

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
COUNTY BOARD ROOM
TUESDAY, NOVEMBER 27TH, 5:00 P.M.**

AGENDA

- 5:00 Ken Yutrzenka – Human Services Director
- Consent Agenda
- 5:05 Ray Kuznia – County Sheriff
- 5:20 Mike Flaagan – County Engineer
- Master Partnership Contract with State of MN

County Auditor's Items

(This agenda is subject to change)

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, Mn/DOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That the County of Pennington enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Board.
2. That the proper County officers are authorized to execute such contract, and any amendments thereto.
3. That the County Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from Mn/DOT, and that the County Engineer may execute such work order contracts on behalf of the County without further approval by this Board.

Approved this _____ day of _____, 200_____.

Attest:

By: _____

Title: _____

Date: _____



October 8, 2012

Stephen Stone, CVSO
Pennington County
County Courthouse, 1st Floor
P.O. Box 616
Thief River Falls, MN 56701

Re: CVSO Outreach Grant

Dear CVSO,

During the 2012 Legislative Session, the Minnesota Department of Veterans Affairs (MDVA) received a one-time appropriation of \$200,000 that was specifically designated for use by the CVSOs for community outreach. In order to provide a fair and equitable distribution of these funds, it was determined that the \$200,000 would be divided equally among the 87 counties. As a result, each county will receive \$2,298. This one-time funding is not tied to CVSO certification.

Since the \$2,298 is a grant, the MDVA will follow the same procedures as with previous department grants. Enclosed with this letter are the county Grant Contract, CVSO Outreach Grant Items Approved/Disapproved list (Attachment A), the Board Resolution form and instructions. **Please note that any item or expense being considered for payment with these funds that is not on the list MUST receive prior written approval.** Once the signed Grant Contract and County Resolution are received, MDVA will secure the remaining signatures, provide you with a fully executed original, and electronically transfer the funds to your county treasurer.

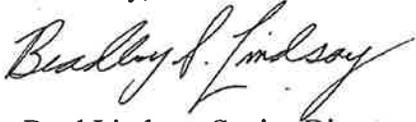
You will have until **May 31, 2013** to spend the \$2,298 on qualified items. By that date, the funds must be spent, documentation of the qualified expenditures received by the MDVA, and any unused funds returned. However, MDVA will not provide any grant dollars to your county until the signed Grant Contract (in triplicate) and a **certified** County Resolution form are received.

Along with the notification of payment to your county auditor/treasurer, you will receive copies of a Compliance Report and an Expenditure form that will have to be filled out, signed and returned by the due date. **All paid receipts, the Compliance Report, the Expenditure form and any unused grant funds must be returned to the MDVA by May 31, 2013. No purchases can be made beyond that date.**

Please keep in mind that legislation authorizes the department to recover from the county any grant funds that are not used for qualified purchases as outlined in the list of approved expenditures, Attachment A of the Grant Contract.

If you have any questions, please feel free to contact Linda McDonald at linda.mcdonald@state.mn.us or call her at 651-757-1540.

Sincerely,

A handwritten signature in cursive script that reads "Bradley S. Lindsay".

Brad Lindsay, Senior Director of
Programs and Services
Minnesota Department of Veterans Affairs

Enclosures:

Grant Contract (3 copies)
County Resolution
Instructions

**STATE OF MINNESOTA
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS**

COUNTY VETERANS SERVICE OFFICE COMMUNITY OUTREACH GRANT PROGRAM

GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its commissioner of the **MINNESOTA DEPARTMENT OF VETERANS AFFAIRS** ("State" or "MDVA") and **Pennington County**, County Courthouse, 1st Floor, P.O. Box 616, Thief River Falls, MN 56701 ("Grantee").

Recitals

1. Under Minnesota Statutes §197.608, and Minnesota Laws 2012, Chapter 292, Article 4, Section 18, Subdivision 2, the State is empowered to enter into this grant.
2. The State is in need of a community outreach program through the County Veterans Service Offices.
3. This grant must be used for community outreach as defined in Minnesota Statutes, section 197.608, to all eligible Veterans regarding the availability of benefits they have earned and especially those relating to post traumatic stress disorder for all Veterans, including World War II, Korean War, and Vietnam War era Veterans. Outreach is through the Grantee's County Veterans Service Office as specified in Minnesota Laws 2012, Chapter 292, Article 4, Section 18, Subdivision 2, and should not be used to supplant or replace other funding.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

1.1 **Effective date:** **October 1, 2012** or the date the State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2, whichever is later.

The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.

1.2 **Expiration date:** **May 31, 2013**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract:
8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Conduct the **County Veterans Service Office Community Outreach Grant Program** by purchasing one or more of the allowable goods and services as specified in Attachment A, Items Approved/Disapproved, which is attached and incorporated into this grant contract.

If the Grantee wishes to purchase a good or service not listed on Attachment A, Items Approved, they must submit a written request to the State's Authorized Representative listing the item, it's estimated cost, and how it will benefit county veterans. The item may only be purchased with grant funds upon receipt of

written approval from MDVA.

Upon the conclusion of this Project, but no later than May 31, 2013, the Grantee shall submit Copies of all Paid Receipts, a completed Expenditure Report Form, a CVSO Community Outreach Grant Compliance Report and any unexpended Grant Funds to MDVA. Such Reports shall show all goods and services purchased and account for all grant funds expended.

In the event that any provision of the Items, Approved/Disapproved, Attachment A, reviewed by the State and incorporated into this grant contract by reference is not consistent with any portion of this grant contract, then the terms of this grant contract supersede the inconsistent provision.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all eligible goods and services purchased by the Grantee under this grant contract as follows:

(1) **Compensation.** The Grantee will be paid a lump sum and must account for funds spent according to the breakdown of costs contained in the Items, Approved/Disapproved, Attachment A, which is attached and incorporated into this grant contract.

(b) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will be made. The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed **\$2,298 (Two thousand two hundred ninety eight Dollars).**

4.2. Payment

(1) The State will promptly pay the Grantee a lump sum of **\$2,298** upon the execution of this Grant Contract

(2) **Eligible Project Costs.** In order to be eligible for Grant Funds, costs must be reasonable, necessary and allocable to the Program, permitted by appropriate State cost principles, approved by the State and determined to be eligible pursuant to Minnesota Statutes §197.608, Minnesota Laws 2012, Chapter 292, Article 4, Section 18, Subdivision 2 and this grant contract.

(3) Pursuant to Minn. Stat §197.608 Subd 7, if the purchase of eligible goods and services is not completed, or is completed without expending the budgeted total of MDVA Grant Funds, the Grantee shall apply MDVA Grant Funds towards the total cost properly expended on the goods and

services specified above, and shall remit those MDVA Grant Funds not so expended to the MDVA.

5 **Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment, or will return payment already received, for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 **Authorized Representative**

The State's Authorized Representative is **Brad Lindsay**, Minnesota Department of Veterans Affairs, Veterans Service Building, 20 West 12th Street, Saint Paul, Minnesota 55155 (651) 757 1582 or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance.

The Grantee's Authorized Representative is **Stephen Stone**, County Veterans Service Office, Pennington County, County Courthouse, 1st Floor, P.O. Box 616, Thief River Falls, MN 56701 or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Contract Complete**

7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 **Amendments.** Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 **Waiver.** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 **Grant Contract Complete.** This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 **Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 **State Audits**

Under Minnesota Statutes §16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property

10.1. *Government Data Practices.* The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2. *Intellectual Property Rights*

A *Intellectual Property Rights.* The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant contract*. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this contract. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

(B) *Obligations*

- a. *Notification.* Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant contract, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.
- b. *Representation.* The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense,

from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others.

The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11 **Workers' Compensation**

The Grantee certifies that it is in compliance with Minnesota Statutes § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 **Publicity and Endorsement**

12.1 **Publicity.** Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13 **Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 **Termination**

14.1 **Termination by the State.** The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to retain payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If the Grantee has not initiated the Project by May 31, 2013, as evidenced by the incurrence of documented expenses for eligible costs; then this grant contract shall be reviewed by MDVA, and, may be canceled and all or part of the funds returned to MDVA.

- 14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:
- a) It does not obtain funding from the Minnesota Legislature.
 - b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minnesota Statutes § 270C.65, Subdivision 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Use of Subcontractors.

If the Grantee decides to fulfill any of its obligations and duties under this grant contract through a subcontractor to be paid for by funds received under this grant, the Grantee shall not execute a contract with the subcontractor or otherwise enter into a binding agreement until it has first received written approval from the State's Authorized Representative, unless such subcontract is a specific part of an approved Grant Application and Budget included in this grant contract. The State's Authorized Representative shall respond to requests from the Grantee for authorization to subcontract within ten (10) working days of receiving the request. The Grantee shall comply with all applicable provisions of Minnesota Statutes §471.345, the Uniform Municipal Contracting Law. All subcontracts shall reference this grant contract and require the subcontractor to comply with all of the terms and conditions of this grant contract. The Grantee shall be responsible for the satisfactory and timely completion of all work required under any subcontract and the Grantee shall be responsible for payment of such subcontracts. The Grantee shall pay all Subcontractors, less any retainage, within 10 calendar days of receipt of payment to the Grantee by the State for undisputed services provided by the Subcontractor and must pay interest at the rate of one and one half percent per month or any part of a month to the Subcontractor on

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any undisputed amount not paid on time to the Subcontractor.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Contract/PO No(s): _____

3. STATE AGENCY: MINNESOTA DEPARTMENT OF VETERANS AFFAIRS

By: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE: Pennington County

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: Steph / Stone
Title: Pennington County Veterans Sec Officer

Date: 11/27/12

Distribution:
Agency
Grantee
State's Authorized Representative - Photo Copy

ATTACHMENT A

CVSO Community Outreach Grant Items Approved/Disapproved – FY13

Only the items approved on this form are authorized for payment using grant funds. The MDVA will seek recovery from your county for any items/expenses not on this list that have been purchased with grant funds without receiving prior written approval.

Items Approved:

Expenses related to the transportation of Veterans needing to access their benefits (Including van/vehicle purchases for this primary purpose)	Publicity Items (<i>Magnets, Brochures, etc. – must include reference to LinkVet</i>)
Expenses related to the reintegration of returning service members (Including travel expenses to official reintegration events)	Marketing expenses (Display boards, radio airtime, TV airtime and newspaper ads, billboards...)
Expenses related to the goal of reducing Veteran homelessness	Expenses related to "Outreach" (Such as benefits fairs, town halls and seminars.)
Medical expenses to pay for 2 nd opinions on denied VA disability claims.	<i>Other outreach related expenditures require the written approval of MDVA Senior Director or Deputy Commissioner of Programs and Services.</i>

Items Not Approved:

- Travel expenses to conventions, training, and related training expenses.
- Office Equipment.
- Staff.

ANGIE
11/27/12 12:27PM

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



ANGIE
11/27/12 12:27PM
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
36	1380 A'VIANDS LLC 01-251-000-0000-6403		340.59	TOWELS, BAGS, TP	57455	JANITORIAL SUPPLIES - JAIL
	1380 A'VIANDS LLC		340.59	1 Transactions		
79	1310 AMERICAN INSTITUTIONAL SUPPLY 01-251-000-0000-6416		108.75	5 DOZ TOWELS	13126	CLOTHING SUPPLIES - JAIL
81	01-251-000-0000-6801		31.71	FREIGHT	13126	MISCELLANEOUS EXPENSE - JAIL
80	01-259-000-0000-6405		21.95	96 SHAMPOO 2 OZ	13126	GENERAL SUPPLIES - CANTEEN
	1310 AMERICAN INSTITUTIONAL SUPPLY		162.41	3 Transactions		
62	1308 ASSOCIATION MINNESOTA COUNTIES 01-003-000-0000-6241		25.00	AMC DIST 3 MTG - S SWANSON	35411	DUES - BOARD
63	01-003-000-0000-6241		25.00	AMC DIST 3 MTG - N PETERSON	35411	DUES - BOARD
64	01-003-000-0000-6241		25.00	AMC DIST 3 MTG - D JENSEN	35411	DUES - BOARD
65	01-041-000-0000-6241		25.00	AMC DIST 3 MTG - K OLSON	35411	DUES - AUDITOR
58	01-003-000-0000-6241		30.00	POLICY COMMITTEE - D JENSEN	35755	DUES - BOARD
59	01-003-000-0000-6241		30.00	POLICY COMMITTEE - N PETERSON	35755	DUES - BOARD
	1308 ASSOCIATION MINNESOTA COUNTIES		160.00	6 Transactions		
16	3306 CITY OF THIEF RIVER FALLS 01-259-000-0000-6801		6.00	TABACCO LICENSE RENEWAL		MISCELLANEOUS EXPENSE - CANTEEN
	3306 CITY OF THIEF RIVER FALLS		6.00	1 Transactions		
37	6006 FARMERS UNION OIL 01-201-000-0000-6560		2,494.08	GAS FOR SQUADS - OCTOBER	697178	GAS & DIESEL
39	01-220-000-0000-6801		217.24	PROPANE FOR RADIO TOWER	697178	MISCELLANEOUS EXPENSE
38	01-255-000-0000-6330		313.26	GAS FOR STS - OCTOBER	697207	TRAVEL & EXPENSE
	6006 FARMERS UNION OIL		3,024.58	3 Transactions		
55	6305 FLAAGAN/JODI 01-801-000-0000-6853		784.00	24.5 HOURS TZD GRANT		TOWARD ZERO DEATH GRANT
56	01-801-000-0000-6853		336.33	MILEAGE - TZD CONF - BLOOMINGT		TOWARD ZERO DEATH GRANT
	6305 FLAAGAN/JODI		1,120.33	2 Transactions		
28	7371 GOODRIDGE LUTHERAN PARISH 01-611-000-0000-6330		42.40	TEACHING PARENTS FOREVER		TRAVEL & EXPENSE
	7371 GOODRIDGE LUTHERAN PARISH		42.40	1 Transactions		
40	7393 GORDY'S PLUMBING 01-219-000-0000-6300		61.13	WAX RING FOR WOMEN'S BATHROOM	683	REPAIRS & MAINTENANCE

Pennington County Financial System



ANGIE
11/27/12 12:27PM
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
41	01-251-000-0000-6300		232.50	CLEAN DRAIN IN KITCHEN AREA	691	REPAIRS & MAINTENANCE
42	01-251-000-0000-6300		117.50	CLEAN DRAIN IN KITCHEN AREA	694	REPAIRS & MAINTENANCE
	7393 GORDY'S PLUMBING		411.13			3 Transactions
	8327 HELP-SYSTEMS					
75	01-070-000-0000-6301		309.19	2013 SEQUEL MAINTENANCE	555193	MAINTENANCE AGREEMENT
	8327 HELP-SYSTEMS		309.19			1 Transactions
	8384 HOBART SALES & SERVICE					
43	01-251-000-0000-6302		747.10	REPLACE THERMOSTAT ON GRILL	MB931088	KITCHEN REPAIRS & EXPENSE
	8384 HOBART SALES & SERVICE		747.10			1 Transactions
	8014 HUGOS #7					
85	01-003-000-0000-6330		14.73	FOOD FOR MEETING		TRAVEL & EXPENSE
	8014 HUGOS #7		14.73			1 Transactions
	9304 INCONTACT INC					
26	01-601-000-0000-6202		12.53	SEPT TOLL FREE BILL	124069041	TELEPHONE - EXTENSION
27	01-601-000-0000-6202		11.03	OCT TOLL FREE BILL	124124714	TELEPHONE - EXTENSION
	9304 INCONTACT INC		23.56			2 Transactions
	9017 INSIGHT TECHNOLOGIES					
44	01-223-000-0000-6631		106.88	2 PARALLEL CARDS	745499	FURNITURE & EQUIPMENT
87	01-102-000-0000-6631		561.09	UPS - IMAGING SERVER	745796	FURNITURE & EQUIPMENT
	9017 INSIGHT TECHNOLOGIES		667.97			2 Transactions
	10307 JOHNSON/GLENICE					
29	01-611-000-0000-6330		150.00	FACILITATING PARENTS FOREVER		TRAVEL & EXPENSE
	10307 JOHNSON/GLENICE		150.00			1 Transactions
	14378 LEXISNEXIS MATTHEW BENDER					
84	01-016-000-0000-6242		100.44	OCTOBER SUBSCRIPTIONS		SUBSCRIPTIONS - LAW LIBRARY
	14378 LEXISNEXIS MATTHEW BENDER		100.44			1 Transactions
	13498 MARCO, INC					
22	01-601-000-0000-6301		65.82	SEPT. COPIER MAINT.	1178480	MAINTENANCE AGREEMENT
23	01-601-000-0000-6301		96.62	OCT. COPIER MAINT.	1198172	MAINTENANCE AGREEMENT
60	01-801-000-0000-6301		240.01	EQ238936 MAINTENANCE AGREEMENT	INV1210346	MAINTENANCE AGREEMENT
	13498 MARCO, INC		402.45			3 Transactions

Pennington County Financial System



ANGIE
11/27/12 12:27PM
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
13322	MINNESOTA STATE TREASURER					
72	01-101-000-0000-6801		6.00	REGISTERED LAND		MISCELLANEOUS EXPENSE - RECORDER
68	01-101-000-0000-6825		810.00	MARRIAGE SURCHARGE		MARRIAGE SURCHARGES MN - RECORDER
71	01-101-000-0000-6827		2,478.00	RECORDER & REGISTRAR FEE		STATE SURCHARGES
67	01-101-000-0000-6829		189.00	CHILDREN'S SURCHARGE		CHILDREN SURCHARGE MN - RECORDER
69	01-101-000-0000-6831		812.00	BIRTH/DEATH SURCHARGE		BIRTH/DEATH CERTIF SURCHARGE - REC
70	01-101-000-0000-6848		630.00	BIRTH RECORD SURCHARGE		BIRTH DEFECT SURCHARGE
13322	MINNESOTA STATE TREASURER		4,925.00	6 Transactions		
13361	MN BUREAU OF CRIMINAL APPREHENSIO					
74	01-091-000-0000-6262		130.00	INITIAL & CJDN FEE FOR FOB 1	3407	OTHER SERVICES
13361	MN BUREAU OF CRIMINAL APPREHENSIO		130.00	1 Transactions		
13324	MN STATE SHERIFFS ASSOCIATION					
45	01-252-000-0000-6330		70.00	DATA PRACTICES - MLS & WJM	7530	TRAVEL & EXPENSE
46	01-252-000-0000-6330		70.00	GUN CARRY LAWS - AJH & WJM	7530	TRAVEL & EXPENSE
13324	MN STATE SHERIFFS ASSOCIATION		140.00	2 Transactions		
14321	NORTHWEST REGIONAL LIBRARY					
57	01-003-000-0000-6820		21,521.50	4TH QTR 2012 ALLOCATION	4Q12	NORTHWEST REGIONAL LIBRARY
14321	NORTHWEST REGIONAL LIBRARY		21,521.50	1 Transactions		
15051	OFFICE MAX					
19	01-601-000-0000-6401		67.42	OFFICE SUPPLIES	002827	SUPPLIES - EXTENSION
21	01-601-000-0000-6401		240.56	OFFICE SUPPLIES	372700	SUPPLIES - EXTENSION
20	01-601-000-0000-6401		37.27	OFFICE SUPPLIES	372919	SUPPLIES - EXTENSION
17	01-601-000-0000-6401		38.58	OFFICE SUPPLIES	685979	SUPPLIES - EXTENSION
18	01-601-000-0000-6401		13.69	OFFICE SUPPLIES	686137	SUPPLIES - EXTENSION
15051	OFFICE MAX		397.52	5 Transactions		
15329	OIL BOYZ EXPRESS LUBE					
47	01-201-000-0000-6304		38.53	#5 - OIL & FILTER	94652	REPAIR & MAINTENANCE - SQUADS
15329	OIL BOYZ EXPRESS LUBE		38.53	1 Transactions		
16313	PENNINGTON COUNTY AUDITOR					
24	01-601-000-0000-6209		229.82	SEPT POSTAGE/COLOR COPIES	3164	POSTAGE
25	01-601-000-0000-6209		115.71	OCT. POSTAGE	3172	POSTAGE
48	01-259-000-0000-6631		108.00	DISCUSSION OF NETWORK STRUCTUR	744795	FURNITURE & EQUIPMENT
16313	PENNINGTON COUNTY AUDITOR		453.53	3 Transactions		

Pennington County Financial System



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1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
16055	PENNINGTON COUNTY SHERIFF					
35	01-201-000-0000-6560		45.51	#5-GAS FOR SEBASTIANO TRANS.		GAS & DIESEL
33	01-251-000-0000-6330		7.78	MEAL FOR WENDELL TRANSPORT		TRAVEL & EXPENSE
34	01-251-000-0000-6330		5.89	MEAL FOR SEBASTIANO TRANSPORT		TRAVEL & EXPENSE
30	01-259-000-0000-6405		75.88	DOLLAR TREE - SOAP, SHAMPOO		GENERAL SUPPLIES - CANTEEN
31	01-259-000-0000-6405		45.00	STAMPS		GENERAL SUPPLIES - CANTEEN
32	01-259-000-0000-6405		15.00	ENVELOPES W/STAMPS		GENERAL SUPPLIES - CANTEEN
16055	PENNINGTON COUNTY SHERIFF		195.06	6 Transactions		
16027	PENNINGTON COUNTY TREASURER					
76	01-091-000-0000-6300		60.00	REIMB INSIGHT BILLING	3169	REPAIRS & MAINTENANCE
16027	PENNINGTON COUNTY TREASURER		60.00	1 Transactions		
18127	RELIANCE TELEPHONE SYSTEMS					
51	01-251-000-0000-6300		180.00	REPAIR ANNEX DVR & CAMERA	7973	REPAIRS & MAINTENANCE
49	01-251-000-0000-6631		1,603.13	DVR UPGRADE KIT	7973	FURNITURE & EQUIPMENT - JAIL
50	01-251-000-0000-6631		208.40	1 CAMERA	7973	FURNITURE & EQUIPMENT - JAIL
52	01-259-000-0000-6405		500.00	100 - \$5 CARDS	D-9547	GENERAL SUPPLIES - CANTEEN
18127	RELIANCE TELEPHONE SYSTEMS		2,491.53	4 Transactions		
18315	RICHTER/DAVID					
78	01-611-000-0000-6330		30.00	TEACHING PARENTS FOREVER		TRAVEL & EXPENSE
18315	RICHTER/DAVID		30.00	1 Transactions		
19289	SEIBEL/JIM					
73	01-800-000-0000-6300		137.71	ELEC KEYPAD - WELFARE BUILDING		REPAIRS & MAINTENANCE
19289	SEIBEL/JIM		137.71	1 Transactions		
19310	STONE'S MOBILE RADIO					
54	01-220-000-0000-6207		796.22	GM300 FOR DISPATCH	2003880	RADIO
53	01-280-000-0000-6801		513.30	NARROWBAND 911 TOWER - SIRENS	2004223	MISCELLANEOUS EXPENSE
19310	STONE'S MOBILE RADIO		1,309.52	2 Transactions		
19048	SWANSON/OLIVER (SKIP)					
83	01-003-000-0000-6330		103.25	LODGING - RADIO BD - ST CLOUD		TRAVEL & EXPENSE
19048	SWANSON/OLIVER (SKIP)		103.25	1 Transactions		
20047	THRIFTY WHITE PHARMACY					
15	01-251-000-0000-6255		23.98	STOCK SUPPLY - OCTOBER		MEDICAL - LOCAL
3	01-251-000-0000-6255		405.22	PRESCRIPTION 12-351	24747	MEDICAL - LOCAL

Pennington County Financial System



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1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Vendor Name	Account/Formula	Accr	Rpt Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	Paid On Bhf #	On Behalf of Name
4		01-251-000-0000-6256		61.18	PRESCRIPTION 12.258		29845	MEDICAL - REIMBURSED		
5		01-251-000-0000-6255		662.73	PRESCRIPTION 12-255		41199	MEDICAL - LOCAL		
6		01-251-000-0000-6255		86.37	PRESCRIPTION 12-429		42576	MEDICAL - LOCAL		
7		01-251-000-0000-6255		13.98	PRESCRIPTION 12-330		55590	MEDICAL - LOCAL		
8		01-251-000-0000-6255		34.95	PRESCRIPTION 12-340		56344	MEDICAL - LOCAL		
9		01-251-000-0000-6255		5.99	PRESCRIPTION 12-141		56625	MEDICAL - LOCAL		
10		01-251-000-0000-6256		83.40	PRESCRIPTION 12-354		56765	MEDICAL - REIMBURSED		
11		01-251-000-0000-6256		35.87	PRESCRIPTION 12-265		56789	MEDICAL - REIMBURSED		
12		01-251-000-0000-6256		139.80	PRESCRIPTION 12-264		56806	MEDICAL - REIMBURSED		
13		01-251-000-0000-6255		574.58	PRESCRIPTION 12-288		56823	MEDICAL - LOCAL		
14		01-251-000-0000-6255		6.99	PRESCRIPTION 12-245		56923	MEDICAL - LOCAL		
1		01-251-000-0000-6255		8.00	PRESCRIPTION 12-249		6181	MEDICAL - LOCAL		
2		01-251-000-0000-6255		33.67	PRESCRIPTION 12.377		7680	MEDICAL - LOCAL		
20047	THRIFTY WHITE PHARMACY			2,176.71		15 Transactions				
20358	TOTALFUNDS BY HASLER									
77	01-801-000-0000-6209			1,500.00	POSTAGE		9079	POSTAGE		
20358	TOTALFUNDS BY HASLER			1,500.00		1 Transactions				
23303	WEST GROUP PAYMENT CENTER									
61	01-016-000-0000-6242			614.46	OCTOBER WEST LAW SELECT W-PK		825961858	SUBSCRIPTIONS - LAW LIBRARY		
66	01-091-000-0000-6240			365.81	OCTOBER WEST LAW ACCESS		825968516	SUBSCRIPTIONS		
82	01-016-000-0000-6242			238.75	OCTOBER SUBSCRIPTION		826052722	SUBSCRIPTIONS - LAW LIBRARY		
23303	WEST GROUP PAYMENT CENTER			1,219.02		3 Transactions				
1 Fund Total:				44,511.76	County Revenue				33 Vendors	86 Transactions

Pennington County Financial System



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32 Solid Waste Facility

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Vendor Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
86	13498 MARCO, INC 32-390-000-0000-6631		5,338.41	COPIER	1183564	FURNITURE & EQUIPMENT-SCORE ACCOL
	13498 MARCO, INC		5,338.41		1 Transactions	
32 Fund Total:			5,338.41	Solid Waste Facility	1 Vendors	1 Transactions
Final Total:			49,850.17	34 Vendors	87 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	44,511.76	County Revenue	
	32	5,338.41	Solid Waste Facility	
All Funds		49,850.17	Total	Approved by,
			
			

11/21/2012

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/formula Description</u>
3 Road & Bridge 6349	FASTENAL COMPANY 03-350-000-0000-6551	\$ 8.44	BOLTS FOR SIGNING	MNROS51224	SIGNS
	03-350-000-00006564	\$ 56.90	BOLTS FOR SNOWPLOW EQUIPMENT	MNROS51312	EQUIPMENT REPAIR PARTS
6349	FASTENAL COMPANY	\$ 65.34			
6350	FLAAGAN/MIKE 03-320-000-0000-6330	\$ 26.08	MEALS-MTG T2D MPLS - 10/22-10-23		TRAVEL & EXPENSE
	FLAAGAN/MIKE	\$ 26.08			
7337	GCR TIRE STORES 03-350-000-0000-6564	\$ 315.85	REPAIR TIRE UNIT 291		EQUIPMENT REPAIR PARTS
	03-350-000-0000-6564	\$ 30.10	FLAT REPAIR UNIT 309		EQUIPMENT REPAIR PARTS
	03-350-000-0000-6564	\$ 50.00	FLAT REPAIR UNIT 203		EQUIPMENT REPAIR PARTS
	03-350-000-0000-6564	\$ 20.00	FLAT REPAIR UNIT 301		EQUIPMENT REPAIR PARTS
	03-350-000-0000-6564	\$ 154.45	RTIRE UNIT 285		EQUIPMENT REPAIR PARTS
7337	GCR TIRE STORES	\$ 570.40			
8536	HOUSTON ENGINEERING INC 03-330-000-0000-6261	\$ 544.50	ENG WORK 57-631-05		CONSULTING & LEGAL SERVICES
8356	HOUSTON ENGINEERING INC	\$ 544.50			
9017	INSIGHT TECHNOLOGIES 03-320-000-0000-6631	\$ 95.12	HARD DRIVE - LM	745523	FURNITURE & EQUIPMENT
9017	INSIGHT TECHNOLOGIES	\$ 95.12			
11348	KM TRANSMISSION & REPAIR 03-350-000-0000-6564	\$ 462.14	REPAIR UNIT 300		EQUIPMENT REPAIR PARTS
11348	KM TRANSMISSION & REPAIR	\$ 462.14			
14004	NATIONAL HIGHWAY INSTITUTE 03-330-000-0000-6245	\$ 1,700.00	BRIDGE SAFETY CLASS - JAY		CONTINUING EDUCATION
14004	NATIONAL HIGHWAY INSTITUTE	\$ 1,700.00			
14123	NORTHWEST BEVERAGE INC 03-320-000-0000-6401	\$ 6.50	WATER		SUPPLIES
14123	NORTHWEST BEVERAGE INC	\$ 6.50			

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/formula Description</u>
15051	OFFICE MAX 03-320-000-0000-6401	\$ 54.23	MOUSE, HIGHLIGHTERS, POST-ITS		SUPPLIES
15051	OFFICE MAX	\$ 54.23			
19306	SEARS 03-350-000-0000-6556	\$ 128.24	SHOP 215 TOOLS		SHOP SUPPLIES
19306	SEARS	\$ 128.24			
20309	TRUE NORTH STEEL 03-350-000-0000-6549	\$ 10,187.86	18 & 24" PIPE & BANDS	8509260	CULVERTS
20309	TRUE NORTH STEEL	\$ 10,187.86			
99999997	UNIVERSITY OF MN 03-330-000-0000-6245	\$ 225.00	BRIDGE SAFETY - LK, JM, BP		CONTINUING EDUCATION
	UNIVERSITY OF MN	\$ 225.00			
3 Fund Total:		\$ 14,065.41	Road & Bridge	12 Vendors	17 Transactions

OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 13TH, 2012, 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, November 13th, 2012 at 10:00 a.m. Members present: Cody Hempel, Donald Jensen, Neil Peterson, Oliver "Skip" Swanson, and Darryl Tveitbakk. Members absent: none.

Anita Cardinal, Director of the Inter County Nursing Service presented the NW Community Assessment Collaborative Health Indicators Discussion List and the Inter County Nursing Service Community Assessment Survey. Anita Cardinal asked that the County Board members complete the survey and return their answers to the Inter County Nursing Service.

County Engineer Mike Flaagan presented a revised Snow Plowing Policy. Moved by Commissioner Jensen, seconded by Commissioner Peterson to adopt the Revised Snow Plowing Policy as presented. Motion unanimously carried. The Snow Plowing Policy is posted on the Pennington County Website.

The County Engineer then reported on ditch cleaning work. Jeff Olson is working on Joint Ditch # 25-3 and Wright Construction is starting to work on County Ditch #41.

A request has been received from the Thief River Falls Sno-Drifters for a permit to allow Two-Way Night Time operation of Snowmobiles in Road Right-of-Way on the Riverland North Trail. Moved by Commissioner Jensen, seconded by Commissioner Peterson to approve the Thief River Falls Sno-Drifters request for a permit to allow Two-Way Night Time operation of Snowmobiles in Road Right-of-Way along CSAH #31 from Hwy #59 to Hwy #32, along CSAH #31 from CSAH #14 west to T123, and along the designated Trail within the City Limits of Thief River Falls. Motion unanimously carried.

County Sheriff Ray Kuznia met with the County Board informing them of the need to replace the commercial dish washer in the Law Enforcement Center Kitchen. Cost to replace the dishwasher with a similar model is \$5,200, a smaller model would cost \$3,400. The Sheriff and A'viands recommend replacing the dishwasher with the similar model. Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen to replace the dishwasher with the similar sized model as recommended with the condition that the Sheriff check with the local business's first to see if it can be purchased locally. Motion unanimously carried.

Moved by Commissioner Peterson, seconded by Commissioner Tveitbakk to approve the issuance of a Sunday Sales Liquor License to Carpenter's Corner upon receiving any and all approvals required by the State of Minnesota and Numedal Township. Motion unanimously carried.

Commissioner Tveitbakk moved, seconded by Commissioner Hempel to approve the minutes of October 23rd, 2012 as written. Motion carried.

Moved by Commissioner Peterson, seconded by Commissioner Hempel, to approve payment of the Human Services warrants totaling \$152,934.35, the Auditor and Manual warrants for October 2012 totaling \$2,120,569.21, and the following Commissioner warrants. Motion carried.

WARRANTS

County Revenue	\$46,778.43
Road & Bridge	\$50,092.55
Solid Waste Facility	\$868.00
Ditch Funds	\$3,865.08
Capital Improvement	\$12,169.78

Per diems and meal reimbursements in the amount of \$3,142.71 were also approved.

Amanda Grzadzielewski, representing the Northwest Private Industry Council presented an application from Sue Johnson for the position of Private Sector Representative on the Northwest Workforce Investment Board. A motion of support of the applicant was requested with the final appointment to be made by the Local Elected Officials Board as designated by the Northwest Regional Development Commission. Commissioner Hempel moved, seconded by Commissioner Jensen to support the application of Sue Johnson as the Private Sector Representative on the Northwest Workforce Investment Board. Motion unanimously carried.

County Auditor Ken Olson presented the Dunrud Addition Plat for approval. Commissioner Hempel moved, seconded by Commissioner Tveitbakk to approve the plat officially named Dunrud Addition as presented. Motion unanimously carried.

Commissioner Jensen moved, seconded by Commissioner Peterson that the County Board Chair sign the Satisfaction of mortgage Deed for Joel & Jennifer Borsvold as presented. Motion unanimously carried.

The County Board reviewed the Excel Training agreement with Northland Community & Technical College Center for Outreach and Innovation. NCTC would provide two introductory classes and one intermediate class at a cost of \$375 per class plus mileage and \$25 for spiral bound material. Moved by Commissioner Hempel, seconded by Commissioner Tveitbakk to approve the agreement for Excel training with exception to the cost of the reference manuals which should be provided in digital form. Motion unanimously carried.

The Salvation Army Bell ringing schedule was presented.

Moved by Commissioner Hempel, seconded by Commissioner Tveitbakk to adjourn to 5:00 p.m. November 27th, 2012. Motion carried.

