEPT					
	14378 LEXISNEXIS MATTHEW BENDER					
76	01-016-000-0000-6242		122.94	MAY SUBSCRIPTIONS	6567516001	SUBSCRIPTIONS - LAW LIBRARY
	14378 LEXISNEXIS MATTHEW BENDER		122.94	1 Transactions		
16	DEPT Total:		122.94	Law Library	1 Vendors	1 Transactions
41	DEPT					
	13355 MN COUNTIES COMPUTER COOP					
85	01-041-000-0000-6330		60.00	ANNUAL CONF REG - PHILIPP	241306051	TRAVEL & EXPENSE
	13355 MN COUNTIES COMPUTER COOP		60.00	1 Transactions		
	17002 QUILL CORPORATION					
70	01-041-000-0000-6401		207.33	CALCULATOR	3290911	SUPPLIES - AUDITOR
	17002 QUILL CORPORATION		207.33	1 Transactions		
41	DEPT Total:		267.33	County Auditor	2 Vendors	2 Transactions
70	DEPT					
	9017 INSIGHT TECHNOLOGIES					
77	01-070-000-0000-6263		2,600.00	IT - GLOBAL CARE - JULY	750833	COMPUTER SERVICES - DP
	9017 INSIGHT TECHNOLOGIES		2,600.00	1 Transactions		
	13329 MN ENTERPRISE TECHNOLOGY SHARED					
84	01-070-000-0000-6263		114.00	MAY SPAM FILTER	13050519	COMPUTER SERVICES - DP
	13329 MN ENTERPRISE TECHNOLOGY SHARED		114.00	1 Transactions		
70	DEPT Total:		2,714.00	Data Processing	2 Vendors	2 Transactions
91	DEPT					
				County Attorney		

# Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
99999997	CHADER BUSINESS EQUIPMENT					
83	01-091-000-0000-6631		437.12	DIGITAL HARD HELD	IN9848	FURNITURE & EQUIPMENT - ATTORNEY
99999997	CHADER BUSINESS EQUIPMENT		437.12	1 Transactions		
15323	OFFICE DEPOT					
89	01-091-000-0000-6401		296.46	HP90X	662988605-001	SUPPLIES
15323	OFFICE DEPOT		296.46	1 Transactions		
15051	OFFICE MAX					
98	01-091-000-0000-6631		343.06	MANAGER DESK	303923	FURNITURE & EQUIPMENT - ATTORNEY
99	01-091-000-0000-6631		290.69	CREDENZA	303923	FURNITURE & EQUIPMENT - ATTORNEY
15051	OFFICE MAX		633.75	2 Transactions		
17002	QUILL CORPORATION					
69	01-091-000-0000-6401		235.11	SAFECO TUB FILE	3353329	SUPPLIES
17002	QUILL CORPORATION		235.11	1 Transactions		
23303	WEST GROUP PAYMENT CENTER					
44	01-091-000-0000-6240		390.37	MAY WEST LAW ACCESS	827346330	SUBSCRIPTIONS
23303	WEST GROUP PAYMENT CENTER		390.37	1 Transactions		
91	DEPT Total:		1,992.81	County Attorney	5 Vendors	6 Transactions
101	DEPT			County Recorder		
15323	OFFICE DEPOT					
93	01-101-000-0000-6401		43.49	WALL CLOCK	662991422-001	SUPPLIES - RECORDER
15323	OFFICE DEPOT		43.49	1 Transactions		
101	DEPT Total:		43.49	County Recorder	1 Vendors	1 Transactions
103	DEPT			Unallocated Technology Recording		
16311	PRO-WEST & ASSOCIATED INC					
71	01-103-000-0000-6843		930.00	PARCEL DATA DEV - MAYFIELD	13061403	UNALLOCATED TECHNOLOGY EXP
72	01-103-000-0000-6843		1,581.00	PARCEL DATA DEV - KRATKA	13061403	UNALLOCATED TECHNOLOGY EXP
73	01-103-000-0000-6843		1,240.00	PARCEL DATA DEV - CLOVERLEAF	13061403	UNALLOCATED TECHNOLOGY EXP
16311	PRO-WEST & ASSOCIATED INC		3,751.00	3 Transactions		

# Pennington County Financial System



Jennifer  
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1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
103	DEPT Total:		3,751.00	Unallocated Technology Recording	1 Vendors	3 Transactions
111	DEPT			Courthouse		
4303	DON'S SEWING & VACUUM SERV					
82	01-111-000-0000-6403		69.46	BELT & BAGS	18734	JANITORIAL SUPPLIES - COURTHOUSE
75	01-111-000-0000-6403		19.23	BAGS	18736	JANITORIAL SUPPLIES - COURTHOUSE
74	01-111-000-0000-6631		133.59	USED KIRBY VACUUM	18736	FURNITURE & EQUIPMENT - COURTHOUSE
4303	DON'S SEWING & VACUUM SERV		222.28		3 Transactions	
8331	HARDWARE HANK					
95	01-111-000-0000-6300		13.85	FLUX BRAZING	12455	REPAIRS & MAINTENANCE
8331	HARDWARE HANK		13.85		1 Transactions	
8326	HILLYARD INC					
97	01-111-000-0000-6300		441.97	TOP SHAPE - NUTRARINSE	600732829	REPAIRS & MAINTENANCE
8326	HILLYARD INC		441.97		1 Transactions	
14325	NORTHLAND PRODUCE					
87	01-111-000-0000-6403		52.81	ERASER, GRASS KILLER, SPREADER	6881	JANITORIAL SUPPLIES - COURTHOUSE
14325	NORTHLAND PRODUCE		52.81		1 Transactions	
15323	OFFICE DEPOT					
90	01-111-000-0000-6403		3.41	BLEACH	662988605-001	JANITORIAL SUPPLIES - COURTHOUSE
91	01-111-000-0000-6403		6.20	DISH SOAP	662988605-001	JANITORIAL SUPPLIES - COURTHOUSE
15323	OFFICE DEPOT		9.61		2 Transactions	
111	DEPT Total:		740.52	Courthouse	5 Vendors	8 Transactions
121	DEPT			Veterans Service		
2050	BREDESON SUPPLY					
68	01-121-000-0000-6401		162.10	HP95 BLACK, HP85 COLOR	789195	SUPPLIES - VETS SERVICE
2050	BREDESON SUPPLY		162.10		1 Transactions	
121	DEPT Total:		162.10	Veterans Service	1 Vendors	1 Transactions
132	DEPT			Motor Vehicle		
15323	OFFICE DEPOT					
88	01-132-000-0000-6401		30.65	HP78	662988605-001	SUPPLIES - MOTOR VEHICLE

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 County Revenue

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
15323	OFFICE DEPOT		30.65		1 Transactions	
132	DEPT Total:		30.65	Motor Vehicle	1 Vendors	1 Transactions
201	DEPT			Sheriff		
6006	FARMERS UNION OIL					
3	01-201-000-0000-6560		2,450.68	GAS FOR SQUADS - MAY	697178	GAS & DIESEL
6006	FARMERS UNION OIL		2,450.68		1 Transactions	
201	DEPT Total:		2,450.68	Sheriff	1 Vendors	1 Transactions
219	DEPT			Law Enforcement Center Building		
16344	PENNINGTON MAIN					
16	01-219-000-0000-6300		47.47	GAS FOR LAWN MOWER	124793	REPAIRS & MAINTENANCE
16344	PENNINGTON MAIN		47.47		1 Transactions	
219	DEPT Total:		47.47	Law Enforcement Center Building	1 Vendors	1 Transactions
220	DEPT			Law Enforcement - Shared		
7333	GEO-COMM CORPORATION					
5	01-220-000-0000-6207		6,309.50	RADIO CONSULTING - ARMER PLAN	30974	RADIO
7333	GEO-COMM CORPORATION		6,309.50		1 Transactions	
16313	PENNINGTON COUNTY AUDITOR					
14	01-220-000-0000-6263		200.00	RECREATE MARISSA PROFILE	750083	COMPUTER SERVICES & SUPPLIES
15	01-220-000-0000-6263		200.00	SET UP DWI E-CHARGING	750116	COMPUTER SERVICES & SUPPLIES
16313	PENNINGTON COUNTY AUDITOR		400.00		2 Transactions	
220	DEPT Total:		6,709.50	Law Enforcement - Shared	2 Vendors	3 Transactions
222	DEPT			D.A.R.E Program		
8014	HUGOS #7					
8	01-222-000-0000-6801		57.49	GRADUATION CAKE	02153416	MISCELLANEOUS EXPENSE - D.A.R.E.
9	01-222-000-0000-6801		229.45	GRADUATION CAKE	023153804	MISCELLANEOUS EXPENSE - D.A.R.E.
7	01-222-000-0000-6801		110.82-	OVERPAYMENT	130430	MISCELLANEOUS EXPENSE - D.A.R.E.
8014	HUGOS #7		176.12		3 Transactions	

# Pennington County Financial System



Jennifer  
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1 County Revenue

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
222	DEPT Total:		176.12	D.A.R.E Program	1 Vendors	3 Transactions
223	DEPT			E-911 System		
	9317 INDEPENDENT EMERGENCY SERVICES					
10	01-223-000-0000-6631		38,338.33	SENTINEL PATRIOT - INITIAL 20%	80495	FURNITURE & EQUIPMENT
	9317 INDEPENDENT EMERGENCY SERVICES		38,338.33		1 Transactions	
	999999997 MORRIS ELECTRONICS					
86	01-223-000-0000-6801		210.00	REVIEW NEXT GEN 911 DOCUMENTS	20122305	MISCELLANEOUS EXPENSE-E911
	999999997 MORRIS ELECTRONICS		210.00		1 Transactions	
	16313 PENNINGTON COUNTY AUDITOR					
13	01-223-000-0000-6631		108.00	RECONFIGURE VPN FOR AMBULANCE	749605	FURNITURE & EQUIPMENT
	16313 PENNINGTON COUNTY AUDITOR		108.00		1 Transactions	
223	DEPT Total:		38,656.33	E-911 System	3 Vendors	3 Transactions
251	DEPT			Jail		
	1380 A'VIANDS LLC					
1	01-251-000-0000-6403		521.43	CLEANER, TP, GLOVES	63193	JANITORIAL SUPPLIES - JAIL
	1380 A'VIANDS LLC		521.43		1 Transactions	
	2307 BRODIN COMFORT SYSTEMS					
2	01-251-000-0000-6300		844.58	REPAIR EXHAUST FAN - ANNEX	35877	REPAIRS & MAINTENANCE
	2307 BRODIN COMFORT SYSTEMS		844.58		1 Transactions	
	7393 GORDY'S PLUMBING					
6	01-251-000-0000-6302		107.50	SNAKE DRAIN - HUBER	824	KITCHEN REPAIRS & EXPENSE
	7393 GORDY'S PLUMBING		107.50		1 Transactions	
	11003 K-MART					
63	01-251-000-0000-6405		69.81	GAMES, PLANTS, OFFICE SUPPLY	053013	GENERAL SUPPLIES - JAIL
64	01-251-000-0000-6405		160.30	TV MAX	060913	GENERAL SUPPLIES - JAIL
	11003 K-MART		230.11		2 Transactions	
	13483 MCF - LINO LAKES					
12	01-251-000-0000-6801		1,176.00	STS WAGES - MAY	143678	MISCELLANEOUS EXPENSE - JAIL

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
13483	MCF - LINO LAKES		1,176.00		1 Transactions	
19378	SANFORD HEALTH ACCESSORIES LLC					
48	01-251-000-0000-6405		71.92	4 BOXES GLOVES	2906430	GENERAL SUPPLIES - JAIL
49	01-251-000-0000-6405		71.92	4 BOXES GLOVES	2908002	GENERAL SUPPLIES - JAIL
19378	SANFORD HEALTH ACCESSORIES LLC		143.84		2 Transactions	
19377	SANFORD THIEF RIVER FALLS					
65	01-251-000-0000-6255		56.36	DR-13-092	042213	MEDICAL - LOCAL
19377	SANFORD THIEF RIVER FALLS		56.36		1 Transactions	
20047	THRIFTY WHITE PHARMACY					
51	01-251-000-0000-6256		40.88	PRESCRIPTION 12-423	13543	MEDICAL - REIMBURSED
52	01-251-000-0000-6255		40.00	PRESCRIPTION 13-094	27577	MEDICAL - LOCAL
53	01-251-000-0000-6255		137.29	PRESCRIPTION 13-092	39225	MEDICAL - LOCAL
54	01-251-000-0000-6255		107.52	PRESCRIPTION 13-087	48017	MEDICAL - LOCAL
55	01-251-000-0000-6255		351.32	PRESCRIPTION 13-025	49013	MEDICAL - LOCAL
56	01-251-000-0000-6255		369.63	PRESCRIPTION 13-161	55651	MEDICAL - LOCAL
57	01-251-000-0000-6255		652.49	PRESCRIPTION 12-288	56823	MEDICAL - LOCAL
58	01-251-000-0000-6255		34.95	PRESCRIPTION 13-081	56857	MEDICAL - LOCAL
59	01-251-000-0000-6255		29.97	PRESCRIPTION 13-154	56907	MEDICAL - LOCAL
60	01-251-000-0000-6255		85.58	PRESCRIPTION 13-083	57489	MEDICAL - LOCAL
61	01-251-000-0000-6255		40.94	PRESCRIPTION 13-137	57525	MEDICAL - LOCAL
62	01-251-000-0000-6255		104.30	PRESCRIPTION 13-160	57531	MEDICAL - LOCAL
50	01-251-000-0000-6255		110.37	PRESCRIPTION 13-191	6362	MEDICAL - LOCAL
20047	THRIFTY WHITE PHARMACY		2,105.24		13 Transactions	
251	DEPT Total:		5,185.06	Jail	8 Vendors	22 Transactions
252	DEPT			Training		
13361	MN BUREAU OF CRIMINAL APPREHENSIC					
11	01-252-000-0000-6330		190.00	SUPERVISOR SURVIVAL - RDK	1569	TRAVEL & EXPENSE
13361	MN BUREAU OF CRIMINAL APPREHENSIC		190.00		1 Transactions	
252	DEPT Total:		190.00	Training	1 Vendors	1 Transactions
255	DEPT			Sentenced To Serve Program		
6006	FARMERS UNION OIL					

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1 County Revenue

Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
4		01-255-000-0000-6330		270.78	GAS FOR STS - MAY		697207		TRAVEL & EXPENSE	
	6006	FARMERS UNION OIL		270.78		1 Transactions				
	16079	PETERSON LUMBER								
17		01-255-000-0000-6405		8.22	BITS, BLADE		73731		GENERAL SUPPLIES - S.T.S.	
	16079	PETERSON LUMBER		8.22		1 Transactions				
255	DEPT Total:			279.00	Sentenced To Serve Program		2 Vendors		2 Transactions	
259	DEPT				Canteen Collections					
	16300	PIZZA CORNER INC								
46		01-259-000-0000-6405		145.50	37 PIZZAS		944734		GENERAL SUPPLIES - CANTEEN	
	16300	PIZZA CORNER INC		145.50		1 Transactions				
	20357	TURNKEY CORRECTIONS								
67		01-259-000-0000-6405		15.37	INDIGENT FEES		27356		GENERAL SUPPLIES - CANTEEN	
66		01-259-000-0000-6405		51.49	EMAIL 5-11 TO 5-31-13		27378		GENERAL SUPPLIES - CANTEEN	
	20357	TURNKEY CORRECTIONS		66.86		2 Transactions				
	23309	WHOLESALE SUPPLY CO INC								
47		01-259-000-0000-6405		458.61	CIGARETTES, HUSKY, BURRITOS		1328470		GENERAL SUPPLIES - CANTEEN	
	23309	WHOLESALE SUPPLY CO INC		458.61		1 Transactions				
259	DEPT Total:			670.97	Canteen Collections		3 Vendors		4 Transactions	
271	DEPT				Crime Victim Emergency Service					
	14399	NEW HORIZONS CONSULTING INC								
45		01-271-000-0000-6262		720.00	NEW HORIZON CONSULTING, INC.				OTHER SERVICES - A.E.S.	
	14399	NEW HORIZONS CONSULTING INC		720.00		1 Transactions				
271	DEPT Total:			720.00	Crime Victim Emergency Service		1 Vendors		1 Transactions	
800	DEPT				Social Services Building Complex					
	3306	CITY OF THIEF RIVER FALLS								
81		01-800-000-0000-6262		216.00	2012-2013 SNOW REMOVAL		15782		OTHER SERVICES-WELFARE BUILDING	
	3306	CITY OF THIEF RIVER FALLS		216.00		1 Transactions				

# Pennington County Financial System



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<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
800	DEPT Total:		Social Services Building Complex	1 Vendors	1 Transactions
801	DEPT		Unallocated Revenue		
	15323 OFFICE DEPOT				
92	01-801-000-0000-6401	67.02	BATTERIES, POST-ITS	662988605-001	SUPPLIES-UNALLOCATED
94	01-801-000-0000-6401	12.59	PENS	662991422-001	SUPPLIES-UNALLOCATED
	15323 OFFICE DEPOT	79.61		2 Transactions	
801	DEPT Total:	79.61	Unallocated Revenue	1 Vendors	2 Transactions
1	Fund Total:	65,239.09	County Revenue		70 Transactions

# Pennington County Financial System



Jennifer  
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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
320	DEPT			Highway Administration		
6320	FIRST LAB					
20	03-320-000-0000-6801		119.85	DOT DRUG SCREEN RANDOM		MISCELLANEOUS EXPENSE
6320	FIRST LAB		119.85	1 Transactions		
14123	NORTHWEST BEVERAGE INC					
32	03-320-000-0000-6401		25.75	WATER		SUPPLIES
14123	NORTHWEST BEVERAGE INC		25.75	1 Transactions		
15051	OFFICE MAX					
33	03-320-000-0000-6401		115.49	INK FOR PRINTER		SUPPLIES
34	03-320-000-0000-6401		30.65	CAT 5 LINES		SUPPLIES
35	03-320-000-0000-6401		81.49	INK FOR SIGN PRINTER, MARKERS		SUPPLIES
15051	OFFICE MAX		227.63	3 Transactions		
19364	SANFORD HEALTH					
37	03-320-000-0000-6801		124.00	RANDOM DRUG & ALCOHOL		MISCELLANEOUS EXPENSE
19364	SANFORD HEALTH		124.00	1 Transactions		
23311	WIDSETH SMITH NOLTING & ASSOC					
41	03-320-000-0000-6261		2,600.00	SURVEY WETLAND AREA		CONSULTING & LEGAL SERVICES
23311	WIDSETH SMITH NOLTING & ASSOC		2,600.00	1 Transactions		
320	DEPT Total:		3,097.23	Highway Administration	5 Vendors	7 Transactions
330	DEPT			Highway Maintenance		
6011	FED EX					
19	03-330-000-0000-6554		7.79	MAIL SURVEY EQUIP FOR REPAIR		ENGINEERING & SURVEYING SUPPLIES
6011	FED EX		7.79	1 Transactions		
330	DEPT Total:		7.79	Highway Maintenance	1 Vendors	1 Transactions
350	DEPT			Equipment & Maintenance Shop		
2326	BERT'S TRUCK EQUIPMENT INC					
18	03-350-000-0000-6631		4,276.31	TOMMY LIFT GATE UNIT 311	57408	FURNITURE & EQUIPMENT
2326	BERT'S TRUCK EQUIPMENT INC		4,276.31	1 Transactions		
7031	GARDEN VALLEY TELEPHONE					

# Pennington County Financial System



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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 11

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
26	03-350-000-0000-6636		380.41	RUN CAT LINE TO OFFICE		BUILDING IMPROVEMENTS
7031	GARDEN VALLEY TELEPHONE		380.41		1 Transactions	
7337	GCR TIRE STORES					
21	03-350-000-0000-6564		2,783.44	TIRES UNIT 247		EQUIPMENT REPAIR PARTS
22	03-350-000-0000-6564		15.00	FLAT REPAIR UNIT 250		EQUIPMENT REPAIR PARTS
23	03-350-000-0000-6564		105.00	FLAT REPAIR UNIT 250		EQUIPMENT REPAIR PARTS
24	03-350-000-0000-6564		1,096.06	TIRES & FLAT REPAIR UNIT 217		EQUIPMENT REPAIR PARTS
25	03-350-000-0000-6564		20.00	FLAT REPAIR UNIT 218		EQUIPMENT REPAIR PARTS
7337	GCR TIRE STORES		4,019.50		5 Transactions	
7309	GRAND FORKS FIRE EQUIPMENT					
27	03-350-000-0000-6564		59.32	VEHICLE BRACKET UNIT 311	8985	EQUIPMENT REPAIR PARTS
7309	GRAND FORKS FIRE EQUIPMENT		59.32		1 Transactions	
8315	HUBERT OUTDOOR POWER					
28	03-350-000-0000-6564		408.39	BELT, PULLEY CLUTCH UNIT 299		EQUIPMENT REPAIR PARTS
8315	HUBERT OUTDOOR POWER		408.39		1 Transactions	
8014	HUGOS #7					
29	03-350-000-0000-6556		32.00	PAPER TOWELS SHOP 500		SHOP SUPPLIES
8014	HUGOS #7		32.00		1 Transactions	
14039	NEW VISION TRUCK ACCESSORIES					
30	03-350-000-0000-6564		75.90	MUD FLAPS UNIT 311		EQUIPMENT REPAIR PARTS
31	03-350-000-0000-6564		525.00	RUNNING BOARDS UNIT 311		EQUIPMENT REPAIR PARTS
14039	NEW VISION TRUCK ACCESSORIES		600.90		2 Transactions	
15310	PENNINGTON COUNTY SOIL & WATER					
36	03-350-000-0000-6636		103.00	TREES SHOP 500		BUILDING IMPROVEMENTS
15310	PENNINGTON COUNTY SOIL & WATER		103.00		1 Transactions	
19350	S & S HAULING & TRUCK REPAIR					
38	03-350-000-0000-6564		62.14	DOT INSPECTION UNIT 310		EQUIPMENT REPAIR PARTS
19350	S & S HAULING & TRUCK REPAIR		62.14		1 Transactions	
19426	SANDAHL'S					
39	03-350-000-0000-6564		26.71	DECALS FOR 232 & 311		EQUIPMENT REPAIR PARTS

# Pennington County Financial System



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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
19426	SANDAHL'S		26.71		1 Transactions	
40	19310 STONE'S MOBILE RADIO 03-350-000-0000-6564		64.53	TRUMPET HORN SPEAKER UNIT 311		EQUIPMENT REPAIR PARTS
	19310 STONE'S MOBILE RADIO		64.53		1 Transactions	
80	20309 TRUE NORTH STEEL 03-350-000-0000-6549		3,327.01	48" PIPE & 30" END SECTIONS		CULVERTS
	20309 TRUE NORTH STEEL		3,327.01		1 Transactions	
42	23054 WESTSIDE MOTORS 03-350-000-0000-6564		39.95	ROTATE TIRES UNIT 308		EQUIPMENT REPAIR PARTS
	23054 WESTSIDE MOTORS		39.95		1 Transactions	
43	26301 ZIEGLER, INC. 03-350-000-0000-6564		48.49	CAP UNIT 208		EQUIPMENT REPAIR PARTS
	26301 ZIEGLER, INC.		48.49		1 Transactions	
350	DEPT Total:		13,448.66	Equipment & Maintenance Shop	14 Vendors	19 Transactions
3	Fund Total:		16,553.68	Road & Bridge		27 Transactions

# Pennington County Financial System



Jennifer  
6/21/13 2:32PM  
40 Ditch Funds

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
721	DEPT			County Ditch #21		
	20309 TRUE NORTH STEEL					
78	40-721-000-0000-6262		2,461.12	40' X 60" PIPE - CD21	FP0000000317	OTHER SERVICES
	20309 TRUE NORTH STEEL		2,461.12		1 Transactions	
721	DEPT Total:		2,461.12	County Ditch #21	1 Vendors	1 Transactions
796	DEPT			County Ditch #96		
	20309 TRUE NORTH STEEL					
79	40-796-000-0000-6262		1,569.05	34' X 42" PIPE - CD96	FP0000000347	OTHER SERVICES
	20309 TRUE NORTH STEEL		1,569.05		1 Transactions	
796	DEPT Total:		1,569.05	County Ditch #96	1 Vendors	1 Transactions
40	Fund Total:		4,030.17	Ditch Funds		2 Transactions
	Final Total:		85,822.94	67 Vendors	99 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	65,239.09	County Revenue
	3	16,553.68	Road & Bridge
	40	4,030.17	Ditch Funds
	All Funds	85,822.94	Total

Approved by, .....

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# Pennington County Financial System



Jennifer  
6/21/13 2:32PM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

Print List in Order By: 2 1 - Fund (Page Break by Fund) Page Break By: 1 1 - Page Break by Fund  
2 - Department (Totals by Dept) 2 - Page Break 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  
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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

1 County Revenue

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
251	DEPT			Jail		
	2341 BERG/KEVIN					
5	01-251-000-0000-6330		5.23	MEAL FOR LUNDEEN TRANSPORT	053013	TRAVEL & EXPENSE
	2341 BERG/KEVIN		5.23	1 Transactions		
999999997	FULTON/DEB					
4	01-251-000-0000-6330		7.88	MEAL FOR SORENSON TRANSPORT	060613	TRAVEL & EXPENSE
999999997	FULTON/DEB		7.88	1 Transactions		
	6347 FULTON/JIM					
2	01-251-000-0000-6330		7.36	MEAL FOR ST. JOHN TRANSPORT	060413	TRAVEL & EXPENSE
3	01-251-000-0000-6330		5.36	MEAL FOR GWANNIGAN TRANSPORT	060413	TRAVEL & EXPENSE
1	01-251-000-0000-6330		10.34	MEAL FOR SORENSON TRANSPORT	060613	TRAVEL & EXPENSE
	6347 FULTON/JIM		23.06	3 Transactions		
251	DEPT Total:		36.17	Jail	3 Vendors	5 Transactions
1	Fund Total:		36.17	County Revenue		5 Transactions

# Pennington County Financial System



Jennifer  
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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
320	DEPT			Highway Administration		
	6350 FLAAGAN/MIKE					
6	03-320-000-0000-6330		7.43	MEALS - MEETING - ALEXANDRIA	061213	TRAVEL & EXPENSE
	6350 FLAAGAN/MIKE		7.43	1 Transactions		
320	DEPT Total:		7.43	Highway Administration	1 Vendors	1 Transactions
3	Fund Total:		7.43	Road & Bridge		1 Transactions
	Final Total:		43.60	4 Vendors	6 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	36.17	County Revenue
	3	7.43	Road & Bridge
All Funds		43.60	Total

Approved by, .....

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**OFFICIAL PROCEEDINGS  
PENNINGTON COUNTY BOARD OF COMMISSIONERS  
TUESDAY, JUNE 11TH, 2013, 10:00 A.M.**

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Board Room in Thief River Falls, MN, on Tuesday, June 11th, 2013 at 10:00 a.m. Members present: Cody Hempel, Donald Jensen, Neil Peterson, and Darryl Tveitbakk. Members absent: Oliver "Skip" Swanson.

County Attorney Al Rogalla is recommending Steve Moeller for the position of Assistant Pennington County Attorney. Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk to hire Steve Moeller for the position of Assistant Pennington County Attorney at step 2 of the approved pay scale for that position to begin July 1, 2013. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Peterson to approve the issuance of a Fireworks Permit for Zambelli Fireworks for a fireworks display at the Seven Clans Casino on July 4<sup>th</sup>, 2013. Motion unanimously carried.

The County Board reviewed a proposal to install two drawers as part of the Courtroom remodeling project. Northern Woodwork provided a quote of \$328.00. Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson to approve the Proposal from Northern Woodwork, Inc. for building and installation of two desk drawers in the Courtroom. Motion unanimously carried.

County Sheriff Ray Kuznia presented an Application for Hazard Mitigation Assistance Planning Grant. Hazard Mitigation is any sustained action taken to reduce or eliminate long-term risk to people and their property from natural hazards. This is a cost share grant with FEMA paying 75% of eligible costs and the local community responsible for 25% of the costs. Total grant requested is \$27,900.

Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen that the Hazard Mitigation Assistance Planning Grant Application be approved and submitted to the Department of Public Safety Division of Homeland Security and Emergency Management along with a letter of Commitment of funds. Motion unanimously carried.

County Engineer Mike Flaagan presented a revised Culvert Policy. Moved by Commissioner Jensen, seconded by Commissioner Peterson to approve the amended Culvert Policy as follows effective immediately. Motion unanimously carried.

**PENNINGTON COUNTY  
CULVERT POLICY**

The following is the Highway Department policy regarding the furnishing of culverts, located within County Right of Way, to individual land owners for accessing their property.

- \*A. The County will supply 30' of culvert to a property owner if they meet the following criteria:
  - 1. The crossing serves a parcel of a ¼ section (nominal 160 acres) or more in size, or
  - 2. The crossing was constructed during the original construction of a legal ditch system.
- B. The property owner is responsible for the delivery and installation. Additional length, as approved by the Engineer, for new and existing crossings may be purchased by the property owner.
- C. Only one culvert will be provided per parcel meeting the criteria above. Additional field crossings may be allowed, as approved by the Engineer. Cost of shipping, materials and installation are the responsibility of the property owner. If available, used culverts may be purchased from the County at ½ price of a new culvert.
- D. The County will supply 30' of culvert for damaged culverts meeting the criteria of Section A. Cost for additional length, shipping and installation are the responsibility of the property owner.
- E. County Road Centerline culverts, under gravel roads, will be furnished and installed by the County. The cost of installation shall be split 50/50 with the benefiting property owner.
- F. This policy does not apply to Judicial Ditches because approval needs to go through a Joint Board.
- G. No new crossings, or modifications of existing facilities, will be made without the approval of the local Watershed District.
- H. Any construction proposed which will contribute or modify works located on or within the County Right of Way shall obtain prior approval of the County Engineer's office. A survey may be required.

\*Special exceptions may be considered in cases of extremely deep ditches and/or smaller parcels of land showing extreme need.

Moved by Commissioner Jensen, seconded by Commissioner Peterson to approve the Township Maintenance agreements for 2013 and authorized the Chairman and Auditor to sign the same. Motion unanimously carried.

The County Engineer then discussed the recently passed legislation that would allow County's a \$10 fee on license tab renewals and or a sales tax that would go towards County Road Improvements. No action was taken.

County Engineer Mike Flaagan reviewed ditch work completed, scheduled and petition possibly coming in. He also discussed doing testing for gravel deposits.

Human Services Director – Ken Yutrzenka, Social Services Supervisor – Julie Sjostrand and Financial Services Supervisor – Kathleen Herring made a request for hiring two additional employees to address the increase in case load partly due to the Medical Assistance Expansion/Affordable Care Act and MNChoices. One person would be a Eligibility worker fka as Financial Worker and the other an Adult Service Social Worker.

Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson to give the Human Service Department authority to advertise, interview and hire a full-time Eligibility worker. Motion unanimously carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson to give the Human Services Department authority to advertise, interview and hire a full-time Adult Service Social Worker. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk to approve the Safety & Health Training Proposal submitted by Safety Compliance Services. Motion unanimously carried.

The County Board then discussed the position of Emergency Management Director. The position is a three quarter time salaried position. The Personnel Committee recommends that Erik Beitel be hired for the position. A motion was made by Commissioner Jensen, seconded by Commissioner Tveitbakk to hire Erik Beitel for the position of Emergency Management Director as a three quarters time salaried/exempt employee. Motion unanimously carried.

The County Auditor reviewed the two quotes received for preparing the 2012, 2013 & 2014 cost allocation plans.

Maximus	- \$8,850
Government Management Group	- \$8,800

Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen to award the contract to Government Management Group. Motion unanimously carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson, to approve payment of the Human Services warrants totaling \$149,624.29, the Auditor and Manual warrants for May 2013 totaling \$4,860,411.97, and the following Commissioner warrants. Motion unanimously carried.

WARRANTS	
County Revenue	\$ 42,300.18
Road & Bridge	\$ 35,351.99
Solid Waste Facility	\$ 1,465.50
Ditch Funds	\$ 44,350.00

Capital Improvement           \$ 7,614.98

Per diems and meal reimbursements in the amount of \$3,036.18 were also approved.

Moved by Commissioner Jensen, seconded by Commissioner Peterson to approve the minutes of May 28<sup>th</sup>, 2013 as written.

The County Board discussed a possible Joint position with the City of Thief River Falls.

Commissioner Tveitbakk moved, seconded by Commissioner Peterson to adjourn until 5:00 p.m. June 25<sup>th</sup>, 2013. Motion carried.