

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
COUNTY BOARD ROOM
TUESDAY, APRIL 9th, 10:00 A.M.**

AGENDA

10:00 Mike Flaagan – County Engineer

10:30 Bruce Schwartzman – BKV
- Master Plan Study

11:00 Bob Goede – MCIT – Annual Member Report

11:30 Ray Kuznia – County Sheriff
- E911 Contract

County Auditor's Items

(This agenda is subject to change)

April 2, 2013

To all Dascom Audio/Video Customers and Partners:

We are contacting you to inform you of recent changes that have occurred at Dascom Systems Group, LLC. Due to changing market conditions and based upon strategic decisions made by Dascom's senior management and Board of Directors, the Company will be winding down our activity in our traditional audio and video market.

Going forward, we will be focusing our attention on the IPTV industry, a key business segment for us over the past thirteen years. This will allow us to better serve our customers who are in the business of delivering digital subscription television, voice, and data to the home.

We plan to assist our A/V customers as needed in transitioning to other sources for their audio and video needs. Any integration projects that are currently in process will be reviewed on a case-by-case basis. We will be contacting the affected customers to work out a mutually agreeable solution to have either Dascom or another integrator complete them.

Thank you for all your support over the past 18 years. It has been a pleasure working with you.

Sincerely,



Dan Takkunen
Interim CEO

Pros & Cons

The objective of the study is for the County to explore the option of better utilization of the County owned buildings and to reduce current energy cost. To do this the County is examining current and future space needs as it relates to the County Courthouse, Human Services and the Auditorium.

Option 1: Deferred Maintenance

In this option the County would retain the existing auditorium and it would continue to function as it has with minimal office space and use of the auditorium space. The building would still require maintenance work be completed such as replacement of rotted window frames and windows, plumbing upgrades, gym lighting and boiler replacement.

- A. Pros
 - 1. Gym is maintained for community use
 - 2. County Retains ownership of the property
- B. Cons
 - 1. Auditorium Provides Minimal Use for County Offices
 - 2. Large Capital Expenditure Required to address deferred maintenance

Option 2: Lease

In this option the County retains ownership of the building and leases the building to an organization in the community. In this option the leaser would be agreeing to and understanding that they are leasing the building based on its current conditions. Maintenance upgrades as mentioned in option 1 above would still be needed.

- A. Pros
 - 1. Gym might be maintained for community use
 - 2. County Retains ownership of the property
 - 3. Leaser pays utility cost for the building
- B. Cons
 - 1. Auditorium Provides No Use for County Offices
 - 2. Large Capital Expenditure Required to address deferred maintenance
 - 3. Short term solution - Lease may be a short period and the County would need to address the building utilization in the near future

Option 3: Remodel the Auditorium for County Use

In this option the entire auditorium would be remodeled and brought up to current code requirements. The gymnasium would be remodeled converting that space into county office space areas. This option would allow the county to move Human Services onto the county campus and sell the existing Human Services building.

- A. Pros
 - 1. Provides additional office space for County departments
 - 2. County can sell the existing Health & Human Services facility
 - 3. Reduces overall energy costs
- B. Cons
 - 1. Gymnasium is no longer available for public use
 - 2. Large capital expenditure required for building upgrades

Pros & Cons

Option 4: Sell the Auditorium

In this option the County would sell the auditorium in its current condition without any upgrades.

- A. Pros
 - 1. No capital expenditure required
 - 2. County receives fees for sale of property
- B. Cons
 - 1. County no longer owns property

Option 5: Demolish the Auditorium

In this option the auditorium would be torn down and the land ownership retained by the County. Tearing down of the existing building would allow for additional needed parking and the ability to expand the courthouse further to the north as needed. This option would allow the county to move Human Services onto the county campus and sell the existing Human Services building.

- A. Pros
 - 1. Provides more flexibility for County expansion
 - 2. Provides area for additional parking
 - 3. Saved energy costs
- B. Cons
 - 1. Community no longer has use of gymnasium

Applicant Information

Applicant/Community Name (Organization)	Address	City, State, Zip Code
Pennington County	102 1 st St. West	Thief River Falls, MN 56701

Point of Contact (POC)			
Project Contact Name	Title	Agency	Email
Ray Kuznia	Pennington County Sheriff	Pennington County Sheriff's Department	rkuznia@penningtonsheriff.org
PO Box and Zip Code	Street Address	City, State, Zip Code	Phone
	102 1 st St. West	Thief River Falls, MN 56701	218-681-6161

Alternate POC			
Name or Authorized Representative	Title	Agency	Email
Wendy Mattson	Pennington County Sheriff's Secretary	Pennington County Sheriff's Department	wmattson@penningtonsheriff.org
PO Box and Zip Code	Street Address	City, State, Zip Code	Phone
	102 1 st St. West	Thief River Falls, MN 56701	218-681-6161

Federal Tax ID #/FEIN	DUNS Number http://fedgov.dnb.com/webform	FIPS Code Search by State & county: http://www.census.gov/geo/www/fips/fips65/ Search by State: http://mcdc.missouri.edu/webrepts/commoncodes
41-6005862	783096931	27113

US Congressional Districts http://www.nationalatlas.gov/printable/congress.html#mn	State Legislative Districts	
	Senate	House
7	1	1b

County Name	Does the Community participate in the National Flood Insurance Program (NFIP)? http://www.fema.gov/cis/MN.html
Pennington County	Yes

1. Plan Information

Type of Plan New Five Year Update
 Multi-Jurisdiction Plan Single Jurisdiction Plan Tribal Community Plan

For Updates, list previous plan approval date and attach a copy of FEMA Crosswalk.

List the communities participating in the plan (county, cities, and/or tribal communities):

Pennington County, Thief River Falls, St. Hilaire, Goodridge

Note for Multi-Jurisdictional Plans: A Statement of Interest in All-Hazard Mitigation Planning for cities listed above are required to be submitted with this application. Townships are not required.

Resolution: applicant has passed or is in the process of passing a resolution authorizing participation in program and designating a signatory. This document is attached pending other (explain)

2. Plan Development

1. Provide a detailed explanation of expected deliverables:

An updated, All Hazard Mitigation Plan will be produced for Pennington County. It will be completed by a combination of efforts from the Emergency Management Director, Steering Committee members, a hired consultant, local cities, Pennington County and the State of MN. Each city in Pennington County will participate in the planning process, which will be reflected in the mitigation strategies and other sections of the plan. Eligibility will be attained for the Hazard Mitigation Assistance program, and entities within the county can apply for FEMA funding for hazard mitigation projects. The updated information will aid in decreasing or eliminating hazard risk not only in the realm of Emergency Management, but in other planning documents as well that affect Pennington County.

2. List the natural hazards the plan will address.

Winter Storms (Blizzards, Ice Storms, Heavy Snow, Extreme Cold, Sleet), Thunderstorms, Lightning, Tornadoes, Hail, Windstorms, Flooding, Drought & Extreme Heat), Wildfires, Infectious Disease and Subsidence. In addition, technologic hazards will also be listed that impact Pennington County, including terrorism, hazardous material, water supply contamination, fire and flood control (structural) failures. These technologic hazards were listed in the previous document. Any hazards identified in the State Hazard Mitigation Plan that are not listed in the Pennington County All Hazard Mitigation Plan will be added.

3. Explain *how* the community intends to develop or update the mitigation plan.

Pennington County plans to start the update process by hiring a qualified consultant with experience in All-Hazard Mitigation Planning. Once attained, the Emergency Management Director, with aid from the consultant, will develop a steering committee. This steering committee will involve representation from all incorporated cities in Pennington County as well as multiple disciplines and individuals involved in mitigation from the township to the county level. The first meeting will involve description of the All Hazard Mitigation Plan update process as well as a discussion on responsibilities and the integration of the public into the planning process. Following meetings will mirror plan progress and will be facilitated by the consultant.

Once into the process, the public will be invited to participate in the planning process via multiple methods including newspaper, radio, meetings, phone, email, television and website. The most appropriate methods will be chosen by the Emergency Management Director and the consultant. Public participation is crucial to the process and efforts will be made to engage and continue to engage residents. If interested, the public can be integrated into steering committee meetings. Public participation will be requested in every stage of plan development, including community profiling, hazard and risk identification, risk analysis, vulnerability, goal/strategy selection and overall plan review.

4. How will this mitigation activity leverage involvement of partners to enhance its outcome?

Starting with the list of previous plan participants, Pennington County Emergency Management will update the list with current staff replacements (if applicable), city representatives, county staff, regional agencies and the public sector to create the steering committee. Aid will be given by the consultant. Specific partner targets include city, township and county public officials, local businesses, Emergency Response Disciplines, Environmental Services, Public Health, Schools, Watersheds, Power Cooperatives, Planning/Zoning, Engineering Staff, Social Services and local residents. The initial meeting of the steering committee will involve membership and the inclusion of other individuals as well as retaining public participation and interest. Steering Committee members will be engaged on all phases of update development. When completed, the goals and strategies of hazard mitigation for Pennington County can be implemented in multiple departments and be practiced on a continuous basis for greater effect.

5. Describe the staff and resources needed to implement this mitigation activity and the applicant's ability to provide these resources.

The hazard mitigation planning process is specialized, and requires an experienced individual to aid in plan completion. There is no one on staff with this experience, so a consultant will need to be hired to assist in the update process. Pennington County requires grant funds for this, due to a limited county budget. Pennington County will ensure that adequate staff resources are available to update the All Hazard Mitigation Plan and are committed to its completion. City/County staff and other participants will supplement the efforts put forth by the Emergency Management Director and the consultant.

Updates Only

1. State how the community has benefited from the current approved plan, specifically from the reduction of the impacts from natural hazards.

Thief River Falls is a fast growing community in part because of 2 major manufacturing facilities (Arctic Cat and DigiKey) and Northland Community and Technical College. Planning is currently being done due to local housing shortages and the provision of current city programs and protections to all residents. Collaboration with the Red Cross is currently occurring to enter local facilities into the National Shelter System and to ensure that Thief River Falls, St. Hilaire and Goodridge are adequately protected in the event of a serious weather event. The Pennington County Fair has had weather-related planning completed, as the multi-day event draws thousands of people to the fairgrounds daily and people are affected by inclement weather.

2. Review FEMA's crosswalk for current plan. List items that were recommended for improvement and how they will be addressed.

The integration of HAZUS mapping and other information will aid in previous crosswalk requirements that required additional information in terms of potential dollar losses, critical infrastructure and vulnerability. The plan update will meet all the current FEMA planning guidance.

3. Scope of Work

Please describe *how* the mitigation plan will be updated. The categories below will be used to measure progress on quarterly reports. The responsibility for specific deliverables (example: county department, mitigation team, consultant) is required.

1. Project Initiation (Grant Contract and Procurement)

When a FEMA-approved application is received, the appropriate paperwork will be signed and filed by the appropriate individuals at the county/state levels. Pennington County will enter into a grant contract with the state of Minnesota for the use of funds to update the All Hazard Mitigation Plan. A contractor will be hired, with county procurement procedures being in line with federal and state statutes. Pennington County procurement policies specifically state requirements for job posting, Requests for Proposals, bids and contractual requirements.

2. Planning Process

The Pennington County Emergency Management Director and a hired consultant will complete the planning process for the All Hazard Mitigation Plan, with input/guidance from a created steering committee. The steering committee will be created by the Emergency Management Director, with aid from the consultant. Invited members are not yet chosen, but will request individuals from the following areas: participating cities, county personnel (Emergency Response, Public Health, Environmental Services, Public Health, Planning/Zoning, Engineering Staff, Social Services, Assessor), other facilities (Schools, Watersheds, Power Cooperatives, businesses) and local residents. The first meeting will focus on the timeline of the update process, various responsibilities and integration of the public and its interest. Future meetings will follow the progression of the plan update, but will involve committee guidance/input related to risk assessment, vulnerability, mitigation strategy, adoption, review and public involvement. The consultant will integrate the input/guidance received from the steering committee into the hazard mitigation plan, as well as present information during the meetings. Interested public participants may join the steering committee meeting at any time. Public meetings will also be held to aid in attaining required information. These may be held at pre-scheduled meetings such as the annual township association meeting or city/county board meetings, if agenda time can be scheduled.

3. Natural Hazards Update

The steering committee will review hazard categories to ensure that deficiencies regarding natural hazards identification are not present. The previous All Hazard Mitigation Plan's hazard categories were taken in part from the state mitigation plan. A review will occur to make sure that all categories from that document are listed and that new categories are correctly included in the updated plan. The public will be presented with opportunities to comment on the identified hazards.

4. Risk Assessment and Mapping

All hazards identified in Pennington County will be included as part of the risk assessment. Steering committee members will compile risk assessments for each hazard that take into account frequency, magnitude, history, warning time, severity and local opinion. The consultant will aid steering committee efforts, as well as present plan information. The consultant will also provide HAZUS modeling to include within the all hazard mitigation plan update, as well as additional GIS maps that denote hazard risk and jurisdictional vulnerability within Pennington County. The public will be presented with opportunities to comment on the risk assessment.

5. Mitigation Action Review and Update

A list of mitigation actions from the previous plan will be given to steering committee members. Upon review and with aid from the consultant, the committee members will note successful actions and drop irrelevant actions. Alteration of mitigation actions will occur if additional resources, time and/or

partners need to occur. New mitigation strategies will also be proposed by cities, members of the public and steering committee members. Meetings, email, website, television, radio, newspaper and other methods of outreach will be used to ensure that residents and the public have input into this section of the plan update. Pennington County and the cities of Thief River Falls, Goodridge and St. Hilaire will have at least one mitigation strategy in this section that addresses a vulnerability noted in the risk assessment. Mitigation action items must include implementation information such as a cost estimate and the responsible party. The consultant will be responsible for ensuring that the update includes the approved mitigation action items from the committee, as well as information from the public.

6. Plan Revision

The Emergency Management Director, Steering Committee members and the hired consultant will aid in the revision of the hazard mitigation plan. The consultant will perform physical plan data entry, editing and information addition, with oversight and review completed by the Emergency Management Director. The steering committee will see drafts of the plan during the update process to ensure that all required revisions are correctly written. Review by county/city staff and the public will occur as appropriate, utilizing the best methods as chosen by the Emergency Management Director, Steering Committee and the consultant.

7. Public Review

Public review and input will be incorporated into all phases of the plan update process, with multiple meetings scheduled to attain feedback. The consultant will incorporate comments and suggestions into the plan when appropriate. Outreach methods can include newspaper, website, radio, television, meetings and email. The Emergency Management Director and consultant will ensure that the public is adequately notified utilizing the appropriate methods. Meeting time and locations will try to incorporate various schedules to ensure that the maximum amount of residents and interested individuals have the ability to participate. Participation into pre-scheduled meetings, such as the annual township association, will also occur if the schedule allows. The completed All-Hazard Mitigation Plan is kept at the Emergency Management Directors office in order to allow for public access, as well as allowing residents to have a staff member available to answer questions or provide feedback.

8. State/FEMA Review and FEMA Approval

The plan review process is set through FEMA requirements. The consultant will produce a state and FEMA approved plan utilizing information provided by state staff, the Local Mitigation Plan Review Guide and the Minnesota Crosswalk. These informational sources will be available to the Emergency Management Director, consultant and steering committee members. The completed plan, once reviewed and approved by the steering committee and the county will be sent to the HSEM office for review, which will be then referred to FEMA upon state approval. The required revisions will be performed in the event that a submitted plan does not meet with a successful review from either HSEM and/or FEMA.

9. Formal Adoption

Each participating city/county jurisdiction will be required to pass an adoption resolution in order to be included under the conditionally updated & approved plan. The consultant will aid in the appropriate material provision and resources for presentation to each governing body.

4. Timeline

Please estimate the duration for each item

Task	Duration (Months)	Month																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Project Initiation	2	■	■																
Planning Process	12			■	■	■	■	■	■	■	■	■	■	■	■				
Hazard Update	2			■	■														
Risk Assessment and Mapping	3					■	■	■											
Mitigation Action Review and Update	4								■	■	■	■							
Plan Revision	2												■	■					
State/FEMA Review/Approval	4														■	■	■	■	
Local Adoption	1																		■
Closeout																			■
Total	18																		

Note: The final deliverable is a FEMA Approved and Adopted mitigation plan. The cities have six months from the date of approval to adopt the plan to become eligible for Hazard Mitigation Assistance funding.

5. BUDGET

A. Estimated Budget

Item	Item Description	Units	Unit of Measurement	Share	Cost	Total
1	Project Management	115	hours	Local	\$ 40.00	\$ 4,600.00
2	Consultant*	1	each	Federal	\$ 27,000.00	\$ 27,000.00
3	County Staff	60	hours	Local	\$ 40.00	\$ 2,400.00
4	City Staff	30	hours	Local	\$ 30.00	\$ 900.00
5	Public Participation	99	hours	Local	\$ 10.00	\$ 990.00
6	Travel	200	miles	Local	\$ 0.55	\$ 110.00
	Total Budget Requested:					\$ 36,000.00

*Provide detailed Scope of Work consultant will provide. No lump sum requests are allowed.

B. Budget Narrative Support cost in spreadsheet with details below. *Examples*

Project management

Emergency Management Director will lead coordination of the plan update process. Tasks include guidance/oversight to hired consultant staff, steering committee set-up, draft plan reviews, plan adoption and general participation/comments. The hourly rate plus fringe is 40.00, with an estimation of 115 hours. This is an in-kind match category, with no federal funds utilized. Supplies will count towards total.

Meetings – 5 Steering, 4 public (approximately 3 hours) – 60 hours

Review/Comment – 20 hours

Steering Committee/Partner Correspondence – 20 hours

Plan Adoption – 4 cities & 1 county meeting, (approximately one hour) – 5 hours

State Correspondence – 10 hours

Consultant

This category represents the amount available to enlist the aid of a planner to perform the All-Hazard Mitigation Plan update. Unit cost estimation (base + fringe) was set at \$50/hour for a total of 540 hours. It is locally understood that a small amount of deviation may occur in terms of hourly rate, as the individual will not be hired until the update application is approved. The following tasks will be completed as part of the consultant's tasks:

- 1. Update of the All Hazard Mitigation Plan According to FEMA requirements*
- 2. Community Profile Update*
- 3. HAZUS & GIS Mapping for Pennington County*
- 4. Update/Prioritization of Mitigation Action Items and Strategies*
- 5. Steering Committee Presentations and Participation*
- 6. Public Meeting Presentations and Participation*
- 7. Public Participant Opportunity Solicitation*
- 8. Plan Adoption Material Preparation*
- 9. Update of Risk Assessment*
- 10. Updated Vulnerability Information*

County Staff

This category represents participation of county staff and county agencies in the hazard mitigation planning update process. The hourly rate plus fringe is 40.00, with an estimation of 60 hours. This is an in-kind match category. (Some local rate deviation will occur). Travel may be counted towards in-kind totals. Federal funds will not be utilized as part of the match requirements.

Meetings – 6 staff, 5 meetings (approximately 2 hours)

City Staff

This category represents participation of city staff and agencies in the hazard mitigation planning process. The hourly rate plus fringe is 30.00, with an estimation of 30 hours. This is an in-kind match category. (Some local rate deviation will occur). Travel may be counted towards in-kind totals. Federal funds will not be utilized as part of the match requirements.

Meetings – 3 staff, 5 meetings, (approximately 2 hours)

Public Participation

This category represents public participation in the hazard mitigation planning process. The hourly rate is 10.00, with an estimation of 99 hours. This is an in-kind match category. (Some local rate deviation will occur). Travel may be counted towards in-kind totals.

Travel

This category represents travel by the Emergency Management Director to public and steering committee meetings. The Emergency Management Director will travel to all steering committee and public meetings within Pennington County. It is anticipated that 200 miles will be traveled by the Emergency Management Director.

C. Estimated Project Cost Share. Include signed match document with application.

Source	Amount	% of Total Cost
Federal Share	\$ 27,000.00	75%
Local Share	\$ 9,000.00	25%
(State)		(if applicable)
Total Proposed Project Cost	\$ 36,000.00	100%

6. CERTIFICATION

I certify to the best of my knowledge and belief that the information provided in this application and supporting documentation is true and correct. I also have the legal authority to apply for assistance on behalf of the applicant. It is also **understood that no work will begin until** a sub-grantee agreement is fully executed.

Signed for the applicant:

Typed name

Signature	Title	Date
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**RESOLUTION AUTHORIZING PARTICIPATION IN PLANNING PROCESS
AND EXECUTION OF SUB-GRANT AGREEMENT**

WHEREAS, the County of Pennington is participating in a hazard mitigation planning process as established under the Hazard Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a county hazard mitigation plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

WHEREAS, the plan must include a risk assessment including past hazards, hazards that threaten the county, maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and development trends; and

WHEREAS, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

WHEREAS, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

WHEREAS, approval of the all hazard mitigation will make the county eligible to receive Hazard Mitigation Assistance Program grants and other funding sources; and

NOW THEREFORE, Be it resolved that Pennington County
(Name of Organization/Local Unit of Government)

enter into a sub-grant agreement with the Division of Homeland Security and Emergency

Management in the Minnesota Department of Public Safety for the program entitled Hazard

Mitigation Assistance Programs for Development or update of the Pennington County Hazard

Mitigation plan. _____ is hereby authorized to execute
(Name and Title of Authorized Official)

and sign such sub-grant agreements and any amendments hereto as are necessary to implement

the plan on behalf of Pennington County .
(Name of Organization/Local Unit of Government)

I certify that the above resolution was adopted by the _____ of
(Executive Body)
_____ on _____
(Name of Organization/Local Unit of Government) (Date)

SIGNED:

WITNESSETH:

(Signature)

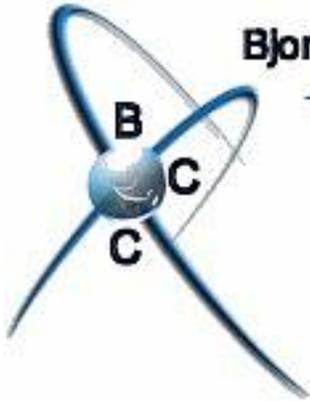
(Signature)

(Title)

(Title)

(Date)

(Date)



Bjorklund Compensation Consulting, LLC

Serving The HR Needs Of The Public Sector

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April 3, 2013

Kevin Erickson
Pennington County
101 Main Ave. N.; Box 606
Thief River Falls, MN 56701

Dear Kevin:

You have requested the assistance of BCC in reviewing the duties and responsibilities of the Emergency Management Director and making revisions and changes to the job description supplied by the County.

Based upon our review of the essential duties and the criteria of the Classification Matrix System and the job description reviewed by the department, my rating recommendation is as follows:

<u>Emergency Management Director</u>						
Factor	1	2	3	4	Points	Grade
	CB	AA	CC	BA	730	17

Rating Issues:

My rating recommendation is based in part on some of the issues outlined below:

- The position requires the completion of FEMA courses and the completion of HSEM after 3 years. This represents specialized schooling and knowledge of a specialized nature. In addition this position serves as a “department head” requiring additional organizational skills, knowledge of grant preparation and funding sources. For this reason I ranked the job at CB under Factor 1.



Bjorklund Compensation Consulting

- The position has no supervisory authority currently over other employees and was thus evaluated at AA under Factor 2.
- This job requires considerable contacts with persons inside and outside of the County including representatives or other governmental agencies in coordinating procedures, coordinating responses to disasters, requesting funding/assistance, and in formulation response plans. A rating of CC seems to best fit the nature of the work.
- This is position is required to respond to any emergencies within provided parameters and would be expected to be on-site to a response/disaster that may result in some exposure to environmental risks/hazards. Therefore, I rated this position at the BA level to address this issue or potential.

Should you have any questions, please call or email me. Thank you for allowing me to assist you in maintaining your program.

Respectfully,



Robert Bjorklund
BCC



POSITION DESCRIPTION PENNINGTON COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Emergency Management Director	Department: Emergency Management
Immediate Supervisor's Position Title: County Board of Commissioners	FLSA Status: Exempt
Job Summary: Under the direction of the County Board, the Emergency Management Director is responsible for providing the management and direction of the County's emergency management response planning, training, procedural policies and coordination of the County's efforts and resources in responding to a wide variety of natural and man-made emergencies. The essential functions of the job include the gathering of information from multiple agencies, often with overlapping jurisdiction, and working with them to develop and document agreed upon protocols and procedures to follow in various types of emergencies and to coordinate training efforts of response personnel in responding to a variety of situations.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none"> • Serves as a liaison between the County, State and Federal agencies regarding possible emergency events, response protocols and resources. <ul style="list-style-type: none"> a) Acts as a liaison between FEMA, HSEM, County and local officials in declared disaster. b) Coordinates meetings with townships, cities, County and watershed officials to prepare documentation for disaster declarations. c) Assists emergency response agencies at the time of disasters by providing advice to designated response leaders. • Coordinates regular meetings with emergency response public safety and volunteer organizations to convey information, plan response procedures and related training. <ul style="list-style-type: none"> a) Coordinates mandated State and Federal training for County officials, employees, first responders, and volunteers and assists local jurisdictions with training programs and efforts. b) Establishes and coordinates volunteer organizations within the County in emergency situations and directs the training of volunteers. c) Develops, tests and updates emergency management operational plans regularly and communicates revisions to all affected parties outlining changes, procedures and coordination of response efforts. • Develops and establishes an operational and effective warning system within the County and to ensure citizens are informed of emergency alert and warning systems. <ul style="list-style-type: none"> a) Facilitates scheduled meetings with the general public at organized events to inform the public of emergency response services and procedures. • Prepares and administers the department budget.

- a) Seeks and administers grant funding from various federal, state and other sources to enhance emergency preparedness in the County.
 - b) Maintains an inventory and utilization record of County equipment secured through emergency management resources/funding.
- Performs other duties of a comparable level or type, as required.
 - a) Keeps abreast of changing development, trends and technologies in areas of expertise and responsibilities.
 - b) Attends conferences, seminars, and regional meetings.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level			
	2nd year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Broad knowledge of local, state and federal rules and regulations necessary in coordinating, management, directing and supervision in emergency management activities. • Knowledge and experience with the National Incident Management System (NIMS). • Knowledge of recordkeeping procedures and operation of business productivity software (i.e. word processing, spreadsheets, email, presentation software, internet browsers, etc.). • Familiarity with emergency response programs and methods obtained through law enforcement, emergency services or closely related organizations. • Knowledge of hazardous materials, SARA Title III and Right-To-Know laws. • Grant application processes, funding sources and agencies. • County administrative policies and procedures (i.e. budgeting, purchasing, recordkeeping requirements, HR rules, etc.). 		

Required Work Experience in Addition to Formal Education/Training:
 Requires a minimum of 2 years related emergency responses experience (i.e. fire, law enforcement, homeland security, emergency preparedness, etc.). Additional post secondary education can substitute for experience on an equivalent basis

LICENSE/ CERTIFICATION	<p>Identify licenses/certification required: Requires a valid driver's license in the State of MN. FEMA IS 100.b, 200.b, 700.a, 800.b and MN HSEM Emergency Management Certification within 3 years of hire.</p>
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Oral and written communications. • Establishing and maintaining effective working relationships with County and other governmental officials, other governmental bodies, industry, and emergency response agencies. • Developing, organizing, and providing education and presentations to small and large groups on response functions. • Developing strategic plans and goals to accomplish the objects of the County in areas of emergency management and response. • Analyzing problems and developing solutions. • Working within and facilitating committee structures. • Preparing and managing programs and project budgets. • Planning, writing, monitoring, implementing, and revising emergency management policies and procedures. • Coordinating the response and restorative efforts of the County to disasters or emergencies. • Prioritizing and organizing a variety of responsibilities. • Estimating costs, applying for funding and grant applications for restorative efforts, emergency equipment and needs. • Ability to communicate with a wide variety of individuals and organizations with tact, diplomacy and a collaborative and/or team approach. • Ability to respond quickly to emergency response notifications.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs			X	
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Unusual or hazardous working conditions related to performance of duties:

Duties may involve working under extreme temperatures, hazardous substances, coordinating emergencies on-site during hazardous spills, natural disasters, or other emergency management situations. Sound safety procedures and guidelines; training in hazardous materials and procedures; use of safety equipment or guidelines; policy and safety manuals and procedures. Duties and responsibilities required of the work can be characterized as involving moderate environmental hazards and risks.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:
Prepared 4/2013 by BCC.

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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

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3	DEPT			Board County Commissioners		
1308	ASSOCIATION MINNESOTA COUNTIES					
122	01-003-000-0000-6241		225.00	LEGISLATIVE CONF - D TVEITBAKK	36744	DUES - BOARD
123	01-003-000-0000-6241		225.00	LEGISLATIVE CONF - D JENSEN	36744	DUES - BOARD
124	01-003-000-0000-6241		225.00	LEGISLATIVE CONF - N PETERSON	36744	DUES - BOARD
1308	ASSOCIATION MINNESOTA COUNTIES		675.00	3 Transactions		
8352	HEMPEL/CODY					
210	01-003-000-0000-6330		35.00	MARCH TECHNOLOGY REIMB		TRAVEL & EXPENSE
8352	HEMPEL/CODY		35.00	1 Transactions		
8014	HUGOS #7					
148	01-003-000-0000-6330		11.34	FOOD FOR MEETING		TRAVEL & EXPENSE
8014	HUGOS #7		11.34	1 Transactions		
9001	INTER COUNTY NURSING					
159	01-003-000-0000-6901		12,476.45	2ND QTR 2013 BILLING	867	APPROPRIATIONS
9001	INTER COUNTY NURSING		12,476.45	1 Transactions		
10026	JENSEN/DONALD J					
207	01-003-000-0000-6330		739.02	MARCH MILEAGE		TRAVEL & EXPENSE
208	01-003-000-0000-6330		42.87	MEALS - AMC/MRCC - ST PAUL		TRAVEL & EXPENSE
10026	JENSEN/DONALD J		781.89	2 Transactions		
10308	JOB'S INCORPORATED					
199	01-003-000-0000-6815		50.00	2013 MEMBERSHIP DUES		ECONOMIC DEVELOPEMENT
10308	JOB'S INCORPORATED		50.00	1 Transactions		
16362	PETERSON/NEIL					
209	01-003-000-0000-6330		426.01	MARCH MILEAGE		TRAVEL & EXPENSE
16362	PETERSON/NEIL		426.01	1 Transactions		
20027	THE TIMES					
178	01-003-000-0000-6231		405.00	LINE PROCEEDINGS		PUBLISHING - BOARD
179	01-003-000-0000-6231		2,535.21	DELINQUENT TAX LIST		PUBLISHING - BOARD
20027	THE TIMES		2,940.21	2 Transactions		
20307	TVEITBAKK/DARRYL					
204	01-003-000-0000-6330		350.30	MARCH MILEAGE		TRAVEL & EXPENSE

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
205 01-003-000-0000-6330		38.55	MEALS - AMC - ST PAUL	TRAVEL & EXPENSE
206 01-003-000-0000-6330		15.00	FEBRUARY TECHNOLOGY REIMB	TRAVEL & EXPENSE
20307 TVEITBAKK/DARRYL		403.85	3 Transactions	
3 DEPT Total:		17,799.75	Board County Commissioners	9 Vendors 15 Transactions
11 DEPT			District Court	
19377 SANFORD THIEF RIVER FALLS				
125 01-011-000-0000-6276		1,018.50	SEX OFFENDER EVAL	57-CR-12-738 FAMILY EVALUATIONS
19377 SANFORD THIEF RIVER FALLS		1,018.50	1 Transactions	
19326 SATHER LAW LTD				
131 01-011-000-0000-6261		53.35	ATTORNEY FEES	57-F1-05-197 COURT APPOINTED ATTORNEYS
127 01-011-000-0000-6261		15.00	ATTORNEY FEES	57-F6-06-50023 COURT APPOINTED ATTORNEYS
130 01-011-000-0000-6261		53.35	ATTORNEY FEES	57-FX-04-625 COURT APPOINTED ATTORNEYS
129 01-011-000-0000-6261		75.00	ATTORNEY FEES	57-PR-11-342 COURT APPOINTED ATTORNEYS
128 01-011-000-0000-6261		90.80	ATTORNEY FEES	57-PR-12-1040 COURT APPOINTED ATTORNEYS
126 01-011-000-0000-6261		60.00	ATTORNEY FEES	57-PR-13-164 COURT APPOINTED ATTORNEYS
19326 SATHER LAW LTD		347.50	6 Transactions	
11 DEPT Total:		1,366.00	District Court	2 Vendors 7 Transactions
41 DEPT			County Auditor	
15323 OFFICE DEPOT				
195 01-041-000-0000-6401		16.02	STYLUS	649810988001 SUPPLIES - AUDITOR
193 01-041-000-0000-6401		9.06	PAPER	650778089001 SUPPLIES - AUDITOR
15323 OFFICE DEPOT		25.08	2 Transactions	
16027 PENNINGTON COUNTY TREASURER				
165 01-041-000-0000-6300		60.00	REIMB INSIGHT TECH BILLING	3222 REPAIRS & MAINTENANCE
164 01-041-000-0000-6401		14.35	REIMB COLOR COPIES	3222 SUPPLIES - AUDITOR
16027 PENNINGTON COUNTY TREASURER		74.35	2 Transactions	
41 DEPT Total:		99.43	County Auditor	2 Vendors 4 Transactions
44 DEPT			County Treasurer	
15323 OFFICE DEPOT				
191 01-044-000-0000-6401		63.70	HP #17	64981821600 SUPPLIES - TREASURER

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name	<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>
15323 OFFICE DEPOT		63.70	1 Transactions	
20027 THE TIMES				
180 01-044-000-0000-6401		195.85	1 M #10 WINDOW ENVELOPES	SUPPLIES - TREASURER
20027 THE TIMES		195.85	1 Transactions	
44 DEPT Total:		259.55	County Treasurer	2 Vendors 2 Transactions
61 DEPT			Election	
5053 ELECTION SYSTEMS & SOFTWARE				
145 01-061-000-0000-6301		255.29	FIRMWARE USAGE	849657 MAINTENANCE AGREEMENT
146 01-061-000-0000-6301		1,148.63	HDW MAINTENANCE - M100	849657 MAINTENANCE AGREEMENT
5053 ELECTION SYSTEMS & SOFTWARE		1,403.92	2 Transactions	
61 DEPT Total:		1,403.92	Election	1 Vendors 2 Transactions
70 DEPT			Data Processing	
4310 D & T VENTURES				
152 01-070-000-0000-6301		450.00	PROPERTY TAX WEBSITE SUPPORT	294646 MAINTENANCE AGREEMENT
4310 D & T VENTURES		450.00	1 Transactions	
8125 HEPPNER CONSULTING				
157 01-070-000-0000-6263		150.00	EMAIL TRACE	2139 COMPUTER SERVICES - DP
158 01-070-000-0000-6263		75.00	EMAIL BACKUP	2139 COMPUTER SERVICES - DP
8125 HEPPNER CONSULTING		225.00	2 Transactions	
9017 INSIGHT TECHNOLOGIES				
147 01-070-000-0000-6401		363.38	10 ULTRIUM TAPE CARTRIDGES	748525 SUPPLIES
9017 INSIGHT TECHNOLOGIES		363.38	1 Transactions	
13355 MN COUNTIES COMPUTER COOP				
136 01-070-000-0000-6263		412.50	13 2ND QTR - BETA TESTING	COMPUTER SERVICES - DP
137 01-070-000-0000-6263		600.00	13 2ND QTR - ENHANCEMENT FUND	COMPUTER SERVICES - DP
138 01-070-000-0000-6263		1,000.00	13 2ND QTR - DATA FILE CHANGES	COMPUTER SERVICES - DP
139 01-070-000-0000-6263		2,952.00	13 2ND QTR - CAMA MAINT & SUPP	COMPUTER SERVICES - DP
140 01-070-000-0000-6263		436.20	13 2ND QTR - IFS GENERAL	COMPUTER SERVICES - DP
141 01-070-000-0000-6263		1,037.47	13 2ND QTR - PAYMATE	COMPUTER SERVICES - DP
142 01-070-000-0000-6263		377.77	13 2ND QTR - FINANCE/GENERAL	COMPUTER SERVICES - DP

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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135		01-070-000-0000-6263		8,207.00	13 2ND QTR - TAX SUPPORT		2Y130449		COMPUTER SERVICES - DP	
143		01-070-000-0000-6801		205.16	13 1ST QTR SHARED MTG - TAX US		2Y130518		MISCELLANEOUS EXPENSE - DP	
144		01-070-000-0000-6801		23.32	13 1ST QTR SHARED MTG - CAMA		2Y130518		MISCELLANEOUS EXPENSE - DP	
13355	MN COUNTIES COMPUTER COOP			15,251.42		10 Transactions				
13329	MN ENTERPRISE TECHNOLOGY SHARED									
134		01-070-000-0000-6263		1,300.00	MARCH FIBER USAGE		100A05801		COMPUTER SERVICES - DP	
13329	MN ENTERPRISE TECHNOLOGY SHARED			1,300.00		1 Transactions				
15323	OFFICE DEPOT									
194		01-070-000-0000-6401		195.21	5 - GREEN BAR PAPER		649810988001		SUPPLIES	
192		01-070-000-0000-6401		197.71	6400 PRINTER RIBBON		650778056001		SUPPLIES	
15323	OFFICE DEPOT			392.92		2 Transactions				
70	DEPT Total:			17,982.72	Data Processing		6 Vendors		17 Transactions	
91	DEPT				County Attorney					
16027	PENNINGTON COUNTY TREASURER									
167		01-091-000-0000-6300		60.00	REIMB INSIGHT TECH BILLING		3221		REPAIRS & MAINTENANCE	
166		01-091-000-0000-6401		5.04	REIMB COLOR COPIES		3221		SUPPLIES	
16027	PENNINGTON COUNTY TREASURER			65.04		2 Transactions				
91	DEPT Total:			65.04	County Attorney		1 Vendors		2 Transactions	
101	DEPT				County Recorder					
13322	MINNESOTA STATE TREASURER									
173		01-101-000-0000-6801		7.50	REGISTERED LAND				MISCELLANEOUS EXPENSE - RECORDER	
169		01-101-000-0000-6825		405.00	MARRIAGE SURCHARGE				MARRIAGE SURCHARGES MN - RECORDER	
172		01-101-000-0000-6827		2,255.50	RECORDER & REGISTRAR FEE				STATE SURCHARGES	
168		01-101-000-0000-6829		123.00	CHILDREN'S SURCHARGE				CHILDREN SURCHARGE MN - RECORDER	
170		01-101-000-0000-6831		552.00	BIRTH/DEATH SURCHARGE				BIRTH/DEATH CERTIF SURCHARGE - REC	
171		01-101-000-0000-6848		410.00	BIRTH RECORD SURCHARGE				BIRTH DEFECT SURCHARGE	
13322	MINNESOTA STATE TREASURER			3,753.00		6 Transactions				
14373	NORTHERN BANK NOTE COMPANY									
155		01-101-000-0000-6262		248.00	REC 57A MN VITAL RECORDS		INV014562		OTHER SERVICES - RECORDER	
14373	NORTHERN BANK NOTE COMPANY			248.00		1 Transactions				

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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
153	14033 NORTHERN STATE BANK 01-101-000-0000-6401		40.23	DEPOSIT TICKETS		SUPPLIES - RECORDER
	14033 NORTHERN STATE BANK		40.23	1 Transactions		
196	15323 OFFICE DEPOT 01-101-000-0000-6401		438.18	HP CE255XD	649810988001	SUPPLIES - RECORDER
	15323 OFFICE DEPOT		438.18	1 Transactions		
101	DEPT Total:		4,479.41	County Recorder	4 Vendors	9 Transactions
102	DEPT			Technology Recording		
150	9021 INFORMATION SYSTEMS CORPORATION 01-102-000-0000-6401		80.16	PLASMON WORM DISK	23112	SUPPLIES
	9021 INFORMATION SYSTEMS CORPORATION		80.16	1 Transactions		
102	DEPT Total:		80.16	Technology Recording	1 Vendors	1 Transactions
111	DEPT			Courthouse		
187	1011 ACE HARDWARE 01-111-000-0000-6300		11.73	BELTS	183026	REPAIRS & MAINTENANCE
188	01-111-000-0000-6300		14.21	PLEXIGLASS	183646	REPAIRS & MAINTENANCE
189	01-111-000-0000-6300		9.61	PUSH PLATE	183771	REPAIRS & MAINTENANCE
190	01-111-000-0000-6300		5.87	SQEEGEE	184291	REPAIRS & MAINTENANCE
	1011 ACE HARDWARE		41.42	4 Transactions		
185	8385 HEARTLAND PAPER CO 01-111-000-0000-6403		278.87	B TISSUE,ROLL TOWELS	G2759941	JANITORIAL SUPPLIES - COURTHOUSE
183	01-111-000-0000-6403		197.69	FOAM CLEANER	G2759942	JANITORIAL SUPPLIES - COURTHOUSE
184	01-111-000-0000-6403		86.88	GLASS CLEANER	G2759951	JANITORIAL SUPPLIES - COURTHOUSE
	8385 HEARTLAND PAPER CO		563.44	3 Transactions		
120	16344 PENNINGTON MAIN 01-111-000-0000-6300		14.34	GAS FOR 4-WHEELER	0123541	REPAIRS & MAINTENANCE
	16344 PENNINGTON MAIN		14.34	1 Transactions		
111	DEPT Total:		619.20	Courthouse	3 Vendors	8 Transactions
132	DEPT			Motor Vehicle		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	Amount			
13498 MARCO, INC				
151 01-132-000-0000-6301	30.14	105437 MAINTENANCE AGREEMENT	INV1357791	MAINTENANCE AGREEMENT
13498 MARCO, INC	30.14	1 Transactions		
132 DEPT Total:	30.14	Motor Vehicle	1 Vendors	1 Transactions
201 DEPT		Sheriff		
2302 BLACK HILLS AMMUNITION				
6 01-201-000-0000-6405	1,198.00	1000 .223 & 500 S&W AMMUNITION	203279	GENERAL SUPPLIES
2302 BLACK HILLS AMMUNITION	1,198.00	1 Transactions		
6006 FARMERS UNION OIL				
23 01-201-000-0000-6560	2,685.60	GAS FOR SQUADS - MARCH	697178	GAS & DIESEL
6006 FARMERS UNION OIL	2,685.60	1 Transactions		
13324 MN STATE SHERIFFS ASSOCIATION				
26 01-201-000-0000-6401	59.05	100 PERMIT TO ACQUIRE	22220	SUPPLIES
13324 MN STATE SHERIFFS ASSOCIATION	59.05	1 Transactions		
15329 OIL BOYZ EXPRESS LUBE				
11 01-201-000-0000-6304	39.42	#1 - OIL & FILTER	97689	REPAIR & MAINTENANCE - SQUADS
12 01-201-000-0000-6304	39.85	#2 - OIL & FILTER	97695	REPAIR & MAINTENANCE - SQUADS
10 01-201-000-0000-6304	74.02	TF - OIL & FILTER, BLADES	97909	REPAIR & MAINTENANCE - SQUADS
15329 OIL BOYZ EXPRESS LUBE	153.29	3 Transactions		
16055 PENNINGTON COUNTY SHERIFF				
5 01-201-000-0000-6304	20.18	#6 - HEADLIGHT FOR SQUAD CAR		REPAIR & MAINTENANCE - SQUADS
16055 PENNINGTON COUNTY SHERIFF	20.18	1 Transactions		
16314 PENNINGTON FAST LUBE				
15 01-201-000-0000-6631	70.00	#3 - INSTALL MUD FLAPS & TOOL	26621	FURNITURE & EQUIPMENT
14 01-201-000-0000-6304	506.18	TF - REPLACE WHEEL BEARINGS	26650	REPAIR & MAINTENANCE - SQUADS
18 01-201-000-0000-6304	127.49	#1 - REPLACE BATTERY	26668	REPAIR & MAINTENANCE - SQUADS
17 01-201-000-0000-6304	102.35	TF - SPARK PLUG & COIL	26678	REPAIR & MAINTENANCE - SQUADS
13 01-201-000-0000-6304	37.89	#8 - OIL & FILTER	41508	REPAIR & MAINTENANCE - SQUADS
16 01-201-000-0000-6304	68.23	#5 - OIL & FILTER, HEADLIGHT, FU	42005	REPAIR & MAINTENANCE - SQUADS
16314 PENNINGTON FAST LUBE	912.14	6 Transactions		
20390 THE SHOP AUTO BODY & TOW SERVICE				

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Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
21	01-201-000-0000-6304		#3 - REPLACE RT FRONT HANDLE	032813	REPAIR & MAINTENANCE - SQUADS
	20390 THE SHOP AUTO BODY & TOW SERVICE		1 Transactions		
201	DEPT Total:	5,125.67	Sheriff	7 Vendors	14 Transactions
219	DEPT		Law Enforcement Center Building		
	4054 DIGI-KEY CORPORATION				
8	01-219-000-0000-6300	27.76	BATTERY FOR EXIT SIGN	41314299	REPAIRS & MAINTENANCE
	4054 DIGI-KEY CORPORATION	27.76	1 Transactions		
219	DEPT Total:	27.76	Law Enforcement Center Building	1 Vendors	1 Transactions
220	DEPT		Law Enforcement - Shared		
	8385 HEARTLAND PAPER CO				
202	01-220-000-0000-6403	267.07	TOWELS,GLOVES,CLEANERS	G2759961	JANITORIAL SUPPLIES-LEC SHARE
	8385 HEARTLAND PAPER CO	267.07	1 Transactions		
	17002 QUILL CORPORATION				
20	01-220-000-0000-6631	320.61	DISPATCH CHAIR	1229684	FURNITURE & EQUIPMENT
	17002 QUILL CORPORATION	320.61	1 Transactions		
	26302 ZEE MEDICAL SERVICE				
22	01-220-000-0000-6801	87.01	IBUTAB,ANTACID,THROAT LOZENGES	110634438	MISCELLANEOUS EXPENSE
	26302 ZEE MEDICAL SERVICE	87.01	1 Transactions		
220	DEPT Total:	674.69	Law Enforcement - Shared	3 Vendors	3 Transactions
222	DEPT		D.A.R.E Program		
	3302 CREATIVE PRODUCT SOURCING INC				
7	01-222-000-0000-6801	1,000.35	143 T-SHIRTS	59014	MISCELLANEOUS EXPENSE - D.A.R.E.
	3302 CREATIVE PRODUCT SOURCING INC	1,000.35	1 Transactions		
222	DEPT Total:	1,000.35	D.A.R.E Program	1 Vendors	1 Transactions
251	DEPT		Jail		
	1380 A'VIANDS LLC				
40	01-251-000-0000-6427	2,210.28	JAIL MEALS 2-24 TO 2-28	60417	JAIL MEALS
44	01-251-000-0000-6403	298.72	TP AND OASIS	60541	JANITORIAL SUPPLIES - JAIL

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Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
					Service Dates	Paid On Bhf #	On Behalf of Name
41		01-251-000-0000-6427		872.01	JAIL MEALS 3-1 TO 3-2	60631	JAIL MEALS
42		01-251-000-0000-6427		3,018.69	JAIL MEALS 3-3 TO 3-9	60632	JAIL MEALS
43		01-251-000-0000-6427		3,006.58	JAIL MEALS 3-10 TO 3-16	60780	JAIL MEALS
	1380	A'VIANDS LLC		9,406.28	5 Transactions		
	13324	MN STATE SHERIFFS ASSOCIATION					
39		01-251-000-0000-6245		112.00	JAIL ACADEMY - PORTER	22190	CONTINUING EDUCATION
	13324	MN STATE SHERIFFS ASSOCIATION		112.00	1 Transactions		
	15323	OFFICE DEPOT					
9		01-251-000-0000-6405		124.75	INK CARTRIDGES,STORAGE BOXES,L	649854727001	GENERAL SUPPLIES - JAIL
	15323	OFFICE DEPOT		124.75	1 Transactions		
	16055	PENNINGTON COUNTY SHERIFF					
1		01-251-000-0000-6330		7.09	MEAL FOR REDWOOD FALLS TRANSP		TRAVEL & EXPENSE
2		01-251-000-0000-6330		4.92	MEAL FOR REDWOOD FALLS TRANSP		TRAVEL & EXPENSE
3		01-251-000-0000-6330		7.15	MAL FOR DOUG REIERSON TRANSPOR		TRAVEL & EXPENSE
4		01-251-000-0000-6330		4.30	MEAL FOR E WATSON TRANSPORT		TRAVEL & EXPENSE
	16055	PENNINGTON COUNTY SHERIFF		23.46	4 Transactions		
	18127	RELIANCE TELEPHONE SYSTEMS					
35		01-251-000-0000-6631		568.72	CAMERA & INSTALL	8113	FURNITURE & EQUIPMENT - JAIL
	18127	RELIANCE TELEPHONE SYSTEMS		568.72	1 Transactions		
	19377	SANFORD THIEF RIVER FALLS					
37		01-251-000-0000-6255		83.19	DOCTOR - 12-288	021213	MEDICAL - LOCAL
	19377	SANFORD THIEF RIVER FALLS		83.19	1 Transactions		
251	DEPT Total:			10,318.40	Jail	6 Vendors	13 Transactions
255	DEPT				Sentenced To Serve Program		
	6006	FARMERS UNION OIL					
24		01-255-000-0000-6330		717.77	GAS FOR STS - MARCH	697207	TRAVEL & EXPENSE
25		01-255-000-0000-6405		47.79	5 PR GLOVES	697207	GENERAL SUPPLIES - S.T.S.
	6006	FARMERS UNION OIL		765.56	2 Transactions		
255	DEPT Total:			765.56	Sentenced To Serve Program	1 Vendors	2 Transactions

Pennington County Financial System



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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
259	DEPT			Canteen Collections		
11001	KEEFE SUPPLY COMPANY					
34	01-259-000-0000-6405		61.56	HOT POTS	S106455	GENERAL SUPPLIES - CANTEEN
11001	KEEFE SUPPLY COMPANY		61.56	1 Transactions		
16313	PENNINGTON COUNTY AUDITOR					
19	01-259-000-0000-6631		135.00	ADDED POLICY TO ALLOW DVR CONN	748084	FURNITURE & EQUIPMENT
16313	PENNINGTON COUNTY AUDITOR		135.00	1 Transactions		
16300	PIZZA CORNER INC					
38	01-259-000-0000-6405		64.00	16 PIZZAS	934424	GENERAL SUPPLIES - CANTEEN
16300	PIZZA CORNER INC		64.00	1 Transactions		
20357	TURNKEY CORRECTIONS					
29	01-259-000-0000-6405		10.75	E-MAIL 2-1 TO 2-18	26260	GENERAL SUPPLIES - CANTEEN
27	01-259-000-0000-6405		300.32	VENDING & CANTEEN 3-1 TO 3-15	26402	GENERAL SUPPLIES - CANTEEN
28	01-259-000-0000-6405		884.37	84 - \$5 AND 41-\$10 PHONE CARDS	26403	GENERAL SUPPLIES - CANTEEN
32	01-259-000-0000-6405		249.82	VENDING & CANTEEN 3-16 TO 3-31	26569	GENERAL SUPPLIES - CANTEEN
33	01-259-000-0000-6405		793.90	95-\$5 AND 27 - \$10 PHONE CARDS	26570	GENERAL SUPPLIES - CANTEEN
30	01-259-000-0000-6405		17.98	INDIGENT 3-1 TO 3-31	26604	GENERAL SUPPLIES - CANTEEN
31	01-259-000-0000-6405		87.99	E-MAIL 3-1 TO 3-31	26605	GENERAL SUPPLIES - CANTEEN
20357	TURNKEY CORRECTIONS		2,345.13	7 Transactions		
23309	WHOLESALE SUPPLY CO INC					
36	01-259-000-0000-6405		383.82	MARLBORO,PYRAMID,HUSKY,BURRITO	1323492	GENERAL SUPPLIES - CANTEEN
23309	WHOLESALE SUPPLY CO INC		383.82	1 Transactions		
259	DEPT Total:		2,989.51	Canteen Collections	5 Vendors	11 Transactions
501	DEPT			Auditorium		
6001	FALLS DAY ACTIVITY CENTER					
133	01-501-000-0000-6262		123.98	CLEAN AUDITORIUM		OTHER SERVICES
6001	FALLS DAY ACTIVITY CENTER		123.98	1 Transactions		
11045	KIP & CHUCKS LOCK & KEY SHOP					
121	01-501-000-0000-6403		4.01	DUPLICATE KEY-ARCHERY CLUB	871934	JANITORIAL SUPPLIES
11045	KIP & CHUCKS LOCK & KEY SHOP		4.01	1 Transactions		
16027	PENNINGTON COUNTY TREASURER					

Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
174	01-501-000-0000-6801		908.00	TAX - AUDITORIUM	25.00338760	MISCELLANEOUS EXPENSE
16027	PENNINGTON COUNTY TREASURER		908.00	1 Transactions		
501	DEPT Total:		1,035.99	Auditorium	3 Vendors	3 Transactions
601	DEPT			County Extension		
16313	PENNINGTON COUNTY AUDITOR					
160	01-601-000-0000-6209		181.71	MARCH POSTAGE	3225	POSTAGE
161	01-601-000-0000-6401		71.96	COLOR COPIES	3225	SUPPLIES - EXTENSION
16313	PENNINGTON COUNTY AUDITOR		253.67	2 Transactions		
19353	SWANSON/KIM					
162	01-601-000-0000-6401		117.99	PUBLISHER 2010		SUPPLIES - EXTENSION
163	01-601-000-0000-6401		18.96	OVERHEAD PROJ BULBS		SUPPLIES - EXTENSION
19353	SWANSON/KIM		136.95	2 Transactions		
601	DEPT Total:		390.62	County Extension	2 Vendors	4 Transactions
800	DEPT			Social Services Building Complex		
8385	HEARTLAND PAPER CO					
181	01-800-000-0000-6403		422.04	ROLL TOWEL,B TISSUE,HAND CLNR	G2760011	JANITORIAL SUPPLIES
182	01-800-000-0000-6403		106.22	GARBAGE BAGS	G2760031	JANITORIAL SUPPLIES
8385	HEARTLAND PAPER CO		528.26	2 Transactions		
16027	PENNINGTON COUNTY TREASURER					
175	01-800-000-0000-6801		103.59	TAX - WELFARE PARKING LOT	25.00320470	MISCELLANEOUS EXPENSE
16027	PENNINGTON COUNTY TREASURER		103.59	1 Transactions		
18327	REIERSON EXCAVATING					
132	01-800-000-0000-6262		180.00	SNOW REMOVAL - MARCH		OTHER SERVICES-WELFARE BUILDING
18327	REIERSON EXCAVATING		180.00	1 Transactions		
800	DEPT Total:		811.85	Social Services Building Complex	3 Vendors	4 Transactions
801	DEPT			Unallocated Revenue		
2346	BJORKLUND COMPENSATION CONSULTII					
198	01-801-000-0000-6262		260.00	REVISE & EVALUATE -EMERGENCY M	3057	OTHER SERVICES

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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
2346	BJORKLUND COMPENSATION CONSULTI		260.00		1 Transactions	
203	6305 FLAAGAN/JODI 01-801-000-0000-6853		1,008.00	31.5 HOURS TZD GRANT		TOWARD ZERO DEATH GRANT
	6305 FLAAGAN/JODI		1,008.00		1 Transactions	
149	13498 MARCO, INC 01-801-000-0000-6301		175.99	EQ238936 MAINTENANCE AGREEMENT	INV1355325	MAINTENANCE AGREEMENT
	13498 MARCO, INC		175.99		1 Transactions	
186	14123 NORTHWEST BEVERAGE INC 01-801-000-0000-6801		54.50	WATER	5447	MISCELLANEOUS EXPENSE
	14123 NORTHWEST BEVERAGE INC		54.50		1 Transactions	
197	15323 OFFICE DEPOT 01-801-000-0000-6401		117.40	LEAD,STAPLERS,PENS,POST-ITS	649810988001	SUPPLIES-UNALLOCATED
	15323 OFFICE DEPOT		117.40		1 Transactions	
177	16027 PENNINGTON COUNTY TREASURER 01-801-000-0000-6801		39.58	TAX - WETLAND BANK	07.03415002	MISCELLANEOUS EXPENSE
	16027 PENNINGTON COUNTY TREASURER		39.58		1 Transactions	
154	16328 PEPSI COLA BOTTLING CO 01-801-000-0000-6838		164.80	PEPSI PRODUCTS	25052854	POP MACHINE EXPENSE
	16328 PEPSI COLA BOTTLING CO		164.80		1 Transactions	
801	DEPT Total:		1,820.27	Unallocated Revenue	7 Vendors	7 Transactions
1	Fund Total:		69,145.99	County Revenue		131 Transactions

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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		
89	7081 FRANKLIN MIDDLE SCHOOL		178.00	VENDING MACHINE SUPPLIES		SUPPLIES
	7081 FRANKLIN MIDDLE SCHOOL		178.00	1 Transactions		
81	13498 MARCO, INC		26.72	10420 CONTRACT MARCH		MAINTENANCE AGREEMENT
	13498 MARCO, INC		26.72	1 Transactions		
77	13197 MODEL LAUNDRY		137.87	SHOP 500 RUGS		OTHER SERVICES
	13197 MODEL LAUNDRY		137.87	1 Transactions		
74	14123 NORTHWEST BEVERAGE INC		13.00	WATER		SUPPLIES
	14123 NORTHWEST BEVERAGE INC		13.00	1 Transactions		
64	15051 OFFICE MAX		87.58	LAMINATING PAPER, FOLDERS PENS		SUPPLIES
	15051 OFFICE MAX		87.58	1 Transactions		
48	20027 THE TIMES		85.00	AD MTC FOREMAN 2X		ADVERTISING
49	20027 THE TIMES		135.00	AD 5 YR ROAD & BRIDGE PLAN		ADVERTISING
	20027 THE TIMES		220.00	2 Transactions		
47	21330 UNIVERSITY OF MINNESOTA		205.00	ACCTS CONFERENCE	22731	CONTINUING EDUCATION
	21330 UNIVERSITY OF MINNESOTA		205.00	1 Transactions		
320	DEPT Total:		868.17	Highway Administration	7 Vendors	8 Transactions
330	DEPT			Highway Maintenance		
80	13353 MARSHALL COUNTY HIGHWAY DEPARTI		609.60	BRIDGE INSPECTION		CONSULTING & LEGAL SERVICES
	13353 MARSHALL COUNTY HIGHWAY DEPARTI		609.60	1 Transactions		
78	13339 MATHIEU/JAY		234.64	MEALS - BRIDGE CLASS		TRAVEL & EXPENSE

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
79 03-330-000-0000-6330		144.33		TRAVEL & EXPENSE
13339 MATHIEU/JAY		378.97	2 Transactions	
16312 PRIBULA/BEN				
61 03-330-000-0000-6330		49.17		TRAVEL & EXPENSE
62 03-330-000-0000-6330		42.02		TRAVEL & EXPENSE
16312 PRIBULA/BEN		91.19	2 Transactions	
330 DEPT Total:		1,079.76	Highway Maintenance 3 Vendors	5 Transactions
350 DEPT			Equipment & Maintenance Shop	
1364 AUTO VALUE				
104 03-350-000-0000-6556		26.26	OXYGEN SIGN TRUCK	SHOP SUPPLIES
106 03-350-000-0000-6556		112.36	ARGON SHOP 211	SHOP SUPPLIES
111 03-350-000-0000-6556		19.11	WASH FLUID SHOP 211	SHOP SUPPLIES
116 03-350-000-0000-6556		4.26	VALVE CORE TOOL SHOP 500	SHOP SUPPLIES
117 03-350-000-0000-6556		26.33	STYLUS & BATTERIES SHOP 500	SHOP SUPPLIES
103 03-350-000-0000-6564		18.03	CLEARANCE MARKER,BULBS,U 242	EQUIPMENT REPAIR PARTS
105 03-350-000-0000-6564		22.21	TURBO POWER UNIT 208	EQUIPMENT REPAIR PARTS
107 03-350-000-0000-6564		119.58	AIR FILTER U 206,209	EQUIPMENT REPAIR PARTS
108 03-350-000-0000-6564		7.90	SNOWBRUSH UNIT 310	EQUIPMENT REPAIR PARTS
109 03-350-000-0000-6564		19.43	WIPER BLADES UNIT 242	EQUIPMENT REPAIR PARTS
110 03-350-000-0000-6564		150.44	ANTI GEL TRUCKS	EQUIPMENT REPAIR PARTS
112 03-350-000-0000-6564		37.96	ELECTRICAL TAPE BATTERY TERMIN	EQUIPMENT REPAIR PARTS
113 03-350-000-0000-6564		20.30	SPRAY PAINT UNIT 242	EQUIPMENT REPAIR PARTS
114 03-350-000-0000-6564		24.13	WIPER BLADES UNIT 310	EQUIPMENT REPAIR PARTS
115 03-350-000-0000-6564		7.67	EPOXY FLEX NUT UNIT 306	EQUIPMENT REPAIR PARTS
118 03-350-000-0000-6564		86.81	FILTERS UNIT 285	EQUIPMENT REPAIR PARTS
119 03-350-000-0000-6564		59.79	AIR FILTERS UNIT 206	EQUIPMENT REPAIR PARTS
1364 AUTO VALUE		762.57	17 Transactions	
3326 CEDARS HOLDING CORP INC				
201 03-350-000-0000-6564		50.00	RAILS FOR UNIT 242 683	EQUIPMENT REPAIR PARTS
3326 CEDARS HOLDING CORP INC		50.00	1 Transactions	
5301 EVANS STEEL COMPANY				
100 03-350-000-0000-6556		25.12	9" GRINDING DISC SHOP 500	SHOP SUPPLIES
101 03-350-000-0000-6556		267.19	USED LOCKERS	SHOP SUPPLIES
102 03-350-000-0000-6564		20.33	PIPE TUBING UNIT 206	EQUIPMENT REPAIR PARTS

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
No. Account/Formula	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5301 EVANS STEEL COMPANY		312.64	3 Transactions		
6310 FAIRCHILD EQUIPMENT					
200 03-350-000-0000-6564		193.77	ARM WIPER	175030	EQUIPMENT REPAIR PARTS
6310 FAIRCHILD EQUIPMENT		193.77	1 Transactions		
6006 FARMERS UNION OIL					
99 03-350-000-0000-6562		28.05	OIL UNIT 306		MOTOR OIL & LUBRICANTS
93 03-350-000-0000-6564		3,345.00	DIESEL SHOP 215		EQUIPMENT REPAIR PARTS
94 03-350-000-0000-6564		7,411.18	GAS & DIESEL SHOP 500		EQUIPMENT REPAIR PARTS
95 03-350-000-0000-6564		2,940.93	DIESEL SHOP 211		EQUIPMENT REPAIR PARTS
96 03-350-000-0000-6564		1,520.28	DIESEL SHOP 212		EQUIPMENT REPAIR PARTS
97 03-350-000-0000-6564		3,407.72	DIESEL SHOP 213		EQUIPMENT REPAIR PARTS
98 03-350-000-0000-6564		83.31	BATTERIES UNIT 263		EQUIPMENT REPAIR PARTS
6006 FARMERS UNION OIL		18,736.47	7 Transactions		
6349 FASTENAL COMPANY					
92 03-350-000-0000-6564		137.31	MOLD BOARD & WING BOLTS GRADER	MNROS53547	EQUIPMENT REPAIR PARTS
6349 FASTENAL COMPANY		137.31	1 Transactions		
6306 FLEET DISTRIBUTING					
90 03-350-000-0000-6564		24.54	SOAP STONE & BOLTS U 202		EQUIPMENT REPAIR PARTS
91 03-350-000-0000-6564		15.30	HITCH PIN UNIT 242		EQUIPMENT REPAIR PARTS
6306 FLEET DISTRIBUTING		39.84	2 Transactions		
7337 GCR TIRE STORES					
88 03-350-000-0000-6564		20.00	FIX TIRE UNIT 306	25367	EQUIPMENT REPAIR PARTS
87 03-350-000-0000-6564		938.00	TIRES UNIT 208 & 209	25465	EQUIPMENT REPAIR PARTS
7337 GCR TIRE STORES		958.00	2 Transactions		
8014 HUGOS #7					
83 03-350-000-0000-6556		41.59	TP & PAPER TOWELS		SHOP SUPPLIES
84 03-350-000-0000-6556		35.28	SHOP 500 SUPPLIES		SHOP SUPPLIES
85 03-350-000-0000-6556		37.45	ROLLS FOR DIST 2 MTG		SHOP SUPPLIES
86 03-350-000-0000-6556		17.26	SHOP 500 SUPPLIES		SHOP SUPPLIES
8014 HUGOS #7		131.58	4 Transactions		
10008 JOHN DEERE FINANCIAL					
82 03-350-000-0000-6564		2.66	SCREW & BOLT UNIT 286		EQUIPMENT REPAIR PARTS

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
10008 JOHN DEERE FINANCIAL		2.66	1 Transactions	
14316 NELSON EQUIPMENT OF TRF INC				
75 03-350-000-0000-6564		17.91	FITTINGS COUPLER UNIT 242	EQUIPMENT REPAIR PARTS
76 03-350-000-0000-6564		1.37	ELBOW UNIT 303	EQUIPMENT REPAIR PARTS
14316 NELSON EQUIPMENT OF TRF INC		19.28	2 Transactions	
14312 NORTHWEST POWER SYSTEMS				
67 03-350-000-0000-6556		2.28	AIR HOSE END SHOP 500	SHOP SUPPLIES
68 03-350-000-0000-6564		55.86	HYD HOSE FITTINGS UNIT 310	EQUIPMENT REPAIR PARTS
69 03-350-000-0000-6564		16.22	ORINGS UNIT 209	EQUIPMENT REPAIR PARTS
70 03-350-000-0000-6564		11.33	ORINGS UNIT 208	EQUIPMENT REPAIR PARTS
71 03-350-000-0000-6564		68.24	HOSE FITTINGS UNIT 242	EQUIPMENT REPAIR PARTS
72 03-350-000-0000-6564		7.18	ORING UNIT 263	EQUIPMENT REPAIR PARTS
73 03-350-000-0000-6564		7.40	WASHER TIP UNIT 263	EQUIPMENT REPAIR PARTS
14312 NORTHWEST POWER SYSTEMS		168.51	7 Transactions	
15319 O'REILLY AUTOMOTIVE INC				
65 03-350-000-0000-6564		29.37	TOOLS UNIT 286	EQUIPMENT REPAIR PARTS
66 03-350-000-0000-6564		36.29	WIPERS UNIT 208	EQUIPMENT REPAIR PARTS
15319 O'REILLY AUTOMOTIVE INC		65.66	2 Transactions	
16393 PAHLEN/CHRIS				
63 03-350-000-0000-6556		15.59	WELDING SUPPLIES	SHOP SUPPLIES
16393 PAHLEN/CHRIS		15.59	1 Transactions	
13318 RDO FINANCIAL SERVICES COMPANY				
55 03-350-000-0000-6564		22.18	CLAMP UNIT 202	EQUIPMENT REPAIR PARTS
56 03-350-000-0000-6564		731.53	REPAIR UNIT 202	EQUIPMENT REPAIR PARTS
57 03-350-000-0000-6564		694.14	SOLENOIDMHYD OIL UNIT 202 & 20	EQUIPMENT REPAIR PARTS
58 03-350-000-0000-6564		89.71	SOLENOID VALVE UNIT 202 & 204	EQUIPMENT REPAIR PARTS
59 03-350-000-0000-6564		71.97	LIGHT UNIT 202	EQUIPMENT REPAIR PARTS
60 03-350-000-0000-6564		545.18-	RETURN SOLENOID VALVE U 202	EQUIPMENT REPAIR PARTS
13318 RDO FINANCIAL SERVICES COMPANY		1,064.35	6 Transactions	
18106 RED LAKE COUNTY COOP				
52 03-350-000-0000-6418		931.60	PROPANE SHOP 211	28839 PROPANE FOR HEATING SHOPS
54 03-350-000-0000-6418		710.25	PROPANE SHOP 213	28870 PROPANE FOR HEATING SHOPS
53 03-350-000-0000-6418		290.43	PROPANE SHOP 213	28874 PROPANE FOR HEATING SHOPS

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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
No. Account/Formula	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
				<u>On Behalf of Name</u>
18106 RED LAKE COUNTY COOP		1,932.28	3 Transactions	
19300 SNAP-ON TOOLS				
51 03-350-000-0000-6564		143.05	SHOP 500 TOOLS	EQUIPMENT REPAIR PARTS
19300 SNAP-ON TOOLS		143.05	1 Transactions	
19360 SPEED'S AUTO SERVICE				
50 03-350-000-0000-6564		183.81	FUEL PRESSURE REGULATOR	EQUIPMENT REPAIR PARTS
19360 SPEED'S AUTO SERVICE		183.81	UNIT 304 1 Transactions	
23318 WALLWORK TRUCK CENTER				
46 03-350-000-0000-6564		71.85	SENSOR UNIT 303	EQUIPMENT REPAIR PARTS
23318 WALLWORK TRUCK CENTER		71.85	1 Transactions	
26302 ZEE MEDICAL SERVICE				
45 03-350-000-0000-6428		48.93	FIRST AID SUPPLIES	SAFETY EQUIPMENT
26302 ZEE MEDICAL SERVICE		48.93	1 Transactions	
350 DEPT Total:		25,038.15	Equipment & Maintenance Shop	20 Vendors 64 Transactions
3 Fund Total:		26,986.08	Road & Bridge	77 Transactions

Pennington County Financial System



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32 Solid Waste Facility

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<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>
390	DEPT			Score Recycling		
	12123 LES'S SANITATION SERVICE					
156	32-390-000-0000-6262		867.50	RECYCLING NEWSPAPERS	130104	OTHER SERVICES-SCORE ACCOUNT
	12123 LES'S SANITATION SERVICE		867.50	1 Transactions		
390	DEPT Total:		867.50	Score Recycling	1 Vendors	1 Transactions
32	Fund Total:		867.50	Solid Waste Facility		1 Transactions

Pennington County Financial System



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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
775	DEPT			County Ditch #75		
16027	PENNINGTON COUNTY TREASURER					
176	40-775-000-0000-6262		90.00	TAX - DITCH BENEFITS CD #41	20.00000200	OTHER SERVICES
16027	PENNINGTON COUNTY TREASURER		90.00	1 Transactions		
775	DEPT Total:		90.00	County Ditch #75	1 Vendors	1 Transactions
40	Fund Total:		90.00	Ditch Funds		1 Transactions
	Final Total:		97,089.57	103 Vendors	210 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	69,145.99	County Revenue
3	26,986.08	Road & Bridge
32	867.50	Solid Waste Facility
40	90.00	Ditch Funds
All Funds	97,089.57	Total

Approved by,

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4/9/13

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Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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
1	6347 FULTON/JIM 01-251-000-0000-6330		14.09	MEAL FOR REIERSON/GROND TRANSP	032813	TRAVEL & EXPENSE
	6347 FULTON/JIM		14.09	1 Transactions		
39	8352 HEMPEL/CODY 01-003-000-0000-6103		65.00	PER DIEM - TECH MTG - TRF	030113	PER DIEMS - BOARD
40	01-003-000-0000-6103		65.00	PER DIEM - CITY-COUNTY-TR	030413	PER DIEMS - BOARD
41	01-003-000-0000-6103		100.00	PER DIEM - CHAMBER-EXTENSION-T	030713	PER DIEMS - BOARD
42	01-003-000-0000-6103		65.00	PER DIEM - NCTC ADVISORY - TRF	032213	PER DIEMS - BOARD
	8352 HEMPEL/CODY		295.00	4 Transactions		
18	10026 JENSEN/DONALD J 01-003-000-0000-6330		9.56	MEAL - NCLUCB - CHISHOLM		TRAVEL & EXPENSE
19	01-003-000-0000-6330		5.75	MEAL - ATP - FOSSTON		TRAVEL & EXPENSE
20	01-003-000-0000-6103		65.00	PER DIEM - HWY/CITY COUNTY-TRF	030413	PER DIEMS - BOARD
21	01-003-000-0000-6103		65.00	PER DIEM - PERSONNEL - TRF	030613	PER DIEMS - BOARD
22	01-003-000-0000-6103		100.00	PER DIEM - NCLUCB - CHISHOLM	030713	PER DIEMS - BOARD
23	01-003-000-0000-6103		65.00	PER DIEM - TAC - TRF	030813	PER DIEMS - BOARD
24	01-003-000-0000-6103		65.00	PER DIEM -HWY - TRF	031313	PER DIEMS - BOARD
25	01-003-000-0000-6103		65.00	PER DIEM - ATP - FOSSTON	031413	PER DIEMS - BOARD
26	01-003-000-0000-6103		65.00	PER DIEM - JTC - BEMIDJI	031813	PER DIEMS - BOARD
27	01-003-000-0000-6103		100.00	PER DIEM - MRCC/AMC - ST PAUL	031913	PER DIEMS - BOARD
28	01-003-000-0000-6103		100.00	PER DIEM - MRCC/AMC - ST PAUL	032013	PER DIEMS - BOARD
29	01-003-000-0000-6103		100.00	PER DIEM - MRCC/AMC - ST PAUL	032113	PER DIEMS - BOARD
30	01-003-000-0000-6103		65.00	PER DIEM - PERSONNEL - TRF	032613	PER DIEMS - BOARD
31	01-003-000-0000-6103		65.00	PER DIEM - JTC - BEMIDJI	032813	PER DIEMS - BOARD
	10026 JENSEN/DONALD J		935.31	14 Transactions		
32	16362 PETERSON/NEIL 01-003-000-0000-6103		65.00	PER DIEM - CITY-COUNTY/HWY - T	030413	PER DIEMS - BOARD
33	01-003-000-0000-6103		65.00	PER DIEM - EXTENSION - TRF	030713	PER DIEMS - BOARD
34	01-003-000-0000-6103		65.00	PER DIEM - BUILDING - TRF	031213	PER DIEMS - BOARD
35	01-003-000-0000-6103		65.00	PER DIEM - HWY/INTERVIEW-TRF	031313	PER DIEMS - BOARD
36	01-003-000-0000-6103		100.00	PER DIEM - MRCC/AMC - ST PAUL	031913	PER DIEMS - BOARD
37	01-003-000-0000-6103		100.00	PER DIEM - MRCC/AMC - ST PAUL	032013	PER DIEMS - BOARD
38	01-003-000-0000-6103		100.00	PER DIEM - MRCC/AMC - ST PAUL	032113	PER DIEMS - BOARD
	16362 PETERSON/NEIL		560.00	7 Transactions		
2	19343 SKJERVEN/MELISSA 01-251-000-0000-6330		6.24	MEAL FOR P LOFBERG TRANSPORT	040413	TRAVEL & EXPENSE

Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 County Revenue

Vendor No.	Vendor Name	Account/Formula	Accr	Rpt Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
3		01-251-000-0000-6330		3.21	MEAL FOR P LOFBERG TRANSPORT		040413		TRAVEL & EXPENSE	
	19343	SKJERVEN/MELISSA		9.45		2 Transactions				
	20307	TVEITBAKK/DARRYL								
12		01-003-000-0000-6103		65.00	PER DIEM - TRFORWARD - CHAMBER		020113		PER DIEMS - BOARD	
13		01-003-000-0000-6103		65.00	PER DIEM - TECH MTG- TRF		020513		PER DIEMS - BOARD	
14		01-003-000-0000-6103		65.00	PER DIEM - BUILDING - TRF		021913		PER DIEMS - BOARD	
15		01-003-000-0000-6103		65.00	PER DIEM - TRFRAA - TRF		022013		PER DIEMS - BOARD	
16		01-003-000-0000-6103		65.00	PER DIEM- PERSONNEL - TRF		022113		PER DIEMS - BOARD	
17		01-003-000-0000-6103		65.00	PER DIEM - TRFORWARD - CHAMBER		022713		PER DIEMS - BOARD	
6		01-003-000-0000-6103		65.00	PER DIEM - PERSONNEL - TRF		030613		PER DIEMS - BOARD	
7		01-003-000-0000-6103		65.00	PER DIEM - PERSONNEL - TRF		031813		PER DIEMS - BOARD	
8		01-003-000-0000-6103		100.00	PER DIEM - AMC - ST PAUL		031913		PER DIEMS - BOARD	
9		01-003-000-0000-6103		100.00	PER DIEM - AMC - ST PAUL		032013		PER DIEMS - BOARD	
10		01-003-000-0000-6103		100.00	PER DIEM - AMC - ST PAUL		032113		PER DIEMS - BOARD	
11		01-003-000-0000-6103		65.00	PER DIEM - PERSONNEL - TRF		032613		PER DIEMS - BOARD	
	20307	TVEITBAKK/DARRYL		885.00		12 Transactions				
1 Fund Total:				2,698.85	County Revenue			6 Vendors		40 Transactions

Pennington County Financial System



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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

	<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 # On Behalf of Name</u>
5	6350 FLAAGAN/MIKE 03-320-000-0000-6330		12.33	MEAL - CONTRACT MGMNT-MEBIDJI	031513 TRAVEL & EXPENSE
	6350 FLAAGAN/MIKE		12.33	1 Transactions	
4	13309 MARQUIS/LORI 03-320-000-0000-6330		11.25	MEAL - CONTRACT MGMNT-MEBIDJI	031513 TRAVEL & EXPENSE
	13309 MARQUIS/LORI		11.25	1 Transactions	
3 Fund Total:			23.58	Road & Bridge	2 Vendors 2 Transactions
Final Total:			2,722.43	8 Vendors	42 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	2,698.85	County Revenue
	3	23.58	Road & Bridge
All Funds		2,722.43	Total

Approved by,

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**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
TUESDAY, MARCH 26th, 2013, 4:00 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, March 26th, 2013 at 4:00 p.m. Members present: Cody Hempel, Donald Jensen, Neil Peterson, Oliver “Skip” Swanson, and Darryl Tveitbakk. Members absent: none.

The Chairman called the Hearing on the Five-Year Road & Bridge Plan to order as advertised. In attendance were County Engineer Mike Flaagan, The Times reporter Scott D’Camp, Gerald Hermreck, Don Dyrdal, Matthew Noehring, Steve Olson, Donald Jorde, Alexis Paul, Wes Paul, Ben Pribula, and Robert Bastian.

County Engineer Mike Flaagan was called on to review the Five-Year Road & Bridge Construction Plan. Mr. Flaagan reviewed each project planned for years 2013 to 2017 along with the estimated costs and amount of County State Aid funds estimated to be available for each project. A map showing the locations of each project was also provided to those in attendance. The majority of the persons in attendance were present to discuss paving Dewey Ave. further north, possibly to the Pennington/Marshall County line. It was explained that this road is not currently designated a CSAH highway and would require a realignment of CSAH miles. The County Board did include this project at the end of the Five-Year plan in 2017.

The Public Hearing was closed at 4:45 p.m. and the County Board recessed the meeting until 5:00 p.m.

The County Board meeting was called back to order at 5:00 p.m. The County Board recited the Pledge of Allegiance.

Human Services Director Ken Yutrzenka presented the Human Services Committee Consent Agenda from the March 19th, 2013 meeting. On a motion by Commissioner Jensen and seconded by Commissioner Swanson, the following recommendations of the Pennington County Human Services Committee for March 19th, 2013 (detailed minutes on record) are hereby adopted. Motion unanimously carried.

SECTION A

- I. Approval of the February 19, 2013 Human Service Committee meeting minutes.

SECTION B

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

The Chairman acknowledged the letter from the Department of Human Services that all fiscal reports were submitted properly and on time.

Mary Hilbrand, Regional Program Coordinator for Homeland Security and Emergency Management, met with the County Board regarding the Emergency Manager position. She stated that the County Sheriff could no longer be the Emergency Manager but it could be a part-time position held by one person who also has a part-time position doing other duties. The Emergency Manager must have direct correspondence with the County Board in times of an emergency. Minnesota Statutes says that each County or City shall appoint an Emergency Manager and if not the County Board Chair or City Mayor will be the Emergency Manager. Smaller cities usually agree to be part of the County plan but cities the size of Thief River Falls need to have their own plan and the Emergency Manager could hold a joint position for both the County and City. There is a three-year grant to help pay for start-up costs of this position and that would need to be applied for. Mary Hilbrand suggested this be a ¾ time position.

County Sheriff Ray Kuznia made a request to hire Austin Porter for the part-time Correctional Officer position. Motioned by Commissioner Jensen, seconded by Commissioner Tveitbakk, to approve the hiring of Austin Porter for the part-time Correctional Officer position. Motion carried.

County Engineer Mike Flaagan informed the County Board that the Maintenance Foreman position has been offered to Mike Stennes and he has accepted the position starting April 15th, 2013. This will become a salaried position and a proposed pay schedule was provided. Motioned by Commissioner Jensen, seconded by Commissioner Peterson, to approve the Maintenance Foreman position pay schedule. Motion unanimously carried.

Motioned by Commissioner Jensen, seconded by Commissioner Peterson, to hire Mike Stennes as Maintenance Foreman at the 2nd step of the salary schedule to begin April 15th, 2013. Motion unanimously carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson, to authorize the County Auditor and County Engineer to advertise for bids for overlay project SAP 57-623-006, SAP 57-612-010, SAP 57-610-010, and SAP 57-608-06, to be opened May 13th, 2013 at 10:00 a.m. Motion unanimously carried.

Engineer Flaagan presented the abstracts for the bids opened March 12th, 2013 for fuel, culvert supplies, and equipment rental for 2013. The County Engineer made a recommendation to approve the bids received.

Motioned by Commissioner Jensen, seconded by Commissioner Peterson, to approve the equipment rental bids received from the following persons or businesses and direct the County Engineer to use the lowest bid available. Motion unanimously carried.

Nelson Bros. Excavation	TR Excavation	Glen Jensen Construction
Ralph McKeever Const.	Beito Repair	Garry Gravel
Wright Construction	Hedeem Const.	K&K Trucking
Thygeson Const.	Olson Const. of TRF	Sellin Bros.

Art Laudal & Son, Inc.	Triple D Const.
Brummond Excavating	Jeff Olson Construction
Davidson Construction	Nelson Brothers Construction

Motioned by Commissioner Peterson, seconded by Commissioner Jensen, to accept the fuel bid of Farmers Union Oil Co. as submitted and shown below. Motion unanimously carried.

FUEL SUPPLY FOR 2013:

	Gasohol	No.1 Low Sulphur	No.2 Low Sulphur	Diesel Sulphur
Farmer's *	\$.10-	\$.10-	\$.10-	\$.10-
Union Oil **	\$.10-	\$.10-	\$.10-	\$.10-

* Delivered
 ** Dealer Pump

Motioned by Commissioner Jensen, seconded by Commissioner Peterson, to accept the True North Steel bids for culvert supplies and instruct the County Engineer to use the low bid for specific culverts. Motion unanimously carried.

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

TRANSPORTATION FUNDING RESOLUTION

WHEREAS, Minnesota Counties have had to rely increasingly on the property tax to maintain roads and bridges; and

WHEREAS, agriculture is 25% of the Minnesota economy and Minnesota is 6th in the nation in agricultural product exports; and

WHEREAS, the annual funding gap for counties has resulted in deferring basic maintenance delaying expansion projects, delaying the construction of a ten ton road system to allow for efficient farm to market routes, with resulting safety concerns; and

WHEREAS, the rural roads network in the state should be adequate to bring goods to market as legal truck weights have been on the increase; and

WHEREAS, transportation-related jobs put over \$2.8 billion in the pockets of Minnesotans and generated \$195 million in income tax revenue in 2011; and

WHEREAS, according to the Federal Highway Administration, (FHWA) every \$1 billion invested in highway construction would support approximately 27,800 jobs; and

WHEREAS, the current State funding distribution to counties is not sustainable for six out of eight transportation districts; and

WHEREAS, transportation funding comes primarily from user fees and are constitutionally dedicated to transportation purposes; and

WHEREAS, the wheelage fee and local option sales tax for transportation should be options for all county boards to implement to meet their specific county needs; and

WHEREAS, a comprehensive transportation solution should include funding for roads, bridges and transit, and address the varying needs in different parts of the state;
NOW, THEREFORE, BE IT RESOLVED, that the Pennington County Board of Commissioners encourages the Minnesota Legislature to pass and the Governor to sign a bill that brings adequate and sustainable funding to Minnesota’s statewide transportation system.

Motioned by Commissioner Swanson, seconded by Commissioner Jensen, to advertise for applicants for an Emergency Manager as a ¾ time position to be run as its own department and answering directly to the County Board. Motion unanimously carried.

Bruce Schwartzman, BKV Group, met with the County Board via phone call to present the bids received for the Courtroom remodeling project. The following bids were received:

<u>Millwork</u>	
Northern Woodwork – Thief River Falls	\$49,480.00
Ron’s Cabinets – Sauk Rapids	\$54,606.00
<u>Technology</u>	
Marco – Fargo	\$68,511.12
AVI Systems – Fargo/Grand Forks	\$76,476.00
Dascom Systems – Woodbury	\$64,443.00
Alpha Video – Edina	\$85,381.00
Parsons Technology – Fridley/Fargo	\$66,181.00
<u>Electrical</u>	
Skalsky Electric – St. Hilaire	\$13,800.00
Skalsky Electric – St. Hilaire (Alternate #1)	\$ 2,300.00

Motioned by Commissioner Swanson, seconded by Commissioner Tveitbakk, to approve and accept the following lowest and best bids received. Motion unanimously carried.

Northern Woodwork – Millwork	\$49,480.00
Dascom Systems – Technology	\$64,443.00
Skalsky Electric – Electrical	\$13,800.00 plus \$2,300 (Alt. #1)

Motioned by Commissioner Jensen, seconded by Commissioner Tveitbakk, to advertise for applications to fill a full-time Assistant County Attorney position. Motion unanimously carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Jensen, to authorize payment of the Human Services warrants totaling \$194,350.73, and also the following Commissioner warrants. Motion unanimously carried.

County Revenue	\$58,896.00
Road & Bridge	\$ 4,539.33

Per diems and meal reimbursements in the amount of \$862.62 were also approved.

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

RESOLUTION AUTHORIZING ADMINISTRATION OF THE MINNESOTA HOUSING FINANCE AGENCY'S FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM

WHEREAS, the need for homeless prevention and assistance exists in Pennington County; and

WHEREAS, Tri-Valley Opportunity Council, Inc. (grantee) desires to administer the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program in accordance with all applicable State and Federal regulations; and

WHEREAS, Inter-County Community Council desires to deliver Family Homeless Prevention and Assistance Program services in Pennington County; and

WHEREAS, in order to administer the Program, it is necessary to Tri-Valley Opportunity Council, Inc. to file a resolution of approval signed by the Pennington County Board of Commissioners with the Minnesota Housing Finance Agency; and

THEREFORE, BE IT RESOLVED, that Tri-Valley Opportunity Council, Inc. is authorized to:

1. Submit a proposal to the Minnesota Housing Finance Agency for funds from the Family Homeless Prevention and Assistance Program to assist people in Pennington County;
2. Administer the Family Homeless Prevention and Assistance Program in Pennington County, according to guidelines and contingent upon funds being granted.

Motioned by Commissioner Peterson, seconded by Commissioner Jensen, to approve the Amendment to Attachment A between the Minnesota Department of Agriculture and Pennington County – Agreement #M0170 authorizing a new allocation of \$40,000 for the Ag Best Management Practices Loan Program and authorize the County Auditor to sign as the County's Authorized Representative. Motion unanimously carried.

Motioned by Commissioner Peterson, seconded by Commissioner Jensen, to approve the minutes of March 12th, 2013 as written. Motion unanimously carried.

Motioned by Commissioner Jensen, seconded by Commissioner Swanson, to appoint Judy Inglis to the NW Minnesota Juvenile Training Center Board; filling the open position from Pennington County. Motion unanimously carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Jensen, to adjourn the Board meeting to April 9th, 2013 at 10:00 a.m. Motion unanimously carried.

ATTEST:

Kenneth Olson, Auditor
Pennington County

Cody Hempel, Chairman
Board of Commissioners