

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
COUNTY BOARD ROOM
TUESDAY, OCTOBER 22nd, 2013, 5:00 P.M.**

AGENDA

Pledge of Allegiance

- 5:00 Ken Yutrzenka – Human Services Director
- Consent Agenda
- 5:10 Ricky Trontvet, Maryel Anderson, David Onkka
- Economic Development Position
- 5:30 Helen Anderson – Tobacco Free Community
Program
- 5:50 Ray Kuznia – County Sheriff
- 6:10 Howard Person – County Extension
- Solid Waste Regional Waste Planning
- 6:20 Mike Flaagan – County Engineer
- Highway Dept. Items

County Auditor's Items

(This agenda is subject to change)

SECTION A

The regular meeting of the Pennington County Human Service Committee was held September 17, 2013 at 7:00 pm. at Pennington County Human Services.

COMMITTEE MEMBERS PRESENT:

Cody Hempel
Don Jensen
Oliver Swanson
Neil Peterson

STAFF MEMBERS PRESENT:

Ken Yutrzenka
Scott Sommers
Julie Sjostrand
Kathleen Herring

- I. MINUTES: The August 14, 2013 Human Service Committee meeting minutes were read. Noting no changes, a recommendation was made to forward the minutes to the Consent Agenda.

- II. PERSONNEL:
 - A. Peggy Whitlow, Social Worker, submitted her resignation effective September 17, 2013. A recommendation to accept Ms. Whitlow's resignation was forwarded to the Consent Agenda.
 - B. Following the request to re-fill the vacancy created by Peggy Whitlow's resignation, a recommendation to post, interview and hire was forwarded to the Consent Agenda.
 - C. Carol Adair, Social Worker, announced her retirement effective October 31, 2013. A recommendation to accept Ms. Adair's resignation was forwarded to the Consent Agenda.
 - D. The Agency is interested in refilling the position being vacated by Ms. Adair; however, administrative staff wishes to explore options for this FTE. It is planned to revisit this item at the October committee meeting.
 - E. New hires were announced to the committee. Rachelle Ruegemer will begin employment as a Social Worker on September 23rd and Jennifer Booth, will begin work as an Eligibility Worker on September 30th.
 - F. Jason Thompson, Eligibility Worker, will complete his 6 month probation on October 4th, 2013. Jason is successfully fulfilling position expectations and supervisory staff recommends that he be granted permanent status. Recommendation was made to forward this item to the Consent Agenda.

- III. GENERAL:
 - A. Scott Sommers reported on the price quotes received for replacing one of the agency's automobiles. The low quote of \$12,500 plus trade-in was provided by Northern Motors for a 2014 Chevrolet Impala. A recommendation to accept the Northern Motors quote was forwarded to the Consent Agenda. Additional discussion was held concerning the replacement of the other 2009 Chevrolet Impala yet this budget year. Committee members directed the agency to obtain additional quotes for such consideration.
 - B. An amendment to the comprehensive mental health service contract between this agency and Sanford Health to add mental health in-patient stay for county holds as an identified service component was presented for consideration. Subsequent to the presentation, a recommendation was made to forward this item to the Consent Agenda.
 - C. Committee members were informed that the Minnesota Department of Human Services has selected UCare as the county's sole PMAP Managed Care Organization beginning in 2014. This is a departure from the current status of having both Blue Plus and UCare as PMAP MCO providers.
 - D. The Director presented a proposed Social Service fee schedule for use in determining out-of-home placement fees. Following committee discussion recommendation was made to forward this item to the Consent Agenda.
 - E. Committee members were informed that the Stadter Center, Grand Forks, ND. is interested in entering into a contract with Pennington County to provide 72 hour in-patient involuntary holds. The Director plans to meet with Stadter Center

- representatives and will update committee members on those discussions.
- F. The Director requested confirmation of the schedule for monthly Human Service Committee meetings for official posting. Per discussion, committee meetings will be held the third Tuesday each month. During the months of March through October, the meeting time will be 7:00pm. From November through February, the meeting time will be 12:00pm (noon).
 - G. Committee members were informed of the Northwest Council of Collaboratives annual meeting scheduled for October 25, 2013 in Crookston. County Commissioners are invited to attend.
 - H. Scott Sommers presented the Out-of-Home cost report through August 2013.
 - I. Month's end cash balance for August 2013 stands at \$1,636,358.69

SECTION B

- I. There were no social service cases presented for special case consideration.
- II. Kathleen Herring presented the Crisis Assistance Monthly Report of Activity. Kathleen also reported the current Income Maintenance open case count stands at 1,467.
- III. There were no Income Maintenance cases presented for Special Case consideration.
- IV. A listing of bills presented for payment was circulated and reviewed. Recommendation for payment of the bills was forwarded to the Consent Agenda

SECTION C

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

Chair: _____

Attest: _____

NEXT COMMITTEE MEETING: October 15, 2013 at 7:00 pm.

New Tobacco Products

The Tobacco Modernization and Compliance Act of 2010:

This applies to existing state tobacco taxes and regulations to new smokeless tobacco products, which attract young customers because they are low-cost, come in candy flavors and sometimes resemble mints and breath strips.

- Expands the definition of tobacco products to include any product that contains tobacco and is intended for human consumption.
- Requires all tobacco products to be sold behind the counter so they are not easily accessible to youth.
- Prevents the sale of new tobacco products and e-cigarettes to youth.

What are e-cigarettes?

- * Electronic cigarettes, often called e-cigarettes, are battery-operated and look like regular tobacco cigarettes and contain nicotine.
 - * An atomizer heats a liquid containing nicotine, turning it into a vapor that can be inhaled which creates a vapor cloud that resembles cigarette smoke.
 - * Manufacturers claim e-cigarettes are a safe alternative to conventional cigarettes.
 - * The FDA analyzed samples of two popular brands, and found variable amounts of nicotine and traces of toxic chemicals, including known cancer-causing substances (carcinogens).
 - * The FDA then issued a warning about potential health risks associated with e-cigarettes.



For More Information:

- * **American Journal of Preventive Medicine**
www.ajopmonline.org
- * **American Lung Association**
www.lung.org
- * **Center For Disease Control and Prevention**
www.cdc.gov
- * **Counter Tools**
www.countertobacco.org
- * **Association for Nonsmokers- Minnesota, Saint Paul, MN**
www.tobaccofreeparks.org
- * **Minnesota Department of Health's Office of Statewide Health Improvement Initiatives**
www.health.state.mn.us/ship
- * **Start Noticing**
www.startnoticing.org
- * **U.S. Dept of Health and Human Services**
www.hhs.gov

Quin Community Health Services
Serving the Counties of Kittson, Marshall,
Pennington, Red Lake, and Roseau

PO Box 248 Newfolden, MN 56738
218-874-7845



Helen Anderson
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**Quin Community
Health Services**
Tobacco-Free Communities

**THREE STRATEGIES
TFC WILL FOCUS ON:**

- (1) **SMOKE-FREE FOSTER CARE AND CHILDCARE**
- (2) **POINT OF SALE (MARKETING AND YOUTH ACCESS TO TOBACCO)**
- (3) **TOBACCO-FREE OUTDOOR, SCHOOL, AND COMMUNITY BASED SETTINGS**

This is tobacco marketing.

Kids who see it are more likely to smoke.



Our kids have seen enough.



Smoke-Free Foster Care and Childcare

Acute Health Risks to Children from Secondhand Smoke

* SIDS

- * Increased and Potentially Fatal Respiratory Infections
- * Increased Ear Infections
- * Trigger for Asthma Episodes
- * Decreased Lung Development

Fire Hazard

- * Each year, 300 children in the U.S. suffer injuries resulting from fires caused by smoking
- * 65% of U.S. home fires result from children playing with tobacco products

Thirdhand Smoke

- Remains on surfaces
- Can be inhaled, ingested or absorbed
- Resists normal cleaning
- From the Mayo Clinic: Residue of nicotine and other chemicals that reacts with other common indoor chemicals and surfaces becoming toxic.

Toxic Litter

- Ingesting one cigarette butt can be toxic to a child
- Ingesting an entire cigarette can be lethal to a child
- 77% of children who ingest cigarettes are 6-12 months old



Point of Sale (Marketing and Youth Access to Tobacco)

The retail environment (often called the "point of sale") is one of the last frontiers for tobacco regulation.

Tobacco Companies promote their products everyday through their targeted POS Advertising, and Adolescents are the vulnerable targets.

- MANY tobacco ads found EVERYWHERE inside and outside of the store, hanging from the ceiling, on the floor, on counters, and doors.
- Advertised fruit, candy, alcohol, mint and menthol flavored products. These ads were often found near candy and at a child's eye level.

How can we keep kids from starting?

By changing the retail environment where tobacco advertising is found in the convenience and grocery stores, and gas stations that surround schools and playgrounds. Teens, will, on the average, visit convenience stores at least twice a week.

The Threat of Tobacco Advertising tobacco use is a very serious health issue affecting our community. The last unregulated place where this matters because:

- Each day in the United States 4,000 young people between 12 and 17 start smoking cigarettes.
- 90% of smokers start smoking before they turn 18.

Why is this important?

FACT: Today's average 14 year old has been exposed to more than \$20 billion in imagery, advertising and promotions since age 6.

**Tobacco use either starts early, or not at all.
Let's Keep Kids From Starting!**

Tobacco-Free Outdoor, School, and Community Based Settings



Rationale for Tobacco-Free Parks

- Secondhand Smoke (SHS) exposure is harmful
- Parks are healthy places for youth, families and the community
- Promote positive role modeling
- Reduces harmful cigarette litter

Youth Smoking and the Role of Parks

- Young people believe that the majority of adults use tobacco (in MN 19% of adults use tobacco). They believe that tobacco use is the social norm and widely accepted.
- Most young people participate in organized out-of-school recreation activities.
- Young people learn by example from their favorite adults and peers-role models.
- Recreation activities become places where young people develop attitudes and make important lifestyle decision.
- School programs are not enough.

Secondhand Smoke Exposure

- 20% of MN report SHS exposure in parks or somewhere else outdoors.
- Highest SHS exposure rating in public setting.
- SHS outdoors saturates the air, exposing everyone to SHS levels as high as those found indoors.
- The more places that are tobacco free, the less people will be exposed to SHS.

Quin Community Health Services

Tobacco Free Communities

New Tobacco Products Getting Kids Hooked



Strips melt in the users' mouth within 3 to 30 minutes, delivering nicotine. Their appeal is that they do not require chewing or spitting; and they are odorless and discreet. These products are packaged like breath mints or dissolvable strips, and are typically flavored. Their nicotine content varies from 0.6 mg (less than one cigarette) to 4.0 mg (almost four cigarettes).

Tobacco sticks, sold in matchbook-like packs carry the same potential health risks as other tobacco products and bear similar warnings. They taste sweet and look like chocolate-covered toothpicks, could appeal to children. They're not child-safe in any way. "ingesting just 1 milligram of nicotine can cause nausea and vomiting in a small child. Sticks contain 3.1 milligrams of nicotine per stick, about three times the nicotine of an average cigarette.



Orbs are packed with the highly addictive drug nicotine, and it looks like a piece of candy, which is enticing to kids. It is part of a broad industry trend to create smokeless products in response to declining cigarette use and the rise of smoke-free air laws.

E-Cigarettes are battery-powered which deliver vaporized nicotine which is highly addictive. The battery heats a cartridge of liquid nicotine solution, creating an aerosolized mist that the user puffs. You think E-cigarettes help you quit real cigarettes? There is no evidence of this. Acetone and Xylene are in the vapor. Nitrosamines which are known carcinogens are in the cartridges, plus formaldehyde which is toxic to all animals, including you!



Hookah smoking delivers the addictive drug nicotine and is as toxic as cigarette smoke. The tobacco in hookahs are exposed to high heat. These smokers may absorb higher concentrations of the toxins found in cigarette smoke. A typical 1-hour-long hookah smoking session involves 200 puffs, while an average cigarette is 20 puffs. Hookah smokers are at risk for the same kinds of diseases and cancer caused by cigarette smoking. Even after it has passed through water, the smoke produced by a hookah contains high levels of toxic compounds, including carbon monoxide, heavy metals, and cancer-causing chemicals.



Candy or a Tobacco Product?

These new tobacco products look like breath mints or breath strips may be life-threatening for children who mistake them for candy. Nicotine poisoning can cause nausea or vomiting, respiratory failure, and even death. Smokeless tobacco products are the second most common cause of nicotine poisoning in children, after cigarettes. An adolescent thinks this is harmless because it looks harmless, but they're exposing their brain to nicotine, and possibly end up getting addicted to nicotine.

Harvard School of Public Health and the Centers for Disease Control and Prevention.



WHAT ARE LITTLE CIGARS AND CIGARILLOS?

Cigarillos are a type of cigar with increasing use among youth. They are slightly larger than a cigarette, usually no filter, but has tobacco in the paper, and sold in an assortment of flavors.

ARE LITTLE CIGARS AND CIGARILLOS REGULATED?

Regulation is lacking and in 2009, the manufacture and sale of flavored cigarettes was prohibited by the Food and Drug Administration (FDA). In response, tobacco companies have added flavors to cigars, making them appealing to youth, and they are cheap. In Minnesota, little cigars and cigarillos are subject to increased state taxes as of July 1, 2013; and can be much less expensive than cigarettes. Some little cigar and cigarillo companies market their products on youth-friendly websites, like YouTube, Facebook, and Twitter. In Minnesota, one in ten high school students are current users of little cigars and cigarillos.

WHAT ARE THE HEALTH EFFECTS? Similar to the risks associated with smoking cigarettes, flavoring can disguise the harshness, making it easier for first time tobacco users to smoke these products.



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Public Health
Prevent. Promote. Protect.

**STATE OF MINNESOTA
GRANT CONTRACT**

This grant contract is between the State of Minnesota, acting through its Commissioner of Public Safety, Division of Homeland Security and Emergency Management, 445 Minnesota Street, Suite 223, St. Paul, MN 55101 ("State") and the County of Pennington, 102 1st Street West, Thief River Falls, MN 56701 ("Grantee").

Recitals

- 1 Under Minn. Stat. § 299A.01, Subd 2 (4) and Minn. Stat. Chapter 12, Executive Order 10-06 the State is empowered to enter into this grant contract.
- 2 Federal funds for this grant contract are provided from the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) through the FEMA-State Agreement designated Grant Award Number FEMA-4069-DR-MN and amendments thereto.
- 3 The State is in need to allocate and disburse federal and state aid funds for approved Hazard Mitigation Grant Program (HMGP) planning grants and projects.
- 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.

Grant Contract

1 Term of Grant Contract

- 1.1 **Effective date:** September 16, 2013, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. Once this grant contract is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to Clause 4.2 of this grant contract. Reimbursements will only be made for those expenditures made according to the terms of this grant contract.
- 1.2 **Expiration date:** September 16, 2016, 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; 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:

- 2.1 The Grantee agrees to carry out the hazard mitigation measure(s) described in this grant contract, Attachment A, which is attached and incorporated in this grant contract. The Grantee shall perform their duties in accordance with the State of Minnesota Administrative Plan and Procedures for Section 404 Hazard Mitigation Grant Program, Revised December, 2012, and Sub-Grantee Handbook for Hazard Mitigation Assistance Program, Revised December, 2012, both of which are incorporated by reference into this grant contract.
- 2.2 Projects to develop and adopt an All-Hazard Mitigation Plan: The plan will include the following components:
 - (1) **Planning Process:** This section of the plan will document the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.
 - (2) **Risk Assessment:** This section of the plan provides the factual basis for activities proposed in the strategy to reduce losses from identified losses. The plan will include a description of the type, location and extent of all natural hazards that can affect the communities participating in the plan process.

- (3) **Mitigation Strategy:** This section provides the community's blueprint for reducing the potential losses identified in the risk assessment. This section of the plan will include a description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.
- (4) **Plan Maintenance Procedure:** This section of the plan will describe the plan maintenance process including the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
- (5) **Plan Adoption:** This section of the plan will include documentation that the governing body of the community requesting approval of the plan has formally adopted the plan.
- 2.3 Projects that alter, acquire, demolish or relocate structures or property: The Grantee shall ensure restrictive covenants, easements or maintenance agreements be conveyed on the deed to any affected property in accordance with the Sub-Grantee Handbook for Hazard Mitigation Assistance Program, Revised December, 2012, which is incorporated by reference into this grant contract.
- 2.4 The Grantee shall ensure that all applicable federal, state, and local permits and clearances are obtained prior to the start of any construction activity, including FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act, and all other environmental laws and executive orders.
- 2.5 The Grantee shall ensure that if the property is located in a Special Flood Hazard Area, that any person who receives federal assistance for repair, replacement, or restoration for damage to any personal, residential, or commercial property, at any time, must maintain flood insurance in accordance with P.L. 103-325, Title V National Flood Insurance Reform Act of 1973, § 582.
- 2.6 This grant contract is subject to all applicable federal and state statutes and regulations, policies, and executive orders, including, but not limited to the following:
- (1) Federal Audit Requirements, labeled Attachment B, which is attached and incorporated into this grant contract.
 - (2) Federal Assurances for Non-Construction and Construction Programs, labeled Attachment C, which is attached and incorporated into this grant contract.
 - (3) Grantees receiving \$100,000.00 or more must complete and return the Certification Regarding Lobbying form, labeled Attachment D, which is attached and incorporated into this grant contract.
 - (4) Single Audit Act Amendments of 1996 and Office of Management and Budget Circulars govern standard grant management practices: OMB Circulars A-87, A-102, and A-133 which are incorporated into this grant contract by reference.
- 2.7 Any written, visual, or audio publications, with the exception of press releases, whether published at the Grantee's or the State's expense shall contain the following statements: "This project was supported by Grant Award Number FEMA-4069-DR-Minnesota awarded by the Federal Emergency Management Agency (FEMA). Points of view or opinions in this document are those of the author and do not represent endorsement by FEMA or reflects FEMA views."

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 services performed by the Grantee under this grant contract as follows:

(1) **Compensation.**

- a. **The Grantee will be reimbursed an amount not to exceed \$27,900.00** according to the breakdown of costs contained in Attachment A, which is attached and incorporated into this grant contract.

- b. The Grantee will submit a written change request for any substitution of budget items in Attachment A, or any deviation of more than 15% from the approved budget category amounts in Attachment A. Change requests for substitutions of budget items, or a deviation of more than 15% from the approved budget category amount must be given in writing to the State's Authorized Representative and at least 60 days prior to the Expiration date of this grant contract. Grantees whose requests have been approved will be notified in writing by the State's Authorized Representative to the Grantee's Authorized Representative. Requests must be approved prior to any expenditure by the Grantee.
- (2) **Matching Requirements.** (If Applicable.) Grantee certifies that the following matching requirement, for the grant contract, will be met by the Grantee: \$9,300.00.
- (3) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$27,900.00.

4.2 Payment

- (1) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:
- Itemized invoices will be filed in arrears at least quarterly, but not more often than monthly, and within 30 days of the period covered by the invoice for services satisfactorily performed.
 - No more than 90% of the amount due under this grant contract may be paid until the project is complete and the work has been verified by the State's Authorized Representative. The balance due will be paid when the State determines that the project has been satisfactorily completed and all the terms of this grant contract have been met.
 - Final invoice pertaining to each state fiscal year of this grant contract must be received by July 31 of that calendar year. Reimbursements from the next state fiscal year(s) may commence on or after July 1 of that calendar year. The final invoice of this grant contract must be received no later than 30 days after the Expiration date of this grant contract.
 - Expenditures for each state fiscal year of this grant contract must be for services performed within applicable state fiscal years. Every state fiscal year begins on July 1 and ends on June 30.
- (2) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this grant contract will be made from federal funds obtained by the State through the U.S. Department of Homeland Security, Federal Emergency Management Agency through the FEMA-State Agreement designated Grant Award Number FEMA 4069-DR-MN and amendments thereto, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. § 5121 et seq., and amended thereto ("the Stafford Act"), in accordance with 44 CFR 206.43, CFDA number 97.039. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

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 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 John Moore, Mitigation Branch Director, Division of Homeland Security and Emergency Management, 445 Minnesota Street, Suite 223, St. Paul, MN 55101, Phone: 651-201-7453, 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 on each invoice submitted for payment.

The Grantee's Authorized Representative is Ray Kuznia, County Sheriff, 102 1st Street West, Thief River Falls, MN 56701 (218) 681-6161. 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 may neither assign nor transfer any rights or obligations under this grant contract without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments. Any amendment 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 its 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 Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract 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 contract.

10 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 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 Minn. Stat. § 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.

11 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 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 cancel this grant contract at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Insufficient Funding. The State may immediately terminate this grant contract if it does not obtain funding from the Minnesota Legislature, or other funding source; 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 grant 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 receiving that notice.

14.3 Termination for Failure to Comply. The State may cancel this grant contract immediately if the State finds that there has been a failure to comply with the provisions of this grant, that reasonable progress has not been made or that the purpose 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.

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15 Data Disclosure

Under Minn. Stat. § 270C.65, 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, or pay other state liabilities.

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

Purchase Order # 3-22944

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE

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: _____

Title: _____

Date: _____

Distribution:
DPS/FAS
Grantee
State's Authorized Representative

APPROVED Project Funding Breakdown

a) HSEM (HMGP) Share (FEMA):	<u>\$27,900.00</u> (maximum)
b) HSEM STATE Share:	\$ 0.00 (maximum)
c) FEMA Individual Assistance Program and Public Assistance Program Share:	\$ 0.00 (maximum)
d) Other State Agency Share:	<u>\$ 0.00</u>
e) Sub-Grantee Share (Local Match):	<u>\$9,300.00</u>
<hr/>	
f) Approved Project Amount by FEMA:	<u>\$37,200.00</u>
	+
g) Sub-Grantee HMGP Administrative Cost Allowance	<u>\$ 0.00</u> (maximum)

TOTAL Project: \$27,200.00

Federal Funding Breakdown	
HSEM (HMGP) Share (FEMA)	\$27,900.00
	+
Sub-Grantee HMGP Admin	<u>\$ 0.00</u>
Total HMGP Funding:	\$ 27,900.00

HAZARD MITIGATION GRANT PROGRAM
 DR-4069.16
 REIMBURSEMENT REQUEST

Grant Contract #
 Attachment A

PROJECT: **4069.16**
 SUB-GRANTEE: Pennington County

HMGP GRANT AWARD (75%)	\$ 27,900
AMOUNT PREVIOUSLY REQUESTED	\$
BALANCE	\$
CURRENT REQUEST	\$
UNEXPENDED BALANCE	\$

Quarterly Reporting Period	<input checked="" type="checkbox"/>
January 1 - March 31	<input type="checkbox"/>
April 1 - June 30	<input type="checkbox"/>
July 1 - September 30	<input type="checkbox"/>
October 1 - December 31	<input type="checkbox"/>

BUDGET (Input budget items from approved application)		TOTAL	75% FEDERAL	25% LOCAL
<u>100% Project Cost</u>	<u>\$37,200.00</u>			
1. Project management	\$4,600.00			
2. Consultant	\$27,900.00			
3. County staff	\$2,400.00			
4. City staff	\$1,200.00			
5. Public participation	\$990.00			
6. Travel	\$110.00			
AMOUNT EXPENDED THIS QUARTER		\$	\$	\$

I certify the above data is correct based on the grantees official accounting system and records, consistently applied and maintained, and that expenditures shown have been made for the purpose of and in accordance with, applicable grant terms and conditions. I certify no other federal funds, including Emergency Management Performance Grant (EMPG) were used in this project.

 Authorized Signature

 Date

40' - 16

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
PO Box 484	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
PO Box 484	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) ATTACHMENT A

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 outbreaks.

2. Review FEMAs 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. ATTACHMENT A

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 (Level 2, utilizing state-collected Level 1 data) 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

Commission Meeting
October 22, 2013

1. Update of Projects

2. Road Committee

3. Other

Pennington County Financial System



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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

Pennington County Financial System



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1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
				<u>Paid On Bhf #</u>	
3	DEPT		Board County Commissioners		
	8014 HUGOS #7				
119	01-003-000-0000-6330		34.59	FOOD & COFFEE FOR MEETING	TRAVEL & EXPENSE
	8014 HUGOS #7		34.59	1 Transactions	
	9017 INSIGHT TECHNOLOGIES				
135	01-003-000-0000-6210		64.12	HOSTED EXCHANGE - OCTOBER	E-MAIL SERVICES
	9017 INSIGHT TECHNOLOGIES		64.12	1 Transactions	
	10026 JENSEN/DONALD J				
170	01-003-000-0000-6330		383.07	SEPTEMBER MILEAGE	TRAVEL & EXPENSE
	10026 JENSEN/DONALD J		383.07	1 Transactions	
	14320 NATIONAL ASSOCIATION OF COUNTIES				
78	01-003-000-0000-6241		450.00	2014 MEMBERSHIP DUES	DUES - BOARD
	14320 NATIONAL ASSOCIATION OF COUNTIES		450.00	1 Transactions	
3	DEPT Total:		931.78	Board County Commissioners	4 Vendors 4 Transactions
16	DEPT			Law Library	
	14378 LEXISNEXIS MATTHEW BENDER				
28	01-016-000-0000-6242		293.63	SEPTEMBER SUBSCRIPTIONS	SUBSCRIPTIONS - LAW LIBRARY
	14378 LEXISNEXIS MATTHEW BENDER		293.63	1 Transactions	
	23303 WEST GROUP PAYMENT CENTER				
91	01-016-000-0000-6242		649.72	SEPT WEST LAW SELECT WPACK	SUBSCRIPTIONS - LAW LIBRARY
92	01-016-000-0000-6242		574.18	SEPTEMBER SUBSCRIPTIONS	SUBSCRIPTIONS - LAW LIBRARY
	23303 WEST GROUP PAYMENT CENTER		1,223.90	2 Transactions	
16	DEPT Total:		1,517.53	Law Library	2 Vendors 3 Transactions
41	DEPT			County Auditor	
	9017 INSIGHT TECHNOLOGIES				
136	01-041-000-0000-6210		12.83	HOSTED EXCHANGE - OCTOBER	E-MAIL SERVICES
73	01-041-000-0000-6631		2,553.24	M71ZN PRINTER	FURNITURE & EQUIPMENT - AUDITOR
121	01-041-000-0000-6300		123.81	IT GLOBAL NOV - AUDITOR	REPAIRS & MAINTENANCE
	9017 INSIGHT TECHNOLOGIES		2,689.88	3 Transactions	

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
15323	OFFICE DEPOT					
82	01-041-000-0000-6401		131.85	STAMPS	677576856001	SUPPLIES - AUDITOR
83	01-041-000-0000-6401		91.37	STAMPS	6776136924001	SUPPLIES - AUDITOR
15323	OFFICE DEPOT		223.22	2 Transactions		
16351	PHILIPP/ANGELA					
198	01-041-000-0000-6330		20.30	FOOD FOR TEC MEETING		TRAVEL & EXPENSE
16351	PHILIPP/ANGELA		20.30	1 Transactions		
17002	QUILL CORPORATION					
86	01-041-000-0000-6401		21.36	WIRELESS MOUSE	6203024	SUPPLIES - AUDITOR
17002	QUILL CORPORATION		21.36	1 Transactions		
41	DEPT Total:		2,954.76	County Auditor	4 Vendors	7 Transactions
44	DEPT			County Treasurer		
9017	INSIGHT TECHNOLOGIES					
122	01-044-000-0000-6300		99.05	IT GLOBAL NOV - TREASURER	754150	REPAIRS & MAINTENANCE
9017	INSIGHT TECHNOLOGIES		99.05	1 Transactions		
17002	QUILL CORPORATION					
85	01-044-000-0000-6401		21.36	WIRELESS MOUSE	6203024	SUPPLIES - TREASURER
17002	QUILL CORPORATION		21.36	1 Transactions		
22301	VISUALGOV SOLUTIONS, LLC					
161	01-044-000-0000-6852		4.00	ECHECK FEES JULY - SEPT	131009	E-CHECK CHARGES
22301	VISUALGOV SOLUTIONS, LLC		4.00	1 Transactions		
44	DEPT Total:		124.41	County Treasurer	3 Vendors	3 Transactions
61	DEPT			Election		
13059	DHS - MAPS					
12	01-061-000-0000-6262		100.64	PVC PRINTING	A3001C571271	OTHER SERVICES - ELECTIONS
13059	DHS - MAPS		100.64	1 Transactions		
61	DEPT Total:		100.64	Election	1 Vendors	1 Transactions
70	DEPT			Data Processing		

Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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
4310	D & T VENTURES				
71	01-070-000-0000-6301	450.00	PROPERTY TAX WEBSITE SUPPORT	295033	MAINTENANCE AGREEMENT
4310	D & T VENTURES	450.00	1 Transactions		
9017	INSIGHT TECHNOLOGIES				
137	01-070-000-0000-6210	38.47	HOSTED EXCHANGE - OCTOBER	753939	E-MAIL SERVICES
138	01-070-000-0000-6210	38.47	HOSTED EXCHANGE - OCTOBER	753939	E-MAIL SERVICES
123	01-070-000-0000-6263	445.71	IT GLOBAL MOV - HIGHWAY	754150	COMPUTER SERVICES - DP
124	01-070-000-0000-6263	297.14	IT GLOBAL NOV - ICN	754150	COMPUTER SERVICES - DP
125	01-070-000-0000-6263	891.43	IT GLOBAL NOV - WELFARE	754150	COMPUTER SERVICES - DP
126	01-070-000-0000-6263	49.52	IT GLOBAL NOV - DATA	754150	COMPUTER SERVICES - DP
9017	INSIGHT TECHNOLOGIES	1,760.74	6 Transactions		
13355	MN COUNTIES COMPUTER COOP				
75	01-070-000-0000-6801	15.54	13 3RD QTR SHARED MTG - ACS	2Y1310151	MISCELLANEOUS EXPENSE - DP
76	01-070-000-0000-6801	27.10	13 3RD QTR SHARED MTG - CAMA	2Y1310151	MISCELLANEOUS EXPENSE - DP
13355	MN COUNTIES COMPUTER COOP	42.64	2 Transactions		
13329	MN ENTERPRISE TECHNOLOGY SHARED				
199	01-070-000-0000-6263	114.00	SEPTEMBER SPAM FILTER	13090521	COMPUTER SERVICES - DP
77	01-070-000-0000-6263	1,300.00	FIBER USAGE - SEPTEMBER	DV13090411	COMPUTER SERVICES - DP
13329	MN ENTERPRISE TECHNOLOGY SHARED	1,414.00	2 Transactions		
70	DEPT Total:	3,667.38	Data Processing	4 Vendors	11 Transactions
91	DEPT		County Attorney		
9017	INSIGHT TECHNOLOGIES				
139	01-091-000-0000-6210	12.83	HOSTED EXCHANGE - OCTOBER	753939	E-MAIL SERVICES
127	01-091-000-0000-6300	99.05	IT GLOBAL NOV - ATTORNEY	754150	REPAIRS & MAINTENANCE
9017	INSIGHT TECHNOLOGIES	111.88	2 Transactions		
99999997	ISANTI COUNTY SHERIFF'S OFFICE				
160	01-091-000-0000-6262	53.00	CIVIL PROCESS - SUBPOENA	8868	OTHER SERVICES
99999997	ISANTI COUNTY SHERIFF'S OFFICE	53.00	1 Transactions		
15323	OFFICE DEPOT				
80	01-091-000-0000-6401	109.21	FAX TONER	666862764001	SUPPLIES
15323	OFFICE DEPOT	109.21	1 Transactions		

Pennington County Financial System



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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
96	15317 OWENS/SHIRLEY 01-091-000-0000-6401		5.31	JOURNAL FOR OFFICE		SUPPLIES
	15317 OWENS/SHIRLEY		5.31	1 Transactions		
120	16357 PRINTING PLUS 01-091-000-0000-6401		106.88	ATTORNEY OFFICE BUSINESS CARDS	57244	SUPPLIES
	16357 PRINTING PLUS		106.88	1 Transactions		
87	17002 QUILL CORPORATION 01-091-000-0000-6401		18.27	BUSINESS CARD PAPER	6203024	SUPPLIES
	17002 QUILL CORPORATION		18.27	1 Transactions		
99999997	SHERRY A WYMAN 01-091-000-0000-6262		100.00	TRANSCRIPT - JT		OTHER SERVICES
	99999997 SHERRY A WYMAN		100.00	1 Transactions		
90	23303 WEST GROUP PAYMENT CENTER 01-091-000-0000-6240		413.53	SEPTEMBER WEST LAW ACCESS	828123346	SUBSCRIPTIONS
97	01-091-000-0000-6240		52.36	SEPTEMBER SUBSCRIPTIONS	828223643	SUBSCRIPTIONS
	23303 WEST GROUP PAYMENT CENTER		465.89	2 Transactions		
91	DEPT Total:		970.44	County Attorney	8 Vendors	10 Transactions
101	DEPT			County Recorder		
128	9017 INSIGHT TECHNOLOGIES 01-101-000-0000-6300		123.81	IT GLOBAL NOV - RECORDER	754150	REPAIRS & MAINTENANCE
	9017 INSIGHT TECHNOLOGIES		123.81	1 Transactions		
89	19357 SCHMALZ/KEN 01-101-000-0000-6330		180.80	MILEAGE - TRNG - GRAND RAPIDS		TRAVEL & EXPENSE
	19357 SCHMALZ/KEN		180.80	1 Transactions		
101	DEPT Total:		304.61	County Recorder	2 Vendors	2 Transactions
106	DEPT			County Assessor		
129	9017 INSIGHT TECHNOLOGIES 01-106-000-0000-6300		74.29	IT GLOBAL NOV - ASSESSOR	754150	REPAIRS & MAINTENANCE

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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 #	
9017 INSIGHT TECHNOLOGIES		74.29	1 Transactions	
15302 OLSON/ADELINE				
37 01-106-000-0000-6241		15.00		DUES - ASSESSOR
39 01-106-000-0000-6241		15.00		DUES - ASSESSOR
41 01-106-000-0000-6241		15.00		DUES - ASSESSOR
36 01-106-000-0000-6330		114.13		TRAVEL & EXPENSE
38 01-106-000-0000-6330		101.70		TRAVEL & EXPENSE
40 01-106-000-0000-6330		41.81		TRAVEL & EXPENSE
15302 OLSON/ADELINE		302.64	6 Transactions	
106 DEPT Total:		376.93	County Assessor 2 Vendors	7 Transactions
111 DEPT			Courthouse	
8385 HEARTLAND PAPER CO				
93 01-111-000-0000-6403		422.04	CLNR, ROLL TWL, B TISSUE G339254-1	JANITORIAL SUPPLIES - COURTHOUSE
8385 HEARTLAND PAPER CO		422.04	1 Transactions	
16317 PENNINGTON COUNTY HIGHWAY DEPT				
118 01-111-000-0000-6300		514.08	PATCH COURTHOUSE PARKING 29607	REPAIRS & MAINTENANCE
16317 PENNINGTON COUNTY HIGHWAY DEPT		514.08	1 Transactions	
999999997 ROBERT BROOKE & ASSOCIATES				
88 01-111-000-0000-6300		49.53	WINDOW HANDLES 430916	REPAIRS & MAINTENANCE
999999997 ROBERT BROOKE & ASSOCIATES		49.53	1 Transactions	
111 DEPT Total:		985.65	Courthouse 3 Vendors	3 Transactions
121 DEPT			Veterans Service	
9017 INSIGHT TECHNOLOGIES				
130 01-121-000-0000-6300		49.52	IT GLOBAL NOV - VET SERVICE 754150	Repairs & Maintenance
9017 INSIGHT TECHNOLOGIES		49.52	1 Transactions	
121 DEPT Total:		49.52	Veterans Service 1 Vendors	1 Transactions
132 DEPT			Motor Vehicle	
9017 INSIGHT TECHNOLOGIES				
131 01-132-000-0000-6300		148.57	IT GLOBAL NOV - MV 754150	REPAIRS & MAINTENANCE

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
9017	INSIGHT TECHNOLOGIES		148.57		1 Transactions	
74	13498 MARCO, INC 01-132-000-0000-6301		20.47	105437 MAINTENANCE AGREEMENT	INV1608012	MAINTENANCE AGREEMENT
	13498 MARCO, INC		20.47		1 Transactions	
84	16027 PENNINGTON COUNTY TREASURER 01-132-000-0000-6300		603.00	REIMB INSIGHT BILLING	3279	REPAIRS & MAINTENANCE
	16027 PENNINGTON COUNTY TREASURER		603.00		1 Transactions	
132	DEPT Total:		772.04	Motor Vehicle	3 Vendors	3 Transactions
201	DEPT			Sheriff		
166	2302 BLACK HILLS AMMUNITION 01-201-000-0000-6405		569.50	AMMO	210998	GENERAL SUPPLIES
	2302 BLACK HILLS AMMUNITION		569.50		1 Transactions	
162	2050 BREDESON SUPPLY 01-201-000-0000-6401		1.03	TAX ON INVOICE	956507	SUPPLIES
	2050 BREDESON SUPPLY		1.03		1 Transactions	
158	3002 CELLTECH COMMUNICATIONS INC 01-201-000-0000-6405		32.05	CORDS FOR CELL	14923	GENERAL SUPPLIES
	3002 CELLTECH COMMUNICATIONS INC		32.05		1 Transactions	
14	6006 FARMERS UNION OIL 01-201-000-0000-6560		1,743.16	GAS FOR SQUADS - SEPTEMBER		GAS & DIESEL
	6006 FARMERS UNION OIL		1,743.16		1 Transactions	
16	7316 GALLS INCORPORATED 01-201-000-0000-6405		81.97	BADGE D OLSON	1036706	GENERAL SUPPLIES
	7316 GALLS INCORPORATED		81.97		1 Transactions	
23	8014 HUGOS #7 01-201-000-0000-6405		10.76	SNACK/COFFEE CIVIL PROCESS	91713	GENERAL SUPPLIES
	8014 HUGOS #7		10.76		1 Transactions	
157	8337 HUNTER'S OUTLET 01-201-000-0000-6405		977.91	AMMO	101713	GENERAL SUPPLIES

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8337	HUNTER'S OUTLET			977.91			1 Transactions	
10301	JDM INC							
20		01-201-000-0000-6801		7.00	#8 CAR WASH		64340	MISCELLANEOUS EXPENSE
10301	JDM INC			7.00			1 Transactions	
15323	OFFICE DEPOT							
35		01-201-000-0000-6405		25.68	PAPER PADS		67640882900	GENERAL SUPPLIES
15323	OFFICE DEPOT			25.68			1 Transactions	
16027	PENNINGTON COUNTY TREASURER							
187		01-201-000-0000-6300		108.00	REIMB INSIGHT BILLING		3281	REPAIRS & MAINTENANCE
191		01-201-000-0000-6300		347.00	REIMB INSIGHT BILLING		3281	REPAIRS & MAINTENANCE
193		01-201-000-0000-6300		360.00	REIMB INSIGHT BILLING		3281	REPAIRS & MAINTENANCE
16027	PENNINGTON COUNTY TREASURER			815.00			3 Transactions	
16314	PENNINGTON FAST LUBE							
42		01-201-000-0000-6304		36.28	#8 - FRONT ROTORS, BRAKE PADS		43475	REPAIR & MAINTENANCE - SQUADS
43		01-201-000-0000-6304		128.28	#4 OIL CHG, ROTATE, REPAIR IGN		43994	REPAIR & MAINTENANCE - SQUADS
16314	PENNINGTON FAST LUBE			164.56			2 Transactions	
16344	PENNINGTON MAIN							
44		01-201-000-0000-6405		5.33	#5 CAR WASH		126346	GENERAL SUPPLIES
45		01-201-000-0000-6401		17.06	BATTERIES		126476	SUPPLIES
16344	PENNINGTON MAIN			22.39			2 Transactions	
16102	PETRO PUMPER INC							
46		01-201-000-0000-6560		7.00	#3 CAR WASH		410313	GAS & DIESEL
16102	PETRO PUMPER INC			7.00			1 Transactions	
20027	THE TIMES							
63		01-201-000-0000-6801		93.00	ADVERTISE PT CLERK		284	MISCELLANEOUS EXPENSE
20027	THE TIMES			93.00			1 Transactions	
20026	TONY DORN, INC							
164		01-201-000-0000-6405		133.64	FILE DRAWER RODS		1009	GENERAL SUPPLIES
20026	TONY DORN, INC			133.64			1 Transactions	

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No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
201 DEPT Total:		4,684.65	Sheriff	15 Vendors 19 Transactions
219 DEPT			Law Enforcement Center Building	
1011 ACE HARDWARE				
9 01-219-000-0000-6300		11.44	ANCHORS, PIN, GLUE	188475/1876 REPAIRS & MAINTENANCE
1011 ACE HARDWARE		11.44		1 Transactions
1364 AUTO VALUE				
11 01-219-000-0000-6300		43.21	PRESS BEARINGS	9118653 REPAIRS & MAINTENANCE
1364 AUTO VALUE		43.21		1 Transactions
14397 NELSON/GRANT				
32 01-219-000-0000-6300		12.72	BEARINGS	213391 REPAIRS & MAINTENANCE
33 01-219-000-0000-6300		12.72	ADDITIONAL SET OF BEARINGS	213396 REPAIRS & MAINTENANCE
14397 NELSON/GRANT		25.44		2 Transactions
14312 NORTHWEST POWER SYSTEMS				
34 01-219-000-0000-6300		3.53	FITTING	222683 REPAIRS & MAINTENANCE
14312 NORTHWEST POWER SYSTEMS		3.53		1 Transactions
219 DEPT Total:		83.62	Law Enforcement Center Building	4 Vendors 5 Transactions
220 DEPT			Law Enforcement - Shared	
8385 HEARTLAND PAPER CO				
165 01-220-000-0000-6403		552.93	CLEANER, GLOVES, PAPER PRODUCT	339256 JANITORIAL SUPPLIES-LEC SHARE
8385 HEARTLAND PAPER CO		552.93		1 Transactions
9017 INSIGHT TECHNOLOGIES				
19 01-220-000-0000-6263		235.13	HD FOR BACKUP SYSTEM SERVER	754076 COMPUTER SERVICES & SUPPLIES
141 01-220-000-0000-6263		876.00	GLOBAL CARE NOVEMBER	754155 COMPUTER SERVICES & SUPPLIES
9017 INSIGHT TECHNOLOGIES		1,111.13		2 Transactions
16027 PENNINGTON COUNTY TREASURER				
189 01-220-000-0000-6263		54.00	REIMB INSIGHT BILLING	3281 COMPUTER SERVICES & SUPPLIES
192 01-220-000-0000-6263		189.00	REIMB INSIGHT BILLING	3281 COMPUTER SERVICES & SUPPLIES
16027 PENNINGTON COUNTY TREASURER		243.00		2 Transactions
19352 STATE OF MN-DEPT OF PUBLIC SAFETY				

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50		01-220-000-0000-6203			270.00	CJDN CONNECTION 3RD QUARTER				TELETYPE	
	19352	STATE OF MN-DEPT OF PUBLIC SAFETY			270.00		1 Transactions				
220	DEPT Total:				2,177.06	Law Enforcement - Shared		4 Vendors		6 Transactions	
223	DEPT					E-911 System					
	7031	GARDEN VALLEY TELEPHONE									
163		01-223-000-0000-6801			1,149.60	BUILDING WIRING		100524788		MISCELLANEOUS EXPENSE-E911	
	7031	GARDEN VALLEY TELEPHONE			1,149.60		1 Transactions				
	9317	INDEPENDENT EMERGENCY SERVICES									
24		01-223-000-0000-6631			36,373.37	PATRIOT MAINTENANCE		80533		FURNITURE & EQUIPMENT	
25		01-223-000-0000-6631			153,353.35	EQUIPMENT AND INSTALLATION		80534		FURNITURE & EQUIPMENT	
	9317	INDEPENDENT EMERGENCY SERVICES			189,726.72		2 Transactions				
	16027	PENNINGTON COUNTY TREASURER									
190		01-223-000-0000-6801			54.00	REIMB INSIGHT BILLING		3281		MISCELLANEOUS EXPENSE-E911	
	16027	PENNINGTON COUNTY TREASURER			54.00		1 Transactions				
223	DEPT Total:				190,930.32	E-911 System		3 Vendors		4 Transactions	
251	DEPT					Jail					
	1380	A'VIANDS LLC									
1		01-251-000-0000-6427			2,758.28	JAIL MEALS 9-22 TO 9-28		65713		JAIL MEALS	
2		01-251-000-0000-6427			843.25	JAIL MEALS 9-29- TO 9-30		65933		JAIL MEALS	
4		01-251-000-0000-6403			287.79	TP, BAGS		66124		JANITORIAL SUPPLIES - JAIL	
3		01-251-000-0000-6427			1,995.28	JAIL MEALS 10-1 TO 10-5		66210		JAIL MEALS	
	1380	A'VIANDS LLC			5,884.60		4 Transactions				
	4305	D & J RADIO SALES & SERVICE									
13		01-251-000-0000-6405			52.46	RADIO ANTENNA & SERVICE		8359		GENERAL SUPPLIES - JAIL	
	4305	D & J RADIO SALES & SERVICE			52.46		1 Transactions				
	7393	GORDY'S PLUMBING									
17		01-251-000-0000-6300			117.50	REPAIR SHOWER DRAIN JUVI		1005		REPAIRS & MAINTENANCE	
	7393	GORDY'S PLUMBING			117.50		1 Transactions				
	9001	INTER COUNTY NURSING									

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26		01-251-000-0000-6255		462.50	9.25 JAIL NURSE HOURS - SEPT		903		MEDICAL - LOCAL	
27		01-251-000-0000-6255		25.00	5 MANTOUX TEST KITS - SEPT		903		MEDICAL - LOCAL	
	9001	INTER COUNTY NURSING		487.50		2 Transactions				
13483		MCF - LINO LAKES								
29		01-251-000-0000-6801		885.00	STS WAGES - AUGUST		167541		MISCELLANEOUS EXPENSE - JAIL	
	13483	MCF - LINO LAKES		885.00		1 Transactions				
13324		MN STATE SHERIFFS ASSOCIATION								
31		01-251-000-0000-6245		25.00	PREA TRNG MB		35410		CONTINUING EDUCATION	
	13324	MN STATE SHERIFFS ASSOCIATION		25.00		1 Transactions				
15323		OFFICE DEPOT								
168		01-251-000-0000-6405		4.99	PENCILS		26001		GENERAL SUPPLIES - JAIL	
167		01-251-000-0000-6405		94.96	INK CARTRIDGES		57001		GENERAL SUPPLIES - JAIL	
	15323	OFFICE DEPOT		99.95		2 Transactions				
16067		PEMBERTON, SORLIE, RUFER & KERSHNE								
169		01-251-000-0000-6801		31.50	GRIEVANCE - JAILER		21		MISCELLANEOUS EXPENSE - JAIL	
	16067	PEMBERTON, SORLIE, RUFER & KERSHNE		31.50		1 Transactions				
16027		PENNINGTON COUNTY TREASURER								
188		01-251-000-0000-6300		54.00	REMIB INSIGHT BILLING		3281		REPAIRS & MAINTENANCE	
	16027	PENNINGTON COUNTY TREASURER		54.00		1 Transactions				
19377		SANFORD THIEF RIVER FALLS								
48		01-251-000-0000-6255		56.36	DR 13-310		091213		MEDICAL - LOCAL	
47		01-251-000-0000-6255		111.38	DR 13-275		091713		MEDICAL - LOCAL	
49		01-251-000-0000-6255		56.36	DR 13-191		091713		MEDICAL - LOCAL	
	19377	SANFORD THIEF RIVER FALLS		224.10		3 Transactions				
99999997		SARA MARIE HOGLO								
22		01-251-000-0000-6330		192.85	MATRON ON A TRANSPORT		10192013		TRAVEL & EXPENSE	
	99999997	SARA MARIE HOGLO		192.85		1 Transactions				
19259		STEELE/DANTE								
194		01-251-000-0000-6330		25.11	MEALS - TRANSPORT				TRAVEL & EXPENSE	
195		01-251-000-0000-6330		27.00	GAS FOR TRANSPORT				TRAVEL & EXPENSE	
196		01-251-000-0000-6330		0.50	WATER - TRANSPORT				TRAVEL & EXPENSE	

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<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>
197 01-251-000-0000-6330		50.00	GAS FOR TRANSPORT	TRAVEL & EXPENSE
19259 STEELE/DANTE		102.61	4 Transactions	
20047 THRIFTY WHITE PHARMACY				
51 01-251-000-0000-6255		210.86	PRESCRIPTION 13-320	MEDICAL - LOCAL
52 01-251-000-0000-6255		13.98	PRESCRIPTION 13-356	MEDICAL - LOCAL
53 01-251-000-0000-6255		588.49	PRESCRIPTION 13-191	MEDICAL - LOCAL
54 01-251-000-0000-6255		35.16	PRESCRIPTION 13-303	MEDICAL - LOCAL
55 01-251-000-0000-6255		49.65	PRESCRIPTION 13-185	MEDICAL - LOCAL
62 01-251-000-0000-6255		124.02	STOCK SUPPLY - SEPT	MEDICAL - LOCAL
56 01-251-000-0000-6255		86.09	PRESCRIPTION 13-335	MEDICAL - LOCAL
57 01-251-000-0000-6255		43.04	PRESCRIPTION 13-294	MEDICAL - LOCAL
58 01-251-000-0000-6255		215.39	PRESCRIPTION 13-310	MEDICAL - LOCAL
59 01-251-000-0000-6255		29.28	PRESCRIPTION 13-334	MEDICAL - LOCAL
60 01-251-000-0000-6255		25.68	PRESCRIPTION 13-360	MEDICAL - LOCAL
61 01-251-000-0000-6255		46.75	PRESCRIPTION 13-275	MEDICAL - LOCAL
20047 THRIFTY WHITE PHARMACY		1,468.39	12 Transactions	
251 DEPT Total:		9,625.46	Jail	13 Vendors 34 Transactions
252 DEPT			Training	
3327 CARLSON/BECKY				
182 01-252-000-0000-6330		9.99	MEAL - CIVIL PROCESS CLASS	TRAVEL & EXPENSE
183 01-252-000-0000-6330		12.28	MEAL - CIVIL PROCESS CLASS	TRAVEL & EXPENSE
184 01-252-000-0000-6330		5.87	MEAL - CIVIL PROCESS CLASS	TRAVEL & EXPENSE
3327 CARLSON/BECKY		28.14	3 Transactions	
99999997 HENNEPIN TECHNICAL COLLEGE				
21 01-252-000-0000-6330		195.00	M STEP CONFERENCE - RDK	TRAVEL & EXPENSE
99999997 HENNEPIN TECHNICAL COLLEGE		195.00	1 Transactions	
11063 KUZNIA/RAYMOND D				
177 01-252-000-0000-6330		9.99	MEAL - CIVIL PROCESS CLASS	TRAVEL & EXPENSE
178 01-252-000-0000-6330		13.44	MEAL - CIVIL PROCESS CLASS	TRAVEL & EXPENSE
179 01-252-000-0000-6330		12.28	MEAL - CIVIL PROCESS CLASS	TRAVEL & EXPENSE
180 01-252-000-0000-6330		13.23	MEAL - CIVIL PROCESS CLASS	TRAVEL & EXPENSE
181 01-252-000-0000-6330		6.94	MEAL - CIVIL PROCESS CLASS	TRAVEL & EXPENSE
11063 KUZNIA/RAYMOND D		55.88	5 Transactions	

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30	13361	MN BUREAU OF CRIMINAL APPREHENSIC		150.00	FIELD ANALYSIS OF DRUGS TRNG		23493		TRAVEL & EXPENSE	
	13361	MN BUREAU OF CRIMINAL APPREHENSIC		150.00		1 Transactions				
	15303	OLSON/DAVID								
171		01-252-000-0000-6330		9.99	MEAL - CIVIL PROCESS CLASS				TRAVEL & EXPENSE	
172		01-252-000-0000-6330		8.64	MEAL - CIVIL PROCESS CLASS				TRAVEL & EXPENSE	
173		01-252-000-0000-6330		14.42	MEAL - CIVIL PROCESS CLASS				TRAVEL & EXPENSE	
174		01-252-000-0000-6330		21.36	MEAL - CIVIL PROCESS CLASS				TRAVEL & EXPENSE	
175		01-252-000-0000-6330		10.56	MEAL - CIVIL PROCESS CLASS				TRAVEL & EXPENSE	
176		01-252-000-0000-6330		14.95	MEAL - CIVIL PROCESS CLASS				TRAVEL & EXPENSE	
	15303	OLSON/DAVID		79.92		6 Transactions				
252	DEPT Total:			508.94	Training		5 Vendors		16 Transactions	
255	DEPT				Sentenced To Serve Program					
	1011	ACE HARDWARE								
8		01-255-000-0000-6300		280.17	RENOVATION SUPPLIES		187112		REPAIRS & MAINTENANCE	
7		01-255-000-0000-6300		184.99	RENOVATION SUPPLIES		187123		REPAIRS & MAINTENANCE	
6		01-255-000-0000-6300		494.45	RENOVATION SUPPLIES		187251		REPAIRS & MAINTENANCE	
5		01-255-000-0000-6300		322.98	RENOVATION SUPPLIES		187263		REPAIRS & MAINTENANCE	
	1011	ACE HARDWARE		1,282.59		4 Transactions				
	2370	BREMER BANK								
145		01-255-000-0000-6300		22.00	PETRO PUMPER GAS				REPAIRS & MAINTENANCE	
146		01-255-000-0000-6300		38.88	FARMERS UNION GAS				REPAIRS & MAINTENANCE	
148		01-255-000-0000-6300		30.62	PETRO PUMPER GAS				REPAIRS & MAINTENANCE	
151		01-255-000-0000-6300		23.00	FARMERS UNION GAS				REPAIRS & MAINTENANCE	
152		01-255-000-0000-6300		27.45	FARMERS UNION GAS				REPAIRS & MAINTENANCE	
153		01-255-000-0000-6300		33.97	FUOC GAS				REPAIRS & MAINTENANCE	
154		01-255-000-0000-6300		28.09	FARMERS UNION GAS				REPAIRS & MAINTENANCE	
155		01-255-000-0000-6300		33.55	EXPRESS MART GAS				REPAIRS & MAINTENANCE	
156		01-255-000-0000-6300		28.49	EAST SIDE TESORO GAS				REPAIRS & MAINTENANCE	
144		01-255-000-0000-6405		34.19	TITAN MACHINERY PAINT				GENERAL SUPPLIES - S.T.S.	
147		01-255-000-0000-6405		23.96	FLEET GLOVES				GENERAL SUPPLIES - S.T.S.	
149		01-255-000-0000-6631		181.53	WALMART - PHONES FOR NEW OFF				SUPPLIES & EQUIPMENT - S.T.S.	
150		01-255-000-0000-6631		9.28	FLEETE BOLTS				SUPPLIES & EQUIPMENT - S.T.S.	
142		01-255-000-0000-6801		39.00	LATE FEE				MISCELLANEOUS EXPENSE	
143		01-255-000-0000-6801		9.93	INTEREST				MISCELLANEOUS EXPENSE	

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					Service Dates	Paid On Bhf #	On Behalf of Name
2370	BREMER BANK			563.94	15 Transactions		
15	6006 FARMERS UNION OIL	01-255-000-0000-6330		273.19	GAS FOR STS - SEPTEMBER	697207	TRAVEL & EXPENSE
	6006 FARMERS UNION OIL			273.19	1 Transactions		
255	DEPT Total:			2,119.72	Sentenced To Serve Program	3 Vendors	20 Transactions
259	DEPT				Canteen Collections		
	20357 TURNKEY CORRECTIONS						
64	01-259-000-0000-6405			438.36	VENDING & CANTEEN 9-16 TO 9-30	28984	GENERAL SUPPLIES - CANTEEN
65	01-259-000-0000-6405			580.86	87 - \$5 & 11 \$10 PHONE CARDS	28985	GENERAL SUPPLIES - CANTEEN
66	01-259-000-0000-6405			36.34	INDIGENT 9-1 TO 9-30	29070	GENERAL SUPPLIES - CANTEEN
68	01-259-000-0000-6405			49.96	MP3 SALES 9-1 TO 9-30	29122	GENERAL SUPPLIES - CANTEEN
67	01-259-000-0000-6405			42.41	E-MAIL 9-1 TO 9-30	29131	GENERAL SUPPLIES - CANTEEN
	20357 TURNKEY CORRECTIONS			1,147.93	5 Transactions		
	23309 WHOLESALE SUPPLY CO INC						
69	01-259-000-0000-6405			480.35	MARLBORO, HUSKY, BURRITO	1339142	GENERAL SUPPLIES - CANTEEN
	23309 WHOLESALE SUPPLY CO INC			480.35	1 Transactions		
259	DEPT Total:			1,628.28	Canteen Collections	2 Vendors	6 Transactions
270	DEPT				Crime Victim Advocate Grant		
	9017 INSIGHT TECHNOLOGIES						
132	01-270-000-0000-6300			24.77	IT GLOBAL NOV - CRIME VICTIM	754150	REPAIRS & MAINTENANCE
	9017 INSIGHT TECHNOLOGIES			24.77	1 Transactions		
270	DEPT Total:			24.77	Crime Victim Advocate Grant	1 Vendors	1 Transactions
290	DEPT				EMERGENCY MANAGEMENT		
	1302 AT&T MOBILITY						
10	01-290-000-0000-6202			123.83	SEPTEMBER CELL PHONE	287254343894	Telephone
	1302 AT&T MOBILITY			123.83	1 Transactions		
	99999997 HENNEPIN TECHNICAL COLLEGE						
18	01-290-000-0000-6330			195.00	MSTEP CONFERENCE	00301189	Travel & Expense

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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
999999997	HENNEPIN TECHNICAL COLLEGE		195.00		1 Transactions	
140	9017 INSIGHT TECHNOLOGIES 01-290-000-0000-6210		12.83	HOSTED EXCHANGE - OCTOBER	753939	E-MAIL SERVICES
133	01-290-000-0000-6300		49.52	IT GLOBAL NOV - EMER MGMT	754150	Repairs & Maintenance
	9017 INSIGHT TECHNOLOGIES		62.35		2 Transactions	
290	DEPT Total:		381.18	EMERGENCY MANAGEMENT	3 Vendors	4 Transactions
501	DEPT			Auditorium		
	6001 FALLS DAY ACTIVITY CENTER					
72	01-501-000-0000-6262		128.70	CLEAN AUDITORIUM		OTHER SERVICES
	6001 FALLS DAY ACTIVITY CENTER		128.70		1 Transactions	
501	DEPT Total:		128.70	Auditorium	1 Vendors	1 Transactions
601	DEPT			County Extension		
	9017 INSIGHT TECHNOLOGIES					
134	01-601-000-0000-6300		123.81	IT GLOBAL NOV - EXTENSION	754150	REPAIRS & MAINTENANCE
	9017 INSIGHT TECHNOLOGIES		123.81		1 Transactions	
	15051 OFFICE MAX					
100	01-601-000-0000-6401		49.38	OFFICE SUPPLIES	414703	SUPPLIES - EXTENSION
101	01-601-000-0000-6401		40.60	OFFICE SUPPLIES	426514	SUPPLIES - EXTENSION
102	01-601-000-0000-6401		1.77-	CREDIT MEMO	699217	SUPPLIES - EXTENSION
	15051 OFFICE MAX		88.21		3 Transactions	
	21305 UNIVERSITY OF MINNESOTA					
99	01-601-000-0000-6837		21,058.74	JULY - SEPT 13 SALARY REIMB	300010155	REFUNDS & REIMBURSEMENTS
	21305 UNIVERSITY OF MINNESOTA		21,058.74		1 Transactions	
601	DEPT Total:		21,270.76	County Extension	3 Vendors	5 Transactions
800	DEPT			Social Services Building Complex		
	8385 HEARTLAND PAPER CO					
94	01-800-000-0000-6403		509.64	CLNR, F DISINF, BTISSUE, TWL	G3392601	JANITORIAL SUPPLIES
95	01-800-000-0000-6403		238.39	GRBG GABS, DISNF, DETERGENT	G339262-1	JANITORIAL SUPPLIES

Pennington County Financial System



ANGIE
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1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8385 HEARTLAND PAPER CO		748.03	2 Transactions		
11308 KILEN'S CUSTOM CLEANERS					
186 01-800-000-0000-6300		160.31	CLEAN CARPET	1733	REPAIRS & MAINTENANCE
11308 KILEN'S CUSTOM CLEANERS		160.31	1 Transactions		
800 DEPT Total:		908.34	Social Services Building Complex	2 Vendors	3 Transactions
801 DEPT			Unallocated Revenue		
3138 CREATIVE FORMS AND CONCEPTS					
70 01-801-000-0000-6401		423.86	W2, 1099, 1096	112311	SUPPLIES-UNALLOCATED
3138 CREATIVE FORMS AND CONCEPTS		423.86	1 Transactions		
14330 NATIONAL BUSINESS SYSTEMS INC					
98 01-801-000-0000-6209		2,150.00	PREPAID POSTAGE - TNT	S04168	POSTAGE
14330 NATIONAL BUSINESS SYSTEMS INC		2,150.00	1 Transactions		
15323 OFFICE DEPOT					
81 01-801-000-0000-6401		14.22	PACKAGING TAPE	666862764001	SUPPLIES-UNALLOCATED
79 01-801-000-0000-6401		30.19	10 X 13 ENVELOPE	666862828001	SUPPLIES-UNALLOCATED
15323 OFFICE DEPOT		44.41	2 Transactions		
801 DEPT Total:		2,618.27	Unallocated Revenue	3 Vendors	4 Transactions
1 Fund Total:		249,845.76	County Revenue		183 Transactions

Pennington County Financial System



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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
320	DEPT			Highway Administration		
14123	NORTHWEST BEVERAGE INC					
113	03-320-000-0000-6401		23.50	WATER		SUPPLIES
14123	NORTHWEST BEVERAGE INC		23.50		1 Transactions	
16027	PENNINGTON COUNTY TREASURER					
110	03-320-000-0000-6263		38.47	HOSTED EXCHANGE		COMPUTER SERVICES
111	03-320-000-0000-6263		445.71	IT GLOBAL - OCT.		COMPUTER SERVICES
16027	PENNINGTON COUNTY TREASURER		484.18		2 Transactions	
21330	UNIVERSITY OF MINNESOTA					
109	03-320-000-0000-6245		95.00	TZD - MF		CONTINUING EDUCATION
21330	UNIVERSITY OF MINNESOTA		95.00		1 Transactions	
23309	WHOLESALE SUPPLY CO INC					
108	03-320-000-0000-6401		494.02	OFFICE SUPPLIES	\	SUPPLIES
23309	WHOLESALE SUPPLY CO INC		494.02		1 Transactions	
320	DEPT Total:		1,096.70	Highway Administration	4 Vendors	5 Transactions
330	DEPT			Highway Maintenance		
999999997	MN DOT					
117	03-330-000-0000-6245		125.00	CONTRACT ADMINISTRATION - BP		CONTINUING EDUCATION
999999997	MN DOT		125.00		1 Transactions	
330	DEPT Total:		125.00	Highway Maintenance	1 Vendors	1 Transactions
350	DEPT			Equipment & Maintenance Shop		
5311	EVCO PETROLEUM PRODUCTS INC					
116	03-350-000-0000-6562		566.01	GREASE		MOTOR OIL & LUBRICANTS
5311	EVCO PETROLEUM PRODUCTS INC		566.01		1 Transactions	
6349	FASTENAL COMPANY					
114	03-350-000-0000-6556		356.37	GREASE GUN		SHOP SUPPLIES
115	03-350-000-0000-6556		8.83	NUTS FOR BANDS SHOP 500		SHOP SUPPLIES
6349	FASTENAL COMPANY		365.20		2 Transactions	
7337	GCR TIRE STORES					

Pennington County Financial System



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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	Warrant Description	Invoice #	Account/Formula Description
<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>
103 03-350-000-0000-6564		50.00	FLAT REPAIR UNIT 230	EQUIPMENT REPAIR PARTS
104 03-350-000-0000-6564		412.14	TIRES UNIT 232	EQUIPMENT REPAIR PARTS
105 03-350-000-0000-6564		20.00	FLAT REPAIR UNIT 305	EQUIPMENT REPAIR PARTS
106 03-350-000-0000-6564		45.00	FLAT REPAIR UNIT 310	EQUIPMENT REPAIR PARTS
7337 GCR TIRE STORES		527.14	4 Transactions	
13302 M-R SIGN CO, INC				
107 03-350-000-0000-6551		153.57	911 SIGNS	SIGNS
13302 M-R SIGN CO, INC		153.57	1 Transactions	
15319 O'REILLY AUTOMOTIVE INC				
112 03-350-000-0000-6564		27.25	CENTER SUPPORT FOR DRIVE SHAFT	EQUIPMENT REPAIR PARTS
15319 O'REILLY AUTOMOTIVE INC		27.25	1 Transactions	
19358 SONNIS SPECIALTIES INC				
185 03-350-000-0000-6565		1,010.55	STRIPING CSAH 7	ROAD MATERIALS
19358 SONNIS SPECIALTIES INC		1,010.55	1 Transactions	
350 DEPT Total:		2,649.72	Equipment & Maintenance Shop	6 Vendors 10 Transactions
3 Fund Total:		3,871.42	Road & Bridge	16 Transactions
Final Total:		253,717.18	110 Vendors	199 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	249,845.76	County Revenue
	3	3,871.42	Road & Bridge
All Funds		253,717.18	Total

Approved by,

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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
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1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10026	JENSEN/DONALD J					
1	01-003-000-0000-6103		65.00	PER DIEM - LAW ENF COM - TRF	090413	PER DIEMS - BOARD
2	01-003-000-0000-6103		100.00	PER DIEM - AMC - ALEXANDRIA	090513	PER DIEMS - BOARD
3	01-003-000-0000-6103		100.00	PER DIEM - AMC = ALEXANDRIA	090613	PER DIEMS - BOARD
4	01-003-000-0000-6103		100.00	PER DIEM - LAW ENF COM - TRF	090913	PER DIEMS - BOARD
5	01-003-000-0000-6103		65.00	PER DIEM - AIRPORT AUTH - TRF	091013	PER DIEMS - BOARD
6	01-003-000-0000-6103		65.00	PER DIEM - PERS COMM - TRF	091213	PER DIEMS - BOARD
7	01-003-000-0000-6103		65.00	PER DIEM - DNR - TRF	091713	PER DIEMS - BOARD
8	01-003-000-0000-6103		65.00	PER DIEM - JTC - TRF	091913	PER DIEMS - BOARD
9	01-003-000-0000-6103		65.00	PER DIEM - TAC - TRF	092013	PER DIEMS - BOARD
10026	JENSEN/DONALD J		690.00	9 Transactions		
1 Fund Total:			690.00	County Revenue	1 Vendors	9 Transactions

Pennington County Financial System



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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10	6350 FLAAGAN/MIKE 03-320-000-0000-6330		8.51	MEAL - MEETING - DL	100913	TRAVEL & EXPENSE
11	03-320-000-0000-6330		7.54	MEAL - MEETING - DL	101013	TRAVEL & EXPENSE
	6350 FLAAGAN/MIKE		16.05	2 Transactions		
3 Fund Total:			16.05	Road & Bridge	1 Vendors	2 Transactions
Final Total:			706.05	2 Vendors	11 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	690.00	County Revenue
	3	16.05	Road & Bridge
All Funds		706.05	Total

Approved by,

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**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
TUESDAY, OCTOBER 8, 2013, 10:00 A.M.**

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Board Room in Thief River Falls, MN, on Tuesday, October 8th, 2013 at 10:00 a.m. Members present: Cody Hempel, Donald Jensen, Neil Peterson, Oliver “Skip” Swanson, and Darryl Tveitbakk at 10:15 a.m. Members absent: none.

The Pledge of Allegiance was recited.

County Engineer, Mike Flaagan, recommends finalizing the County Road 81 project done by Thygeson Construction Co. with final payment in the amount of \$93,170.50. The following resolution was introduced by Commissioner Peterson, seconded by Commissioner Swanson and upon vote was unanimously carried.

WHEREAS: Project No. 57-13-05-81 has in all things been completed, and the County Board being fully advised in the premises,

NOW THEN BE IT RESOLVED, that we do hereby accept said completed project for and in behalf of the Pennington County Highway Department and authorize final payment as specified herein.

The County Engineer then gave a report on the status of the 2013 projects. County Ditch #41 cleaning has been completed and County Ditch #37 is in need of cleaning and riprap. Paving on the CSAH #23 (Oklee Rd) still needs to be completed.

The study has been completed on the amount of gravel in the SE1/4 Section 16 Black River Township. After a meeting with Minnesota Department of Natural Resource representatives it was decided that the County should remove the gravel as authorized and reclaim the pit.

Amanda Grzadzielewski, representing the Northwest Private Industry Council presented the nomination of Amber Hawkins as an Organized Labor Representative on the Northwest Private Industry Council. Moved by Commissioner Jensen, seconded by Commissioner Peterson to recommend approval of Amber Hawkins as an Organized Labor Representative on the Northwest Private Industry Council. Motion unanimously carried.

The Public Safety Committee would like to meet with the Thief River Falls Mayor and Administrator regarding the Emergency Management Director position. Commissioner Tveitbakk moved, seconded by Commissioner Jensen to give authority to the public safety committee to contact the City of Thief River Falls representative regarding making the Emergency Management Director position a full time position. Motion unanimously carried.

County Assessor Adeline Olson presented an application for abatement of market value under the Local Option to Disaster on parcel No. 25.03804250 owned by Larry and Sharon Johnson. The garage and part of the house was destroyed by fire on August 26th, 2013. Moved by Commissioner Swanson, seconded by Commissioner Jensen to approve reducing the market value by \$10,800 for taxes payable 2014 on parcel no. 25.03804250 owned by Larry and Sharon Johnson pursuant to the Application for Abatement Local Option to Disaster. Motion unanimously carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen to authorize the Chairman to sign Satisfaction of Mortgage Deed for Michelle and Lynn Baker and future Satisfaction of Mortgage Deeds when received so as not to jeopardize locking in of interest rates. Motion unanimously carried.

The County Board discussed the leases with TRFAHA, the Archery Club, the Rifle Club, and St. Bernard's. All current leases expire on December 31st, 2013.

Commissioner Tveitbakk moved, seconded by Commissioner Peterson to approve payment of the Human Service warrants totaling \$182,283.80, the Auditor and Manual warrants for August 2013 totaling \$1,152,427.85, and the following Commissioner warrants. Motion unanimously carried.

WARRANTS

County Revenue	\$ 62,497.40
Road & Bridge	\$ 84,918.72
Solid Waste Facility	\$ 745.50
Ditch Funds	\$ 7,215.00

Per diems and meal reimbursements in the amount of \$1,485.21 were also approved.

Commissioner Jensen moved, seconded by Commissioner Tveitbakk to approve the minutes of September 24th, 2013 as written. Motion carried.

Commissioner Jensen moved, seconded by Commissioner Tveitbakk to set the salary of the Auditor/Treasurer at \$90,000 effective October 1st, 2013. Motion unanimously carried.

Discussion were held regarding if the Inter County Nursing Service will be allowed to participate in the County Health Insurance plan or if they will be required to seek their own group plan. Discussion was also held on the County Coroner position.

Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson to adjourn to 5:00 p.m. October 22nd, 2013. Motion carried.