

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
COUNTY BOARD ROOM
TUESDAY, SEPTEMBER 24TH, 2013, 5:00 P.M.**

AGENDA - REVISED

Pledge of Allegiance

- 5:00 Ken Yutrzenka – Human Services Director
- Consent Agenda
- 5:05 Captain Hanson – MN State Patrol, Lou Tasa –
MnDOT, Holly Kostrzewski – NE/NW TZD
Coordinator
- Towards Zero Deaths (TZD) Presentation
- 5:25 Kathleen Herring – Financial Asst. Supervisor,
Mike Flaagan – County Engineer
- LEAN discussion
- 5:40 Mike Flaagan – County Engineer
- Highway Dept. Items
- 6:00 Rey Freeman – Geo-Comm, Ray Kuznia –
County Sheriff
- ARMOUR participation study
- 6:20 Thief River Falls Hockey Association (TRFAHA)
Lease Agreement

County Auditor's Items

(This agenda is subject to change)

SECTION A

The regular meeting of the Pennington County Human Service Committee was held August 14, 2013 at 1:00 pm. at Pennington County Human Services.

COMMITTEE MEMBERS PRESENT:

Cody Hempel
Darryl Tveitbakk

STAFF MEMBERS PRESENT:

Ken Yutzenka
Scott Sommers
Julie Sjostrand
Kathleen Herring

- I. MINUTES: The July 16, 2013 Human Service Committee meeting minutes were read. Noting no changes, recommendation was made to forward the minutes to the Consent Agenda.

- II. PERSONNEL:
 - A. Mauri Gonsorowski, Social Worker, submitted her resignation effective 10/11/2013. A recommendation to accept Ms. Gonsorowski's resignation was forwarded to the Consent Agenda.
 - B. The Director and Social Service Supervisor presented a request to re-fill the Social Worker vacancy created by resignation noted above. Upon completion of discussion a recommendation to post, interview and hire for this vacancy was forwarded to the Consent Agenda.

- III. GENERAL:
 - A. The Director presented an updated Social Service Fee Schedule for approval. This fee schedule would be used for determining parental fees for out-of-home placements and could be adapted for other fee applications where fee schedules are not specified. Suggestion was made to modify the fee schedule to strive toward greater uniformity. Based on suggestions made, the agency will modify a draft for subsequent presentation.
 - B. Scott Sommers, Fiscal Supervisor, and the Director presented information regarding the agency's vehicles and initiated discussion about replacing one of the cars. Upon completion of discussion, staff was directed to seek quotes from local new car dealers for review at the September Human Service Committee meeting.
 - C. Julie Sjostrand, Social Service Supervisor, presented on the recently conducted Blue Plus and UCare annual MSHO audits.
 - D. The Out-Of-Home Cost report, updated through July, 2013, was presented for review.
 - E. Month's end cash balance for July stands at \$1,693,689.91.

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 that the current Income Maintenance open case count stands at 1,454.

- 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: September 17, 2013 at 7:00 pm.

Intersection of CR 52 and CR 81

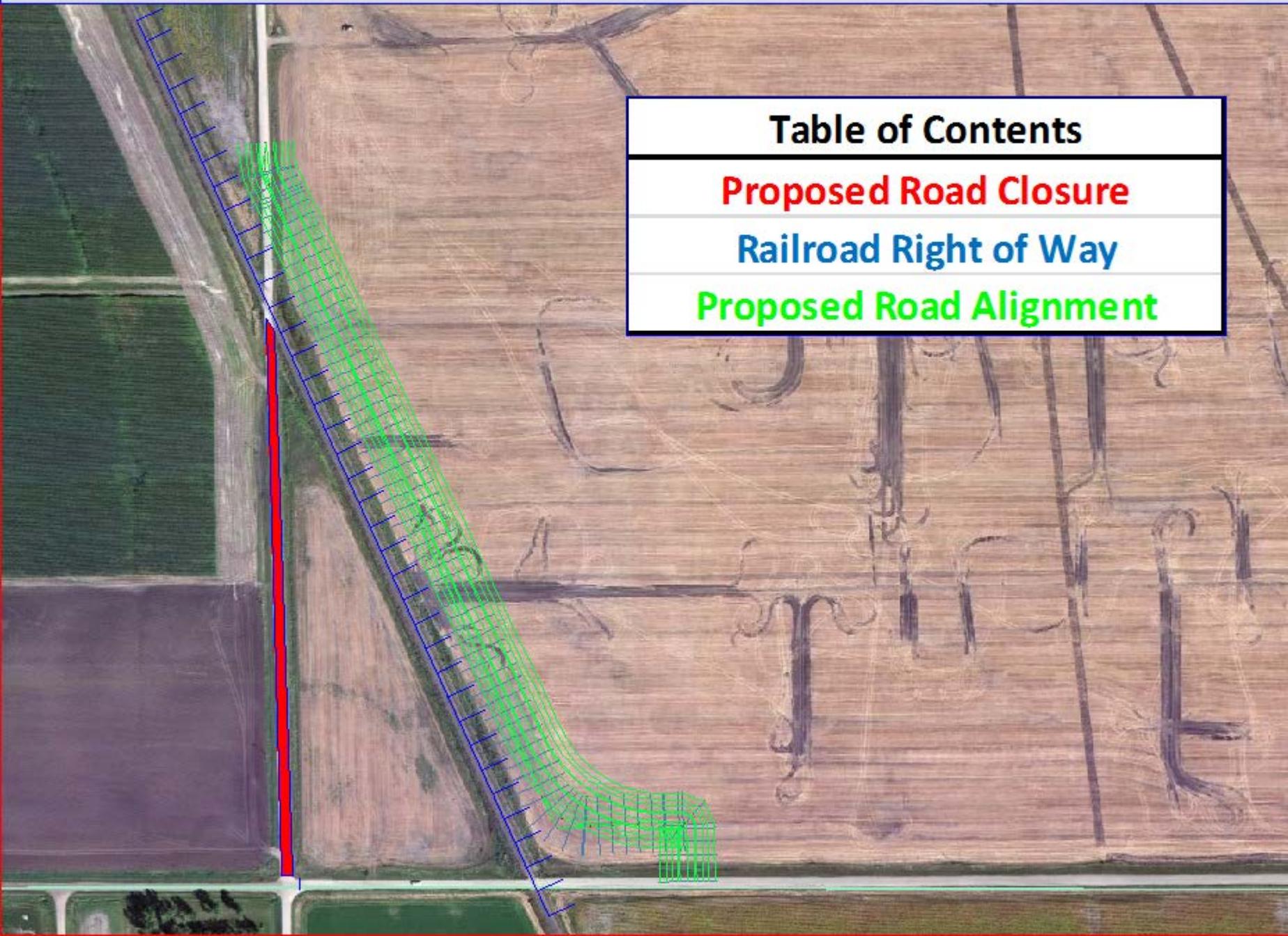


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Railroad Right of Way

Proposed Road Alignment

Intersection of CR 55 and Railroad

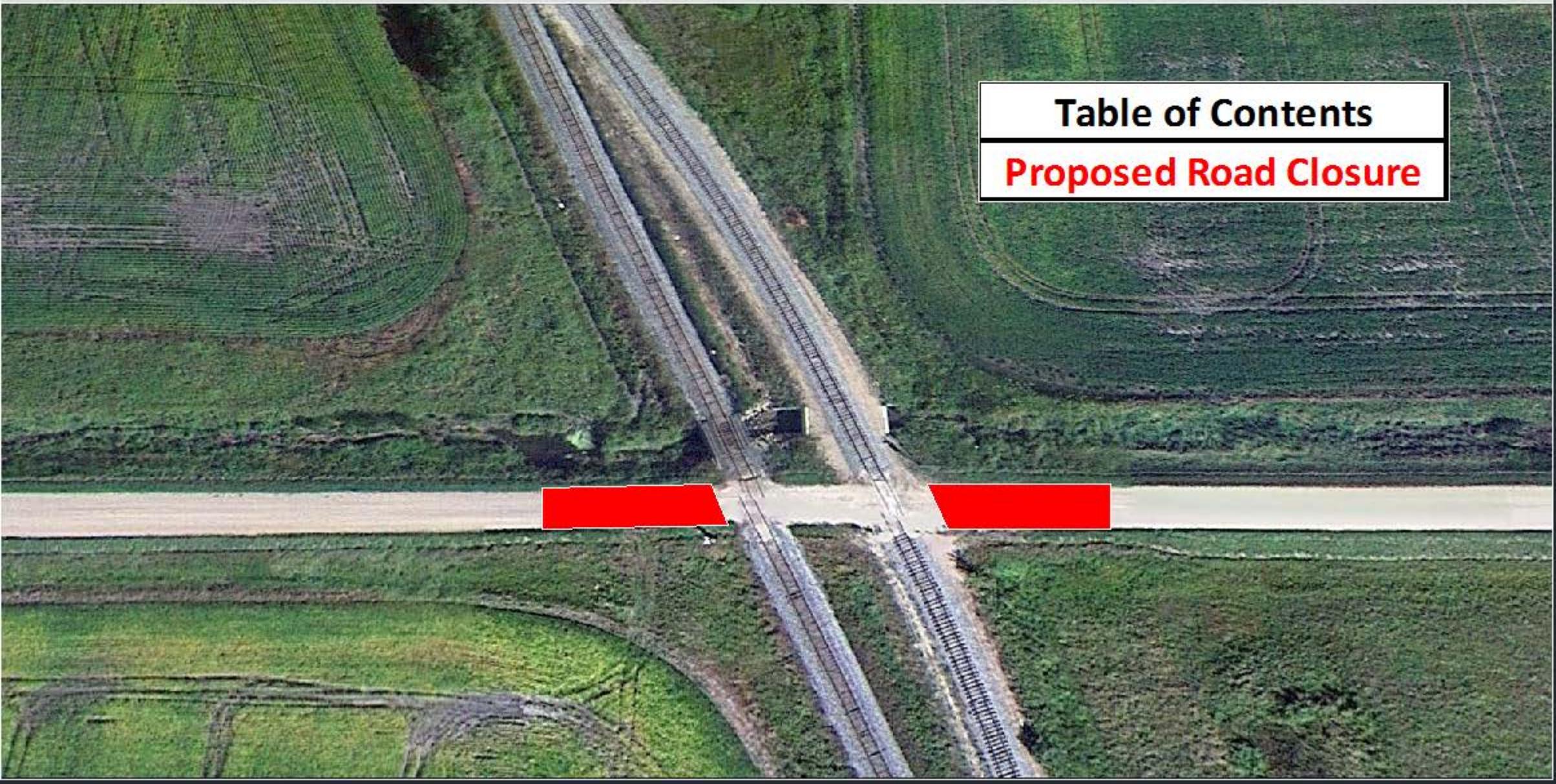


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Proposed Road Closure

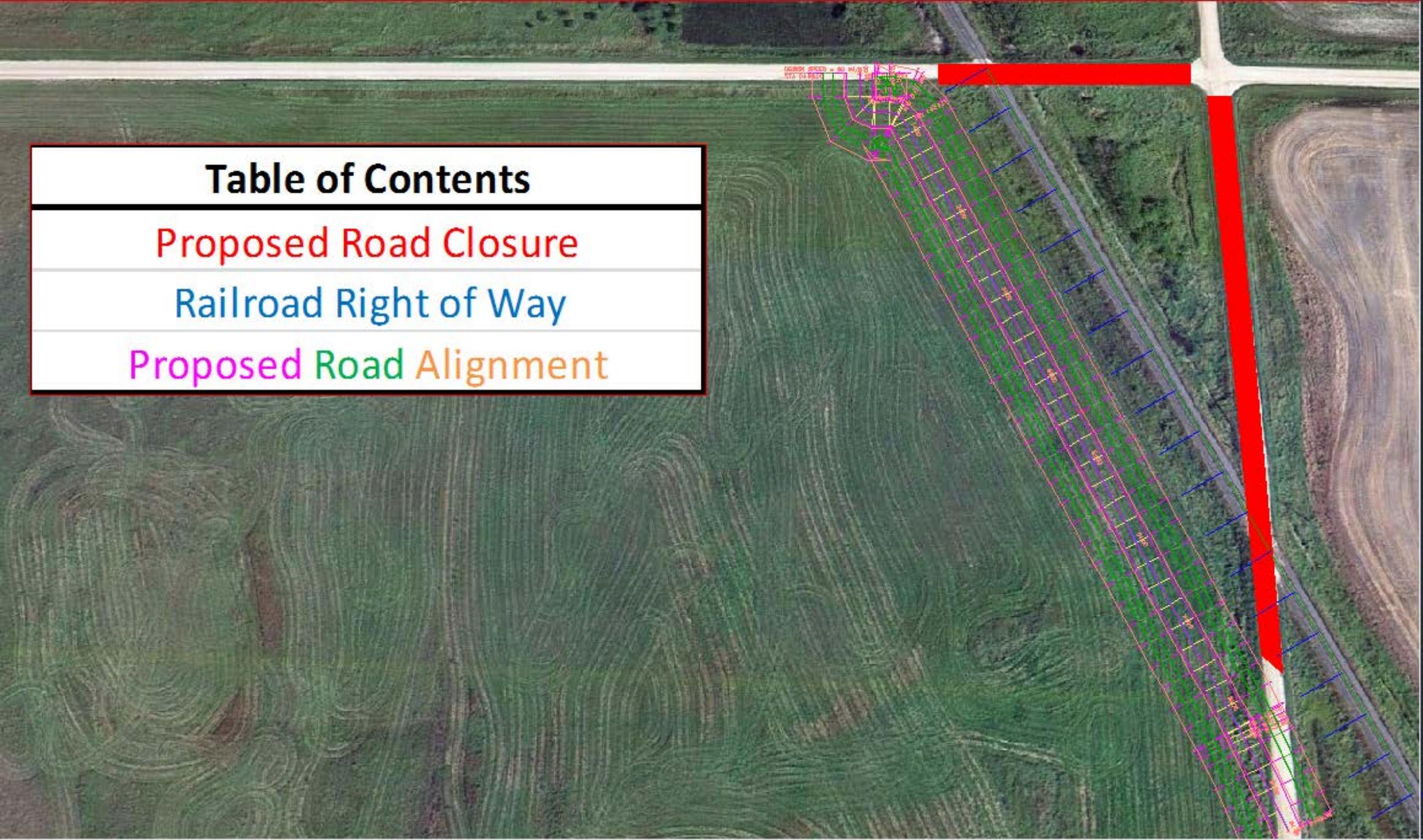
Intersection of CR 58 and CR 79

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Proposed Road Closure

Railroad Right of Way

Proposed Road Alignment



COST-SHARE ASSISTANCE CONTRACT AMENDMENT

Conservation District	Contract Number	Amendment Number	Amendment Type
Pennington	FY12-03	1	Date: <input checked="" type="checkbox"/> Amount: <input type="checkbox"/> Land Occupier: <input type="checkbox"/>

The parties whose names are signed below hereby agree that the above-referenced cost-share assistance contract is amended as follows:

IT IS AGREED THAT:

The original completion date of 11/15/13 will be extended to 10/15/14 due to coordination of County Road 3 construction project planned for the summer of 2014.

The original contract as numbered shall remain in full force and effect, except for those changes made necessary to this amendment.

This amendment is to take effect on the date of the last signature hereto.

Landowner	Date
Land Occupier	Date

TECHNICAL ASSESSMENT AND COST ESTIMATE

I have viewed the site where the above listed are to be installed and find that they are needed, and that the amended estimated quantities, costs or completion date are practical and reasonable.

Conservation District Technical Representative	Date
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CONSERVATION DISTRICT BOARD APPROVAL

Conservation District Board, Chair	Board Meeting Date
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Pennington County, Minnesota

ARMER Implementation Plan

August 2013

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ARMER Participation Plan

I. Introduction

A. ARMER System Application – Pennington County

Pennington County, Minnesota, and the city and county agencies within the county, request approval for participation in and use of the State of Minnesota Allied Radio Matrix for Emergency Response (ARMER) radio system. The county and its agencies plan to be “Full Participants” in the ARMER system, and will migrate all primary voice communications services to the network, once fully implemented.

The county requests that this application and plan be reviewed and approved by the following agencies:

- Northwest Minnesota Regional Advisory Committee (NW RAC)
- Northwest Minnesota Regional Radio Board (NW RRB)
- State of Minnesota Radio Board Operations and Technical Committee (OTC)

Pennington County’s plan has been developed based on the requirements and operational standards established for participation in and use of the ARMER radio system.¹ The county desires to contract as required with the Northwest Regional Radio Board and the State of Minnesota Department of Transportation (Mn/DOT) for use of the ARMER system once approved.

A list of the local city and county agencies within the county that plan to be included in the use of this system is provided in Section I.D of this planning document.

B. Project Summary

Pennington County, Minnesota, and the public safety entities within Pennington County have developed a plan for the replacement of the existing VHF public safety radio systems currently used by those agencies. A comprehensive radio system analysis was conducted in 2009, which presented options for either continued VHF radio operations, or a migration to the 800 MHz ARMER system.

¹ All endnotes are attached at the end of the report (Attachment 3) under the heading of “References.”

The primary goals of a new radio communications system are:

- Provide improved radio system reliability, coverage, and capacity
- Replacement of the existing aging VHF radio system equipment
- Provide expanded county and region wide interoperability between public safety agencies, whether utilizing VHF or 800 MHz radio systems

After a thorough review of the options available, the county has determined that an eventual migration to the 800 MHz ARMER radio system, utilizing the system’s multi-site, digital, and trunking technologies would best meet the county agencies radio communications goals, and will provide the required level of interoperability between public safety agencies in the region. The primary points of contact for this project are:

Sheriff Ray D. Kuznia
 Pennington County Sheriff's Office
 102 – 1st St. West
 Thief River Falls, MN 56701
 218-681-6161 Phone
 218-683-7006 Fax
rkuznia@Penningtonsheriff.org

Rey Freeman
 GeoComm
 13517 Larkin Drive
 Minnetonka, MN 55305
 952-541-0747 Phone
 952-541-0748
rfreeman@geo-comm.com

C. Jurisdictional Coverage of System

The radio system is intended to provide radio communications throughout the entire geographic area of Pennington County, Minnesota. Pennington County is located in the northwest area of Minnesota, covering 617 square miles, with a population of 13,930 people. The terrain of Pennington County is relatively flat, with ground elevations ranging from 900 feet in the western river areas to 1,100 feet in the eastern areas.

D. Entities and Users Participating in the Planned System

It is the intent of Pennington County and the agencies within to implement a shared radio system that will incorporate both public safety and additional governmental agencies. The list contains all of the agencies planning to participate in the system at this time.

Participating Public Safety Agencies	
Pennington County Sheriff's Office	Goodridge Fire Department
Thief River Falls Police Department	St. Hilaire Fire Department
Thief River Falls Fire Department	Thief River Falls Ambulance
Participating Public Works and School Departments	
Pennington County Highway Department	Thief River Falls School District
Goodridge School District	Thief River Falls Public Works

E. Existing VHF System Configuration

All existing Pennington County voice radio systems operate on VHF (150-160 MHz) frequencies, providing radio channels for law enforcement, fire, and Emergency Medical Service (EMS)/ambulance operations. The dispatch center is physically located at the Pennington County Sheriff's Office in Thief River Falls, Minnesota.

The existing Pennington County radio system consists of multiple VHF base and repeater stations located at different tower sites around the county. The following primary tower sites are used for the Pennington County system.

- Thief River Falls (ARMER)
- Pennington County 911
- High Landing (ARMER)

All radio equipment located at the tower or other remote sites is controlled from the dispatch center via leased telephone circuits or VHF radio link through a control station.

The primary VHF radio system infrastructure equipment used by the county is a variety of newer Motorola base and repeater stations. Most stations are in good operating condition, and are operating on narrowband (12.5 kHz) radio frequencies. A 2-position Motorola Centracom Gold Elite PC-based radio control console is used in the Thief River Falls dispatch center.

The radio system consists of separate VHF channels and base/repeater stations for Sheriff/law, and fire/EMS operations, which are located at the tower sites noted above, as well as at various fire halls throughout the county. The Sheriff/law radio network consists of multiple law repeater channels and sites, along with local Minnesota Statewide Emergency Frequency (MNSEF) and point-to-point stations. The fire/EMS radio networks consist of multiple independent stand-alone base stations located at various tower sites around the county, which also provides tone-and-voice paging capabilities. The radio users and dispatchers manually select the proper tower site based on the radio or service location.

2. ARMER System Technical Review

A. System Design

During the local ARMER system implementation planning process, work was done to determine what type of configuration would be appropriate for the Pennington County radio system. Since the basic structure of the ARMER system as a multicast digital trunked radio system will meet the needs of Pennington County agencies, they plan to utilize the system in this planned multicast configuration.

Primary planning factors:

- System infrastructure and equipment plans
- Tower site planning
- 800 MHz channel requirements
- 800 MHz talkgroup requirements
- Quantity of end user radios
- Tower site and Public Safety Answering Point (PSAP) connectivity

Specific details of how these system parameters will be addressed are provided in this section of the document.

i) System Infrastructure and Tower Site Planning

The ARMER system plan that exists for the Pennington County area includes two tower sites within the county borders, as well as additional sites outside the county borders that will provide some level of coverage within the county. The following sites are planned for within Pennington County:

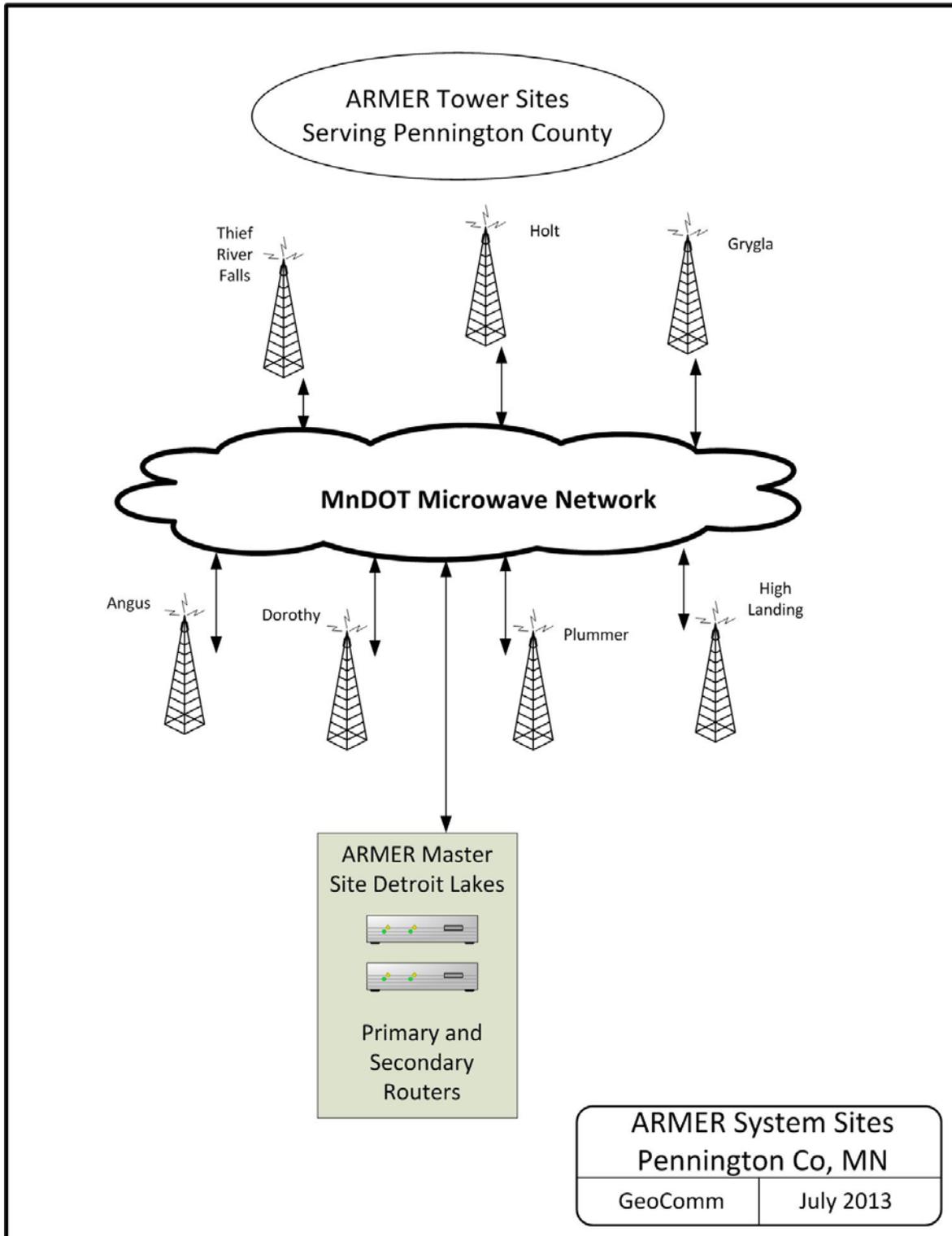
Thief River Falls	High Landing
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The following sites are located outside of but near the county border and will provide coverage within Pennington County:

Holt	Dorothy
Grygla	Plummer
Angus	

Refer to the diagram on the next page for a high-level overview of the ARMER tower site details for the proposed system implementation for Pennington County.

Pennington County ARMER System Architecture



ii) Local Equipment Additions and Enhancements

The ARMER planning study conducted for Pennington County determined that no additional local enhancement, tower sites (coverage), or channel capacity are required or planned. The ARMER tower sites planned for Pennington County and surrounding areas are expected to provide the required level of reliable coverage for the county's agencies, and no additional tower sites are planned.

A review of the number of radios planned for use in Pennington County, along with the number of talkgroups and expected radio traffic levels was conducted to determine if any additional 800 MHz channel capacity will be needed at the local ARMER tower sites. Considering these factors, and the resulting traffic loading calculations included in this ARMER Plan, no channel expansion should be needed at the ARMER sites serving the county.

iii) Subscriber Radios

The 800 MHz subscriber (mobile and portable) radio inventory planning work conducted with Pennington County agencies has identified the following maximum estimated quantities of radios to be utilized on the system:

Agency Type	Mobile	Portable	Base
Law Enforcement	17	30	1
Fire/EMS	29	48	5
Public Works	4	4	0
Schools/Other	4	4	0
Totals	54	80	6

A total of 140 mobile and portable radios, and control bases would be implemented in the system, if all existing public safety and some public works VHF radios are replaced with new 800 MHz radios. This includes the total potential for three year growth for the agencies within the county. A detailed breakdown of Pennington County's mobile, portable, and VHF radio pager inventory requirements and cost estimates is provided on the next page. Agencies throughout the county will be able to use this opportunity to purchase and implement standard radio types for use within the system, which will promote user commonality and interoperability between the various agencies. No vendor selection or planning work had been done at this point.

Pennington County MN ARMER Mobile/Portable Cost Estimate Worksheet

Pennington County MN 800 Mhz Radio Inventory and Cost Data

Total of 800 MHz Mobile and Portable Radio Equipment Required for System Implementation											Totals
Agency	Dual Band Mobile @ \$6,000	Mid-Tier Mobile Radios w/DES @ \$4,000	Mid-Tier Mobile Radios no DES @ \$3200	Mid-Tier Mob Radios Dual Control @ \$3800	Dual Band Portable @ \$6,000	Mid-Tier Port Radios w/DES @ \$3,300	Mid-Tier Port Radios no DES @ \$2500	Low-Tier Mobile Radios @ \$2,150	Low-Tier Portable Radios @ \$1,550	800 Mhz RF Control Stations @ \$6,000	Total Agency Radio Equipment Costs (Maximum)
Pennington County Sheriff (needed)	7				2		8				\$ 74,000
Pennington Co Sheriff (on hand)	4				2						\$ -
Thief River Falls Police	2		4		2		16			1	\$ 82,800
Law Agency Totals	13		4		6		24			1	\$ 156,800
Goodridge Fire	2		5		2				10	1	\$ 61,500
Thief River Falls Fire	2		8		2				10	1	\$ 71,100
St Hilaire Fire	2		6		2				4	1	\$ 55,400
Thief River Falls Ambulance				4			12			1	\$ 51,200
Thief River Falls Hospital										1	\$ 6,000
Fire/EMS Agency Totals	6		19	4	6		12		24	5	\$ 245,200
Pennington County Highway Dept								2	2		\$ 7,400
Thief River Falls Public Works								2	2		\$ 7,400
TRF School District								2	2		\$ 7,400
Goodridge School District								2	2		\$ 7,400
Public Works Agency Totals		0	0	0		0	0	8	8	0	\$ 29,600
GRAND TOTALS	19	0	23	4	12	0	36	8	32	6	\$ 431,600

iv) System Talkgroup Planning and ID Requirements

Pennington County agencies have conducted several radio implementation meetings to discuss talkgroup requirements and have developed a preliminary fleet map for the implementation of the new system for county agencies. In addressing this issue, the following basic outline will be considered:

- Primary and secondary dispatch talkgroups for law enforcement
- Primary and secondary dispatch talkgroups for fire service
- Primary and secondary dispatch talkgroups for EMS service
- Individual dispatch talkgroups for non-traditional public safety agencies
- Countywide talkgroups for special events
- Countywide talkgroups for interoperability
- Individual talkgroup(s) for each participating agency
- Non-trunked tactical talkgroups for “Scene of Action” use

Refer to Attachment I for a copy of the preliminary Pennington County fleet map. It is estimated that approximately 44 talkgroups will be required for Pennington County agencies within the system.

A total of 150 ARMER system IDs are expected for the Pennington County implementation, which includes three year estimated totals:

- 140 for mobile and portable subscriber units total expected on the system for all agencies
- 10 for PSAP operations (MCC 7500 consoles are being planned)

v) 800 MHz Frequency Planning

The ARMER system sites within Pennington County will operate in a trunked multicast mode of operation. The state has planned for a group of five 800 MHz frequency pairs to be implemented at each site, and these channels will be shared by all users of the system/sites in the area. These users will include:

- Pennington County agency users
- Neighboring county agency users
- State of Minnesota agency users

The county recognizes that in a trunked radio system it is important that the tower sites be established with a sufficient number of 800 MHz channels to ensure that all radio users are able to access the system when needed for both routine and emergency radio communications traffic. However, a balance must be established between providing a sufficient number of channels and the cost of implementing those channels, as well as the increasingly limited number of 800 MHz frequencies available for the channels.

The Federal Communications Commission (FCC) has established basic guidelines and rules for the number of Radio Frequency (RF) channels that can exist within a trunked radio system based on the total number of end user radios assigned to that system. With a maximum radio inventory of approximately 141 local radio

units planned for this system, it is expected that the planned five channels will be sufficient at the Pennington County ARMER sites.

When neighboring county and state radios are added to this total, it is possible that a greater number of channels would be needed at the sites. To better calculate the expected traffic loading the Pennington County radio would have on the local tower sites, the industry-standard Erlang-C process has been used in this plan to determine the expected voice traffic on the ARMER system. This process can be used for both telephone and radio networks, where a shared and limited number of communications paths (trunks) are used to handle the voice traffic.

A full discussion of how this process works is beyond the scope of this plan; however, several critical factors are used to determine the expected radio traffic usage of the tower sites:

- Number of local (Pennington County) radios
- Number of neighboring county agency radios that are likely to use any given tower site
- Number of State of Minnesota agency radios that are likely to use the sites
- Number of 800 MHz radio channels available at the site(s)
- Estimation of how many radios are in use/service at a point in time
- Average radio transmission length of time (in seconds)
- Average expected number of transmissions from the radios (per hour)

When these radio inventory and usage parameters are entered into the Erlang calculation formula, a resulting Grade of Service (GOS) parameter is generated, indicating the calculated or expected availability of the radio system channels for the radio users. This GOS number could also be viewed as a “likelihood of getting a busy signal” when pressing the transmit button on a radio. The lower the number, the better GOS.

Public Safety Wireless Network (PSWN), the governmental agency which establishes operational standards and recommendations for public safety radio communications, has established a minimum GOS for these radio systems at “equal or less than two percent.”

In other words, there should be less than a two percent chance that a radio user’s transmission would be blocked by the system due to radio traffic levels. This could also be viewed as “greater than 98 percent” chance of a radio user’s transmission being properly handled by the system when needed. This two percent GOS is considered a “Standard Busy Hour” level of usage. It should be noted that many agencies have elected to move beyond the PSWN recommendation and a common goal in Public Safety today is a GOS of 1 or better.

The parameters used for the Pennington County radio traffic calculations are as follows:

- Quantity 140 Pennington County radios (three year maximum)
- Quantity 130 neighboring county radios (interoperability use in Pennington County)
- Quantity 150 State of Minnesota agency radios
- 33 percent estimate percentage of how many radios are in use/service at one time
- 8 seconds average radio transmission length of time (in seconds)
- .51 average expected number of transmissions from the radios (per hour)
- 1.5 seconds average busy time (in seconds)

The GOS is then calculated for each site, based on the number of radio channels planned for the sites, to show the impact of the differing number of channels that would be implemented at the sites.

This formula does not necessarily incorporate any parameter for the number of talkgroups being planned for use by the local county agencies. The number of talkgroups can have a dramatic effect on system loading, as the larger the number of talkgroups, the greater potential for spreading the traffic among the RF channels. Nonetheless, it remains the most reliable method for calculating radio traffic levels.

The table shown below contains the predicted 800 MHz radio channel and tower site traffic loading for typical operational radio activity for the sites that are located within Pennington County, based on the parameters in the previous data table:

Predicted 800 MHz Standard Voice Channel Traffic Loading for Pennington County

Site and GOS	Number of Voice Channels Normal Conditions				
	1	2	3	4	5
High Landing	30.5%	3.7%	0.3%	0.0%	0.0%
Thief River Falls	27.3%	3.1%	0.2%	0.0%	0.0%

One channel at each site is allocated as the Control Channel, which is not used for voice and not reflected in the table above. As shown, a GOS of better than one percent is achieved with three channels per site (highlighted in yellow), less that the total quantity being installed by the state at each of the county sites. This would indicate that no additional channels should be needed at the county sites.

The above calculations are again based on the PSWN “Standard Busy Hour” calculations, and do not account for the increased traffic loads that would be expected during emergency periods (tornado, large fire, multiple events). PSWN has established a recommendation of an additional 20 percent capacity for these events. Refer to the following table for the predicted ARMER system traffic loading and GOS for the Pennington County sites when the PSWN 20 percent additional emergency operations data is incorporated into the usage calculations.

Predicted 800 MHz Voice Channel Traffic Emergency Loading for Pennington County

Site and GOS	Number of Voice Channels Emergency Conditions				
	1	2	3	4	5
High Landing	48.0%	8.6%	1.2%	0.1%	0.0%
Thief River Falls	51.7%	9.6%	1.4%	0.2%	0.0%

As shown, three voice channels remain adequate to maintain the minimum recommended GOS during emergency traffic periods at all sites. The State of Minnesota will be implementing four voice channels at all sites, so no additional channels should be needed at the ARMER sites. Because of the average quantity of talkgroups planned by Pennington County agencies (44), we do not believe that Pennington County’s implementation will have a significant impact on the system loading at the remaining sites, and should not be a factor requiring additional RF channel capacity. This also includes additional future capacity for the local sites in the event that other governmental agencies (schools, transportation) elect to join the system in the future.

The State of Minnesota has obtained the 800 MHz frequency assignments for the basic five channel configuration needed for the six tower sites within Pennington County. The table on the following page is the current available 800 MHz frequency data for the Pennington County ARMER tower sites. The channels listed as “Pennington Co.” have been assigned to Pennington County via the state’s 800 MHz NPSPAC channel plan, and while they have not yet been assigned to a specific site, they could be used for the system at some point. Channels and sites with a “?” listed may have been assigned a non-NPSPAC 800 MHz channel, but this information is not readily available at this time.

800 MHz Frequency Assignments for ARMER Sites in Pennington County

Site	Chan 1	Chan 2	Chan 3	Chan 4	Chan 5
Pennington County	102	119	139	198	218
High Landing	34	61	187	PS	PS
Thief River Falls	24	80	91	145	201

(PS = Public Safety/Non-NPSPAC channels)

vi) PSAP Console Planning and Logging

The Pennington County dispatch center currently utilizes a two-position Motorola Centracom Gold Elite radio console control system. The county plans to eventually replace this existing console system with a new Motorola MCC7500 3-position console system for use with the ARMER system. A high-level system connectivity diagram is provided on the following page.

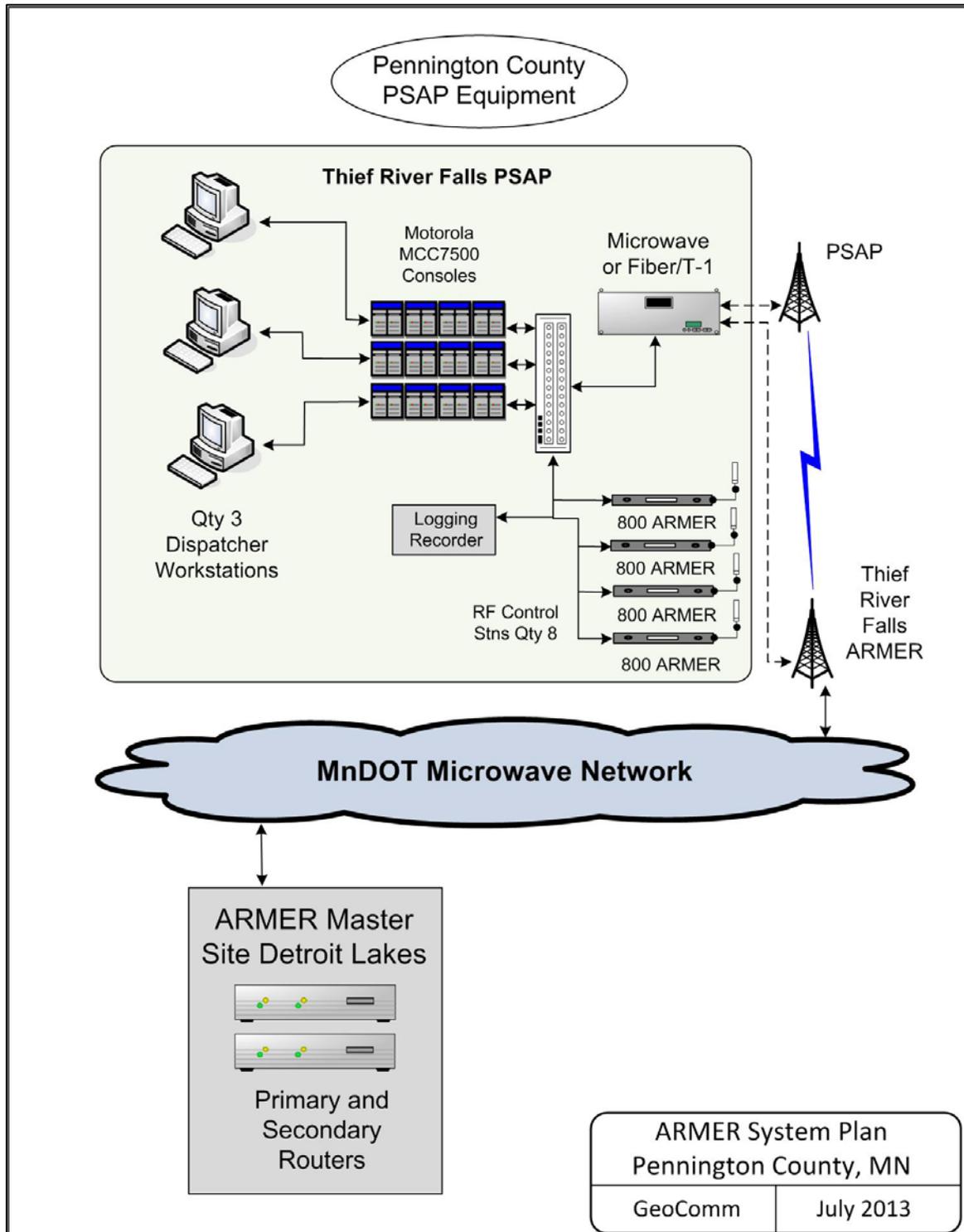
A total of three Conventional Channel Gateway (CCGWs) devices (12 ports) are being planned for this implementation.

The dispatch center will continue to use its existing local digital voice logging recorder for the recording of ARMER and conventional channel radio traffic. A limited number of ARMER talkgroups will be recorded at the PSAP, and will be handled via local 800 MHz RF control stations.

vii) PSAP Connectivity

Connectivity between the Pennington County dispatch center and the ARMER system is required for operation of the system talkgroups, as well other non-trunked conventional channel resources. This will be accomplished via either microwave radio, fiber optic or leased T-1 connectivity from the Pennington County PSAP in Thief River Falls to the local ARMER tower site, which is also located in Thief River Falls, approximately one-half mile west of the PSAP.

Pennington County PSAP ARMER Connectivity Architecture



viii) Legacy VHF Equipment

The county will continue to operate and control a number of existing or updated VHF radio system channels, for local paging and interoperability. Emergency paging for fire and EMS operations is currently conducted via county-owned VHF system(s). These existing systems will be retained and modified or expanded as needed for improved paging coverage. This expansion will very likely include a relocation of some equipment to ARMER tower sites for improved coverage and reliability.

In addition, the existing law enforcement VHF repeater channels will be utilized for local interoperability between VHF and 800 MHz radio system users.

B. Coverage Review

i) Design Parameters

The overall system design and resulting communications coverage of the ARMER system can be affected by the following goals and concerns:

- Desire to obtain in-building coverage as best as possible in more densely populated areas of the county
- Need to cover the geographic area with a reasonable number of tower sites
- Cost of developing new tower sites, including structures, land acquisition, Federal Aviation Administration (FAA)/FCC/National Environmental Policy Act (NEPA) considerations, as well as local zoning
- Availability of and costs associated with existing and planned tower sites

The existing and planned tower sites planned for this project are being provided by the State's ARMER network. The coverage goal for Pennington County is 95 percent "on-the-street/outdoor" reliability to a portable radio with a standard antenna held at a height of five feet above ground level.

ii) Coverage Propagation Mapping

Early in the planning for this project, preliminary coverage modeling and propagation analysis was done to determine if the basic tower site planning assumptions were valid and could be expected to result in a system that would meet Pennington County's coverage needs.

These coverage maps were generated with the RadioSoft© ComStudy2© software program. The modeling for the coverage analysis was done with the Longley-Rice propagation models. The coverage maps were done for portable talk-in and talk-out usage, as this is the most difficult coverage scenario. If the basic system design shows the portable goals are attainable, then mobile coverage should not be a concern.

Provided below are the parameters used for the coverage modeling:

Site Parameters	Value
Transmit Antenna Gain	9 db, omnidirectional
Transmit Output Power (into main line)	35 watts
Transmission Line Size (tower over 300 feet)	1.25 inch Heliax®
Transmission Line Size (tower under 300 feet)	7/8 inch Heliax®
Transmission Line Length	Based on tower height
Receive Antenna Gain	9db, omnidirectional
Receive Tower Top Amplifier Gain	5db
Receive Transmission Line Size	7/8 inch Heliax®
Receive Transmission Length	Based on tower height
Field Unit Parameters	Value
Type of Unit	Portable radio
Environment	Outdoors, on-street
Antenna Height	5 feet
Transmit Power	3 watts

Preliminary coverage maps for portable radio talk-in and talk-out are shown on the following pages. The color coding for these maps is:

- Light Green: Reliable signal coverage 40 dBu or greater
- Yellow: Reliable signal coverage 33 dBu or greater
- Red: Marginal signal coverage 19 dBu or greater
- White: No useable coverage expected 10 dBu or less

Five predicted coverage maps are provided in this plan:

1. State of Minnesota prepared coverage map for Pennington County (from 2008).
2. GeoComm coverage map with the two state ARMER tower sites planned for the county, as well as the “first tier” of ARMER tower sites outside of the county borders.
3. In-building countywide coverage map using all area tower sites.
4. In-building coverage in the Thief River Falls area

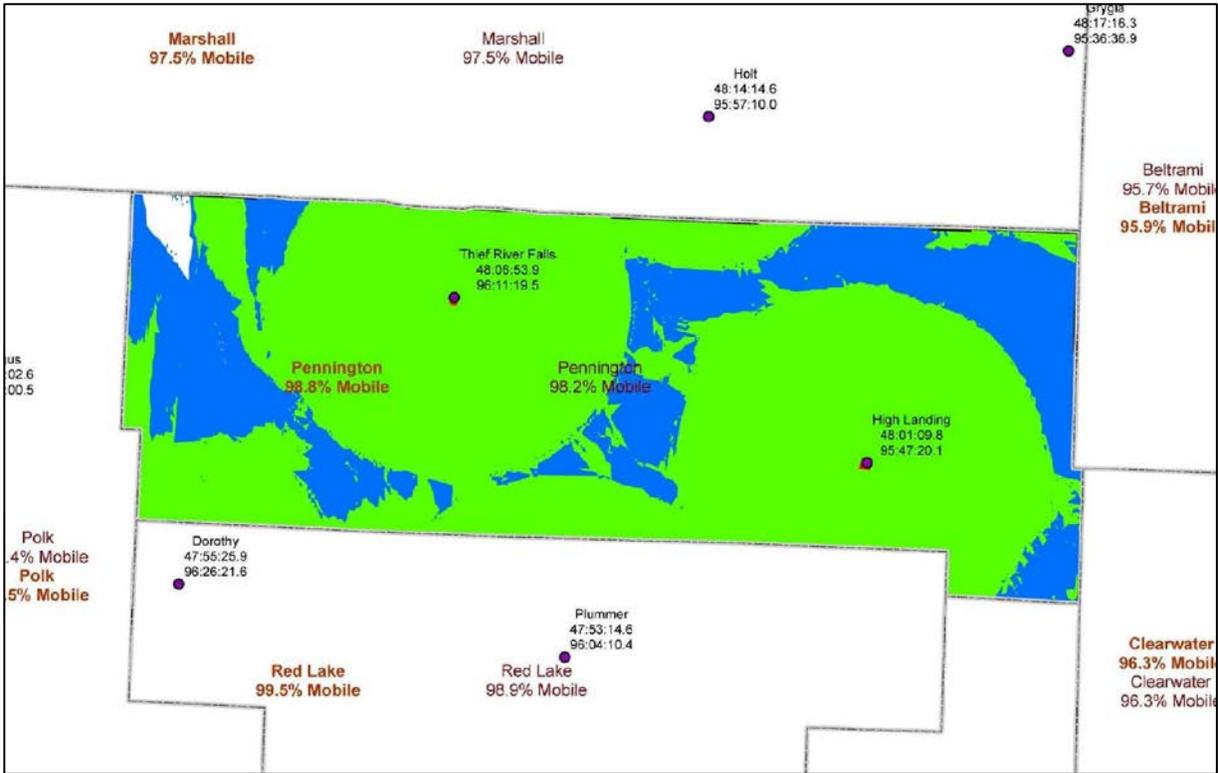
As shown in the predicted coverage maps on the following pages, the potential coverage for the system, using the selected sites and parameters is very good and is expected to meet the project coverage goals.

The first map presented in this plan is the predicted coverage map provided by the State of Minnesota for the Pennington County geographical area.

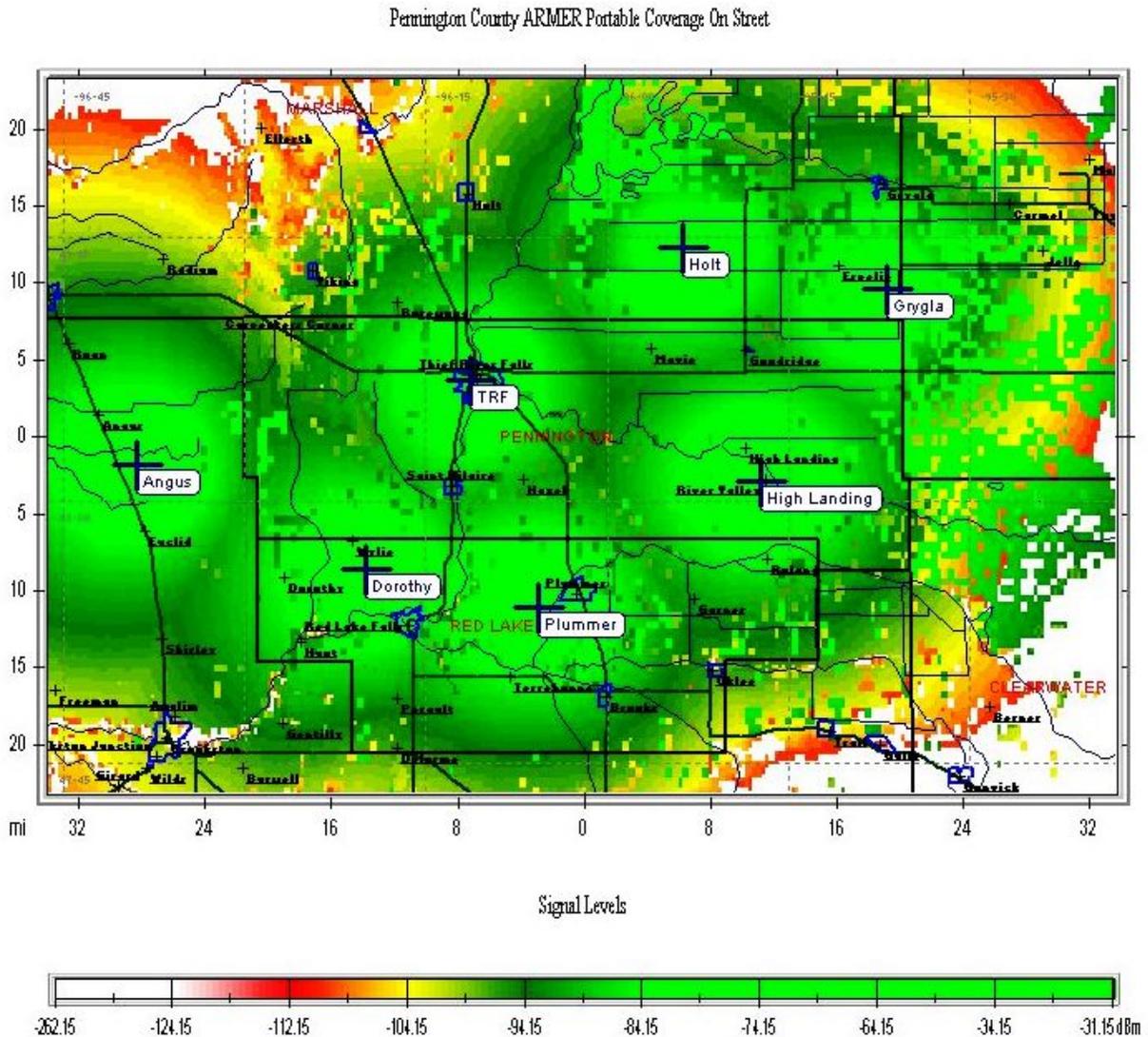
This map was also created using RadioSoft© ComStudy2© software program, and the modeling for the coverage analysis was done with the Longley-Rice propagation model. The modeling parameters are similar to those used by GeoComm for the county-specific maps; however a somewhat different color-coding scheme is used. The green areas represent a 40 dBu level of radio signal, which can generally be translated into a level where reliable portable and mobile radio coverage can be expected. Note that the state's plan for the system was not designed for portable radio coverage; however, reliable coverage can be expected in the green shaded areas. The areas shaded in blue represent a 33 dBu level of radio signal, which typically reflects mobile (vehicle-mounted) radio coverage.

The areas shaded in white reflect a lower level of signal where coverage cannot be predicted, and can be interpreted to represent very weak areas of coverage. The only areas of the county where this is predicted to exist are in the far west and east corner of the county, and are not expected to be problematic.

Map I: Pennington County Predicted ARMER Coverage
(Originally provided by the State of Minnesota in 2008)

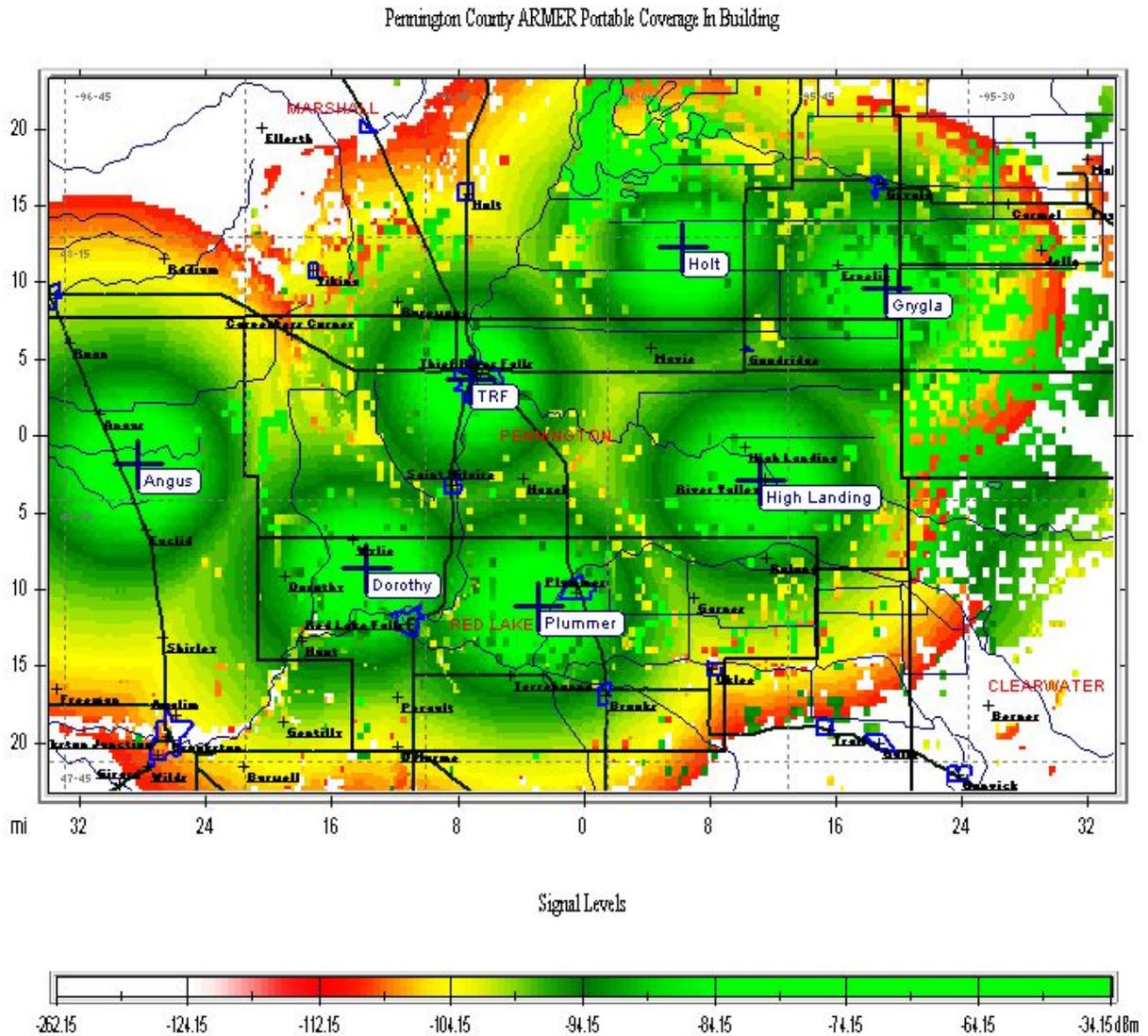


Map 2: The map shown below, prepared by GeoComm for the county's ARMER planning process, demonstrates the predicted coverage to be expected from the two ARMER tower sites to be located within Pennington County, including the first-tier sites outside the county borders. The coverage shown is for portable (handheld) radios when used outdoors.



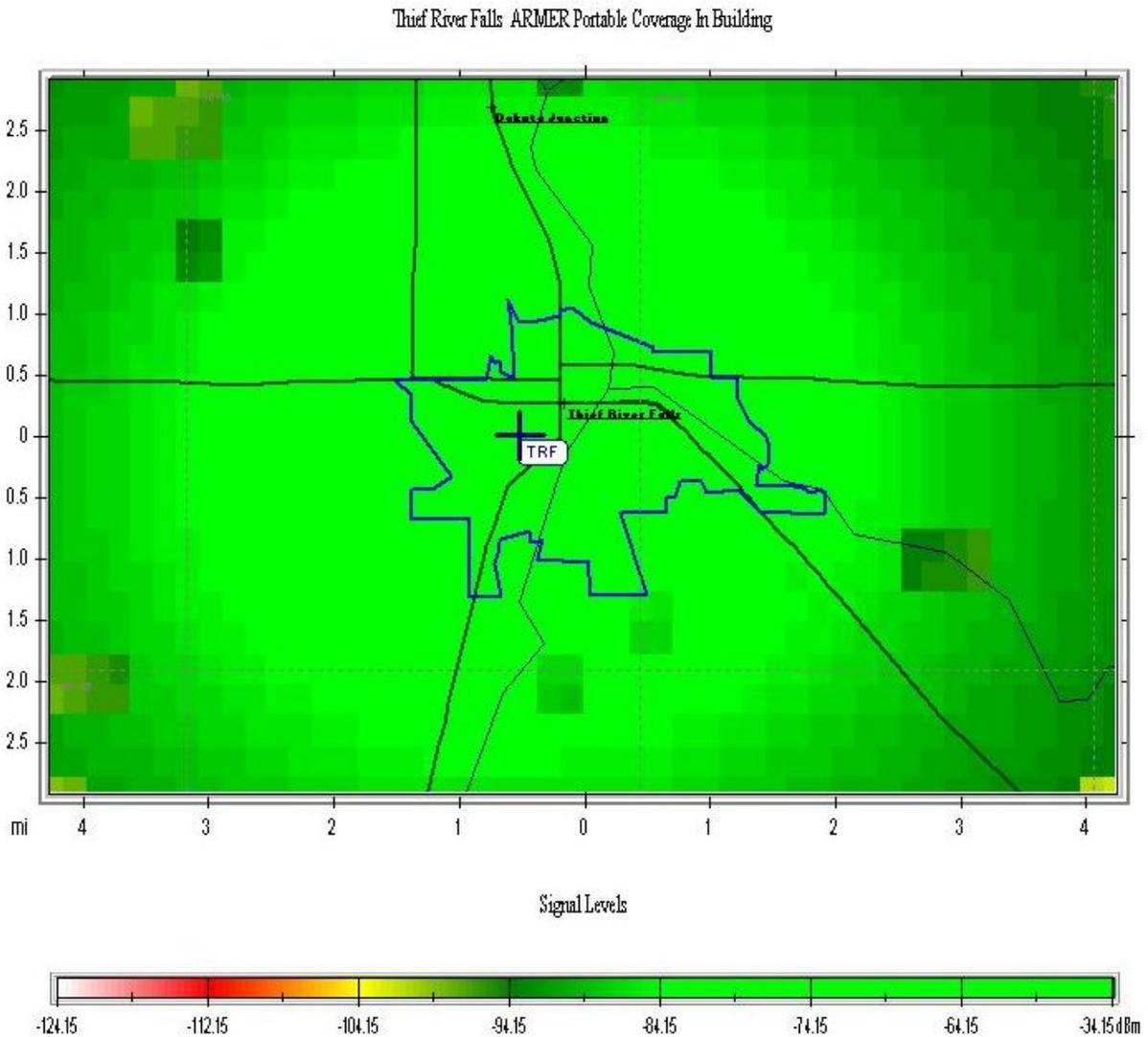
The predicted portable (and mobile) coverage throughout most of the county is very good with the planned tower sites, and coverage within the county is enhanced by tower sites outside of the county borders.

Map 3: This map demonstrates the predicted in-building (6db loss) coverage to be expected in Pennington County from the ARMER system when all tower area sites in the region are included in the calculations.



The predicted 6db in-building coverage for Pennington County is good in most areas, including Thief River Falls, which is the county seat, although a small pocket of weaker coverage is predicted in the far northwest corner of the county. Refer to the map on the next page for more detail of the predicted coverage in the Thief River Falls area.

Map 4: This map demonstrates the predicted in-building (6db loss) coverage to be expected in the Thief River Falls area from the ARMER system when all tower area sites in the region are included in the calculations.



The blue lines on the map indicate the city limits of Thief River Falls, and the dark blue lines indicate highways and main roads. The predicted in-building coverage appears to be good in all areas of the city.

C. Contingency Planning

In planning for ARMER system migration and connecting to the ARMER system the following failure modes are being addressed:

1. Loss of connectivity between the dispatch center and the ARMER system.
2. Loss of microwave network (to ARMER tower sites), which will result in the system reverting to site trunking mode.

The primary method of redundancy for Pennington County operations will be the implementation of multiple 800 MHz RF control stations at the main PSAP location. This would typically include one control station for each primary public safety discipline, such as:

- Law operations
- Fire operations
- EMS operations

If scenario 1 occurs, the PSAP loses direct connectivity with the ARMER network, and talkgroup access and control is lost. The control stations will allow the PSAP staff to access the county-specific and system interoperability talkgroups over the air and function much like a mobile or portable radio.

If scenario 2 occurs, (local ARMER sites lose connectivity to the master site in Thief River Falls, or the master site experiences a failure), the sites will revert to a site trunking mode, which results the sites operating independently from each other. The effect on field units is that they can only communicate with each other if they are in range of the same tower site. If they are not, communication is not possible. This is due to the local sites and network operating in a multicast mode of operation (rather than simulcast).

The resulting effect on the dispatch center is the same; however, it is possible to implement multiple RF control stations at the dispatch center, with access to all of the tower sites within the county. The challenge with this approach is that the number of stations could be cumbersome and difficult to manage, depending on the number of talkgroups incorporated in the backup station plan.

No final determination has been made for Pennington County as to the specific number of 800 MHz RF control stations that will be implemented at the PSAP, but a final plan will be based on the county's final implementation planning.

D. Training

ARMER system implementation and associated operational standards require that all personnel who will be using the system receive proper training on the use, capabilities, and features of the system. Trunked radio systems, including the ARMER system, have operational requirements that differ from traditional conventional repeater systems, and it is necessary that dispatchers and end users be trained on the capabilities and proper operation of the system.

Pennington County agencies recognize this need, and are planning to enlist the services of independent contractors recognized by the state as proficient in the operation of the ARMER radio system. The program will include training for the following workgroups and functions:

- Radio end user training
- PSAP dispatchers
- Local system administrator
- Interoperability

Funding for the end user and dispatcher training has been included in the project budget.

E. Interoperability

The need for interoperability exists on multiple levels within public safety radio operations. Establishing or enhancing interoperability at each of these levels has been a primary consideration in Pennington County's decision to migrate to the ARMER system. The areas specifically addressed are:

Internal: Between the many agencies within the general jurisdictional area of Pennington County (i.e. law enforcement, fire service, and EMS agencies). The implementation of a common 800 MHz trunked radio system for all public safety agencies, as well as other units of local government, should resolve most interoperability communications issues that may currently exist. To make the ARMER system work effectively will require careful fleet map planning and the proper training of all radio system users.

External: Between the county agencies and other public safety (law, fire, and EMS) and government agencies operating both within and sharing borders with Pennington County, to include the following:

- Polk County agencies
- Beltrami County agencies
- Minnesota State Patrol, Mn/DOT, Department of Natural Resources (DNR) enforcement, and fire agencies
- Federal law enforcement and fire agencies

Several agencies within the Northwest Region of Minnesota have been moving forward with the ARMER participation planning and implementation process, which will improve communications interoperability for those agencies. However, several of Pennington County's neighboring agencies will remain operating on VHF systems, which will require a combination of solutions to ensure reliable communications between all

agencies in the region, regardless of radio system type. Pennington County will have neighboring agencies operating on both types of systems for the foreseeable future.

To accommodate communications between agencies that may operate with Pennington County that are not on the ARMER system in the short-term using legacy system technology, access to the ARMER radio system, a variety of interconnectivity options will be needed:

- The most basic requirement will be for Pennington County to continue operation of their VLaw31 155.4750 MHz base station. This can be patched to an 800 MHz talkgroup via the PSAP console system when required.
- Some of the existing Pennington County Law Enforcement repeater channels will be retained, and new VHF repeater(s) will be installed, operating on the existing channels. This will become local “interoperability” channel resources, capable of being patched to the ARMER system, to allow local VHF radio users a simple and effective link to county agencies operating on the ARMER system.

F. Standards

The primary technology standard applied to this project is that of the Project 25 (P25) ARMER system. The P25 standard is specifically for digital radios systems for public safety. In this case, the Phase I Frequency Division Multiple Access (FDMA) standard is currently in use.

Pennington County will adopt and comply with the standards published by both the State Radio Board and the Northwest Minnesota Regional Radio Board. Use of these standards will ensure that users in Pennington County will adopt the same naming conventions, talkgroup usage, and other operational and technical standards that are in use throughout the state.

G. Alarms and Monitoring

Mn/DOT – ARMER will have the primary tower site alarm monitoring for sites in the county.

H. Maintenance

Maintenance of the primary ARMER tower sites within Pennington County will be handled by the Mn/DOT staff. Pennington County will contract with a local Motorola authorized service facility for maintenance of any additional 800 MHz system equipment planned for the Pennington County implementation, including the PSAP equipment.

I. System Administration

Local system administration for Pennington County will be the responsibility of the Pennington County Sheriff's Office.

J. Other Local Enhancements

The primary local enhancements to the planned system implementation are:

- VHF interoperability systems

No other tower site or 800 MHz channel expansion local enhancements are planned for the system.

3. Project Costs and Budget

Funding for implementation of the ARMER system within Pennington County is being considered from three different sources:

- Local bonding
- Local levy
- Grant opportunities

Grant funding has been received for the purchase of a small number of 800 MHz mobile and portable radios for public safety agencies in the county. Funding for the remaining system infrastructure equipment has not yet been finalized, but is being reviewed by the county and considered for year 2014 or beyond.

Project Cost Estimates

Item/Category	Estimated Costs
ARMER PSAP Console Equipment	\$400,000
Microwave/Fiber/T-1	\$100,000
VHF Interoperability Equipment	\$ 25,000
800 MHz Subscriber Radios (Law Enforcement)	\$156,000
800 MHz Subscriber Radios (Fire and EMS)	\$245,200
800 MHz Subscriber Radios (Public Works and Schools)	\$ 29,600
Project Management	\$ 60,000
Grand Total Estimated Costs	\$1,015,800

4. Project Implementation

A. Schedule

The implementation of the ARMER radio network for an organizational group the size of Pennington County, with the number of agencies, tower sites, and quantity of radios being planned, is typically expected to require a 12-month period to complete. This process will encompass several work categories, including:

- Preliminary planning processes and approvals
- Funding approvals
- Detailed project planning and final system design
- Tower site development
- Establish contract with vendor for equipment and services
- FCC licensing
- Equipment installation and configuration
- Radio user training
- System cut over

Attachment 2 of this planning document provides an estimated schedule for the implementation of the ARMER network for Pennington County agencies. As shown, the critical-path elements are expected to be the replacement of the Motorola Centracom dispatch consoles with new MCC7500 consoles.

Please note that the schedule in Attachment 2 is only tentative at this time, and is subject to many factors, including Pennington County securing the funding to move forward with the project.

B. System Cut Over Plan

Pennington County would continue to utilize their existing VHF radio systems during the installation of the ARMER system equipment, as well as 800 MHz RF control stations on the ARMER system. The PSAP console equipment would be configured to operate both systems (legacy VHF and ARMER) until the ARMER system, as well as mobile and portable radios, are fully programmed, installed, and radio users trained for use of the new system.

Due to the expected overlap in timing with neighboring agencies, and the conversion from VHF to ARMER, the need for VHF radios will continue for several years. As such, county agencies will retain VHF radios in many vehicles, along with the new 800 MHz ARMER radios.

Attachment I: Pennington County Fleet Map

	Law Enforcement Operations	TG Alias
1	Pennington County Law 1	PN Law 1
2	Pennington County Law 2	PN Law 2
3	Pennington County Law 3 Encrypted	PN Law 3E
4	Pennington County Law Tac 1	PN Law Tac 1
5	Pennington County Law Tac 2	PN Law Tac 2
6	Pennington County Public Health 1	PN P-H 1
7	Pennington County Probation	PN Prob
8	Pennington County Law Admin	PN Law Adm
9	Pennington County Sheriff Admin	PN SO Adm
10	Pennington County Emergency Management	PN EM
11	Pennington County Thief River Falls Police Admin	PN TRFPD Adm
	Fire and EMS Operations	TG Alias
12	Pennington County Fire 1	PN Fire 1
13	Pennington County Fire 2	PN Fire 2
14	Pennington County Fire 3	PN Fire 3
15	Pennington County Fire Tac 1	PN Fire Tac 1
16	Pennington County Fire Tac 2	PN Fire Tac 2
17	Pennington County Fire Tac 3	PN Fire Tac 3
18	Pennington County Fire Admin 1	PN Fire Adm 1
19	Pennington County Fire Admin 2	PN Fire Adm 2
20	Thief River Falls Hospital Emergency Room	PN TRF ER

Attachment I: Pennington County Fleet Map (continued)

	Local Interoperability	TG Alias
21	Pennington County Announcement Group	PN Annc All
22	Pennington County Emergency Button	PN Emer
23	Pennington County Emergency 911	PN 911
24	Pennington County Public Safety Statewide Roam	PN PS Roam
25	Pennington County All Statewide Roam	PN All Roam
26	Pennington County Public Safety Common 5	PN Com 5
27	Pennington County Public Safety Common 6	PN Com 6
28	Pennington County Public Safety Common 7	PN Com 7
29	Pennington County Event 1	PN Event 1
30	Pennington County Event 2	PN Event 2
31	Pennington County VHF Interop 1	PN VHF 1
	Public Works and Schools	TG Alias
32	Pennington County Highway Operations 1	PN Hwy 1
33	Pennington County Highway Operations 2	PN Hwy 2
34	Pennington County Assessor/Land Dept.	PN ASR
35	City of Thief River Falls Public Works 1	PN TRPW 1
36	City of Thief River Falls Public Works 2	PN TRPW 2
37	Future Public Works 1	PN __PW 1
38	Future Public Works 2	PN __PW 2
39	Pennington County School Transportation 1	PN School 1
40	Pennington County School Transportation 2	PN School 2
41	Pennington County Future Use 1	PN Future 1
42	Pennington County Future Use 2	PN Future 2
43	Pennington County Future Use 3	PN Future 3
44	Pennington County Future Use 4	PN Future 4

All regional and statewide interoperability talkgroups will be incorporated into Pennington County radios as defined by ARMER standards.

Attachment 2: Pennington County Draft Implementation Schedule

Implementation of the ARMER system for an agency typically requires 12 to 18 months from start to completion if new PSAP console equipment is required, and also depends on the number of radios and agencies involved in the process. At the time this plan was prepared Pennington County had not developed a specific implementation schedule, and any specific decision to move forward with full ARMER implementation will be most likely be deferred for at least year, into later 2014. At the time the county chooses to move forward with ARMER implementation, it will very likely be a phased process, with law enforcement agencies migrating first, to be followed by fire and EMS agencies as funding allows for the purchase of new ARMER-capable mobile and portable radio equipment.

Pennington County Proposed ARMER Radio System Project Schedule

ID	Task Name	Start	End	Duration	2013												2014												2015		
					Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar					
1	ARMER Participation Plan Development	4/4/2013	8/30/2013	21.4w	[Gantt bar from Jun to Sep]																										
2	ARMER Plan Approvals (RRB, SRB/OTC)	8/12/2013	9/30/2013	7.2w	[Gantt bar from Aug to Sep]																										
3	Formal Project Approval - Start	4/15/2014	4/21/2014	1w													[Gantt bar from Apr to Apr]														
4	Detailed System Design & Planning	5/9/2014	7/7/2014	8.4w													[Gantt bar from May to Jul]														
5	Establish Contract with Vendor	7/7/2014	8/18/2014	6.2w													[Gantt bar from Jul to Aug]														
6	FCC Licensing Application & Approval	7/14/2014	11/14/2014	18w													[Gantt bar from Jul to Nov]														
7	Equipment Order Processing & Mfg	8/4/2014	9/2/2014	4.4w													[Gantt bar from Aug to Sep]														
8	Equipment Delivery to Sites	10/2/2014	12/18/2014	11.2w													[Gantt bar from Oct to Dec]														
9	Dispatch Center Equipment Upgrades	10/2/2014	12/19/2014	11.4w													[Gantt bar from Oct to Dec]														
10	VHF Paging & Interoperability System Equipment Upgrades	11/4/2014	1/2/2015	8.8w													[Gantt bar from Nov to Jan]														
11	System Optimization	1/5/2015	2/4/2015	4.6w													[Gantt bar from Jan to Feb]														
12	Mobile & Portable Radio Programming & Installation	10/6/2014	12/8/2014	9.2w													[Gantt bar from Oct to Dec]														
13	Radio User Training	11/3/2014	12/15/2014	6.2w													[Gantt bar from Nov to Dec]														
14	System Acceptance Testing & Approval	1/5/2015	2/4/2015	4.6w													[Gantt bar from Jan to Feb]														
15	Final Acceptance & System Cutover	3/16/2015	3/17/2015	.4w																									[Gantt bar from Mar to Mar]		

Attachment 3: References

1. State of Minnesota “Local Agency and Regional Planning and Contracting for ARMER Participation” (sic) dated September 8, 2008, as published at www.srb.state.mn.us
2. Federal Engineering “Radio System Needs Assessment and Alternatives Report for Pennington County” November 9, 2009
3. RadioSoft™ ComStudy2™ Terrain Database
4. ARMER Status Map, as posted at <http://www.srb.state.mn.us/> dated January 6, 2010
5. Region 22 (Geographic State of Minnesota) 800 MHz Regional Planning Committee “Regional Band Plan” as filed with the FCC, General Docket 87-112; 800 MHz NPSPAC Plan Amendment WT Docket No. 20-55; NPSPAC PR Docket No 93.130 dated June 2009
6. Table based on inventory data from the Federal Engineering report cited above in (Attachment 2) and ongoing GeoComm cost/pricing research

DRAFT WORKING COPY

LEASE

THIS AGREEMENT, to be effective the 1st day of January, 2014, by and between the County of Pennington, a municipal corporation, hereinafter referred to as “Lessor” and Thief River Falls Area Hockey Association, hereinafter referred to as “Lessee”, WITNESSETH:

1. PREMISES. Lessor hereby leases unto Lessee, and Lessee hereby hires from Lessor a portion of the building situated on real property located in the County of Pennington and State of Minnesota, described as follows:

The portions of the building leased or available to Lessee are the rink area, bleacher area, lobby and basement of the old arena located on Lots 13 through 24 of Block 56 of Town site of Thief River Falls (hereinafter “Premises”).

2. TERM. The term of this Lease shall be for one (1) year commencing the 1st day of January, 2014, and terminating the 31st day of December, 2014, unless sooner terminated as hereinafter provided. Attached to this lease is an addendum which is incorporated into the terms of this lease.

2.1 Early Termination. The Lessee may terminate this Lease upon thirty (30) days written notice, with or without cause.

3. RENT. Rent shall be in the sum of \$10.00 and shall be payable on or before the 1st day of this Lease.

4. UTILITIES. Lessee shall maintain the mains and conduits presently existing to supply water, gas, electricity and sanitary sewage to the building located on the premises. Lessee shall pay for all charges for utilities, including heat.

Lessee shall be responsible for the installation and cost of any phones it desires. Lessee shall have the right to use an existing phone line with the written permission of Lessor. All phone charges shall be in the name of Lessee.

5. REPAIR. Lessee shall be responsible for repair to the roof and outside walls. Should the roof or outside walls need repair, Lessee shall have the right to either make the repairs or immediately terminate this Lease. The Lessor has no obligation to make any repairs to the premises.

Lessee shall be responsible for all other repairs. Lessee shall keep and maintain the premises in a clean, safe, and sanitary condition. Lessee shall be responsible for removal of snow from the sidewalks.

6. SIGNS. Any signs to be erected and used by the Lessee shall be subject to the prior written approval of the Lessor and compliance with state law and local ordinances. Lessee shall furnish Lessor with written plans and specifications for any such signs in order to obtain Lessor's approval. Lessor has the right to deny use of any signs.

7. ALTERATIONS. Lessee shall not make any alterations or additions to the premises without giving the Lessor thirty (30) days written notice of all alterations or additions intended. Should Lessor not object by written notice within 60 days after service of notice, Lessee shall be free to make said alterations and additions at Lessee's own cost. All alterations or additions shall belong to Lessor without compensation at the termination of this Lease. However, Lessor, at its option, may require Lessee to remove any or all such alterations or additions and to return the premises to its prior condition. Lessee shall not allow any liens or other encumbrances to attach to the premises as a result of said alterations or additions.

8. POSSESSION. Lessee to take possession of the premises in its present condition, without any liability or obligation on the part of Lessor to make any alterations, improvements, or repairs of any kind.

9. USE. Lessee shall only use the premises for the purposes of TRFAHA business. If the Lessee allows someone to use the premises for their purposes, they shall maintain insurance coverage to protect the parties using the premises. Any additional use of the premises shall require the written approval of Lessor. All uses are subject to the Zoning Ordinance of the City of Thief River Falls and/or Pennington County and Lessor makes no representations as to the permitted uses hereunder.

10. ACCESS. Lessee shall permit Lessor and Lessor's agents to have access to and to enter the premises at all reasonable and necessary times to inspect the premises for any purpose connected with the repair, improvement, care and management of the premises or for any other purpose reasonably connected with Lessor's interest in the premises and to perform any work or other act found necessary on such inspection.

11. CONDEMNATION. If the building on the premises, or such part thereof as would render the remainder unsuitable for Lessee's use, be appropriated or condemned by public authority or taken by proceedings in eminent domain, Lessee may, at its option, terminate this Lease on thirty (30) day written notice to the Lessor, and rental shall be paid only to the time when Lessee surrenders possession of the premises. In the event of partial appropriation, Lessee may elect to continue in possession of the remaining part of the premises and in such case the Lessee shall be granted an equitable reduction in the rent payable hereunder. Any rent paid in advance beyond such time shall be returned by the Lessor to the Lessee upon demand.

12. DAMAGE OR DESTRUCTION. If the premises shall be damaged other than by Lessee's negligence or willful act or that of its employees, agents, or visitors, to the extent that Lessor shall decide not to rebuild or repair, the term of this Lease shall end and the rent shall be pro-rated to the time of the damage.

13. INSURANCE.

13.1 Lessor shall be responsible for insuring the building structure. Lessee shall be responsible for insuring its own personal property within the building.

13.2 Lessee shall during the terms of this Lease, at its expense, maintain a policy or policies of public liability insurance with respect to the premises and the business of Lessee, in which Lessee and Lessor shall be covered by being named as insured parties under reasonable limits of liability of not less than \$2,000,000.00 general aggregate.

13.3 Lessee shall not carry a stock of goods or do anything in or about the premises which will in any way impair or invalidate the obligation of the insurer under the above policy or policies of insurance.

13.4 The insurance which Lessee is required to procure and maintain shall be insured by an insurance company or companies licensed to do business in the State of Minnesota and acceptable to Lessor. That any liability insurance purchased by the Lessee must meet the approval of the Minnesota Counties Insurance Trust prior to approval of this Agreement. The insurance policy shall provide for not less than thirty (30) days written notice to the Lessor before cancellation, non-renewal, termination, or change in coverage, and Lessee shall deliver to Lessor a duplicate original or certificate of such insurance policy or policies.

13.5 Lessee hereby waives and releases any claims, liabilities and causes of action against Lessor, its agents and employees, for loss or damage to, or destruction of, any of the improvements, fixtures, equipment, supplies, merchandise, or other property, whether that of Lessee or others in, upon, or about the premises resulting from fire, explosion, or other perils, whether included or not included in standard extended coverage insurance, whether caused by the negligence of any of said persons or otherwise.

14. DEFAULT. If Lessee shall fail to perform any of the terms, conditions, or covenants of this Lease to be observed or performed by Lessee and Lessor shall give notice thereof to Lessee and if Lessee fails to cure such default within 30 days after the date said notice is sent, the it shall be optional for Lessor to declare this Lease forfeited and the said term ended, and to re-enter said premises, with or without process of law, using such force as may be necessary to remove all

persons or chattels there from, and Lessor shall not be liable for damages by reason of such re-entry or forfeiture.

15. HOLD HARMLESS. Lessee shall hold harmless Lessor from any liability for damages to any person or property in or upon the premises, including the person and property of Lessee and its employees and all persons in the premises at their invitation or sufferance, and from all damages resulting from Lessee's failure to perform the covenants of this Lease.

Lessor shall not be liable for any damage to property of Lessee or of others located on the premises, nor for the loss of or damage to any property of Lessee or of others by theft or otherwise. Lessor shall not be liable for any injury or damage to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water, rain or snow or leaks from any part of the premises or from the pipes, appliances or plumbing works or from the roof, streets, or subsurface or from any other place or by dampness or by any other cause of whatsoever nature.

16. ASSIGNMENT OR SUBLETTING. The Lessee shall not assign this Lease or sublet all or any portion of the premises without first securing the written approval of Lessor. No assignment or sublease shall relieve Lessee of the obligations imposed upon it by the terms of this Lease.

17. SURRENDER. On the expiration date or upon the termination hereof, Lessee shall peaceably surrender the premises in good order, condition and repair, reasonable wear and tear only accepted. Any property of Lessee not removed prior to the expiration date or sooner termination, shall be deemed to have been abandoned. Any damage caused in removal of property by Lessee shall be repaired by Lessee at its expense. Lessee shall promptly surrender all keys for the premises to Lessor upon expiration of this Lease.

18. HOLDING OVER. In the event Lessee remains in possession of the premises after the expiration of this Lease and without the execution of a new Lease, it shall be deemed to be occupying the premises as a Lessee from month to month, subject to all the conditions, provisions, and obligations of this Lease.

19. NOTICES. All notices and other communications required herein shall be in writing, mailed by certified mail, return receipt requested, to the last known address of each party, to be effective on date of mailing. The address of each party, unless otherwise notified as required herein, is as follows:

Lessor:
Pennington County Auditor's Office
P.O. Box 616
Thief River Falls, Mn. 56701

**Lessee:
Thief River Falls Area Hockey Association
P.O. Box 6
Thief River Falls, Mn. 56701**

20. SUCCESSORS AND ASSIGNS. The terms, covenants, and conditions hereof shall be binding upon and inure to the heirs, personal representatives, successors and assigns of the parties hereto, unless otherwise specified herein.

21. GENERAL.

21.1 The Lease does not create the relationship of principal and agent or of partnership or of joint venture or of any association between Lessor and Lessee, the sole relationship between the parties hereto being that of Lessor and Lessee.

21.2 No waiver of any covenant of this Lease or a breach of such covenant shall constitute a waiver of any other covenant or the continued breach of said covenant. No waiver of any default of Lessee hereunder shall be implied from any omission by Lessor to take any action on account of such default if such default persists or is repeated.

21.3 If any term, covenant, or condition of this Lease or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term, covenant, or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant, or condition of this Lease shall be valid and be enforced to the fullest extent permitted by law.

21.4 The captions are inserted only as a matter of convenience and for reference, and in no way define, limit, or describe the scope of this Lease nor the intent of any provision thereof.

21.5 Lessee shall observe and comply with the rules and regulations set forth and with such further reasonable rules and regulations as Lessor may prescribe, on written notice to Lessee, for the safety, care, cleanliness and use of the building.

POLICY
CREDIT CARD USAGE
COUNTY BOARD APPROVAL DATED 09-24-13

Credit cards are authorized for use by the Pennington County Commissioners, County Auditor-Treasurer, County Attorney, County Engineer, County Sheriff, Deputy County Sheriff, County Investigator, transport officers, and Sentence to Serve.

Credit cards used by the County Commissioners, County Auditor-Treasurer, and the County Attorney shall be kept by each person and all documentation (receipts) for those cards shall be given to the County Auditor-Treasurer' office after each use.

Credit cards used by the Sheriff, Deputies, Investigators, transport officers, and Sentence to Serve are to be kept by each person and all documentation (receipts) for those cards shall be given to the Sheriff Office Manager after each use.

Credit cards used by the County Engineer shall be kept by that person and all documentation (receipts) for that card shall be given to the Highway Accountant.

The Pennington County Auditor-Treasurer's office will maintain a file of all County authorized, active credit cards for vendor tracking and audit purposes. All Department Heads maintaining a credit card will notify Kenneth Olson, Pennington County Auditor-Treasurer, of any change in their card's status, including cards lost or stolen, changes to existing cards, or any additional cards that may need to be ordered. No other personnel will have any access to the account for these purposes.

PURPOSE:

Examples of approved usages include:

1. Reserving rooms for conferences, training seminars and meetings.
2. Gas for county vehicles.
3. Lodging (no meals or phone calls on the card)
4. Maintenance supplies for county vehicles
5. Authorized on-line/store software, equipment and supplies purchases

ACCOUNTABILITY:

The Wells Fargo credit card limit is set at \$1000 for all county-owned cards or unless approved by the County Auditor-Treasurer for a larger credit limit. The Bremer Bank card has been issued to the Sentence to Serve with a credit card limit set at \$5,000. All charges applied on credit cards are paid based on receipts and payment vouchers presented to the County Auditor-Treasurer's office. **Late fees and/or finance charges, charged to the County for the second time as a result of the failure to provide timely receipts and signed payment vouchers from a department, shall terminate further card use in that department until reauthorized by the County Board.** Card users will take all precautions to protect the card and its number from loss and unauthorized use.

If the Wells Fargo credit card is not used at least 12 times in a year the card will be charged an inactive fee.

BACKGROUND:

The credit cards are to be monitored by the responsible department head. NO personal use of the County-owned credit card is authorized for any County Employee. Unauthorized use of a County-owned credit card by any County Employee or non-authorized individual will be subject to prosecution and disciplinary action as deemed appropriate. This policy shall be strictly interpreted and use of the County-owned credit cards shall not be enlarged except by action on the county board. The words "card/cards" within a department shall mean on account with one company and a number of individual plastic cards determined by the responsible department head.

This policy was adopted and approved by the Pennington County Board of Commissioners on September 24, 2013.

Kenneth Olson
Pennington County Auditor

Cody Hempel
Pennington County Chairman

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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

1 County Revenue

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
3	DEPT		Board County Commissioners			
	1308 ASSOCIATION MINNESOTA COUNTIES					
6	01-003-000-0000-6241		50.00	POLICY MTG - D JENSEN	37395	DUES - BOARD
7	01-003-000-0000-6241		50.00	POLICY MTG - D PETERSON	37395	DUES - BOARD
8	01-003-000-0000-6241		50.00	POLICY MTG - D TVEITBAKK	37395	DUES - BOARD
	1308 ASSOCIATION MINNESOTA COUNTIES		150.00	3 Transactions		
	8014 HUGOS #7					
46	01-003-000-0000-6330		14.26	FOOD FOR MEETING	1155	TRAVEL & EXPENSE
	8014 HUGOS #7		14.26	1 Transactions		
	10026 JENSEN/DONALD J					
99	01-003-000-0000-6330		302.84	AUGUST MILEAGE		TRAVEL & EXPENSE
	10026 JENSEN/DONALD J		302.84	1 Transactions		
3	DEPT Total:		467.10	Board County Commissioners	3 Vendors	5 Transactions
11	DEPT			District Court		
	19326 SATHER LAW LTD					
49	01-011-000-0000-6261		151.60	57-PR-13-524		COURT APPOINTED ATTORNEYS
	19326 SATHER LAW LTD		151.60	1 Transactions		
11	DEPT Total:		151.60	District Court	1 Vendors	1 Transactions
16	DEPT			Law Library		
	14378 LEXISNEXIS MATTHEW BENDER					
45	01-016-000-0000-6242		312.01	AUGUST SUBSCRIPTIONS	6567516001	SUBSCRIPTIONS - LAW LIBRARY
	14378 LEXISNEXIS MATTHEW BENDER		312.01	1 Transactions		
	2303 NORTHWEST MINNESOTA SERVICE COOI					
44	01-016-000-0000-6242		649.72	AUGUST WEST LAW SELECT W PACK	827927680	SUBSCRIPTIONS - LAW LIBRARY
	2303 NORTHWEST MINNESOTA SERVICE COOI		649.72	1 Transactions		
16	DEPT Total:		961.73	Law Library	2 Vendors	2 Transactions
41	DEPT			County Auditor		
	999999997 FRED PRYOR SEMINARS					
48	01-041-000-0000-6241		119.00	HR WORKSHOP BEMIDJI	14887905	DUES - AUDITOR

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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
999999997	FRED PRYOR SEMINARS		119.00		1 Transactions	
27	9017 INSIGHT TECHNOLOGIES 01-041-000-0000-6300		123.81	IT GLOBAL OCT - AUDITOR	753257	REPAIRS & MAINTENANCE
	9017 INSIGHT TECHNOLOGIES		123.81		1 Transactions	
76	15323 OFFICE DEPOT 01-041-000-0000-6401		11.83	4" BINDER	674901484001	SUPPLIES - AUDITOR
	15323 OFFICE DEPOT		11.83		1 Transactions	
20	16351 PHILIPP/ANGELA 01-041-000-0000-6330		25.62	REIMB FOOD TECH MTG		TRAVEL & EXPENSE
	16351 PHILIPP/ANGELA		25.62		1 Transactions	
41	DEPT Total:		280.26	County Auditor	4 Vendors	4 Transactions
44	DEPT			County Treasurer		
28	9017 INSIGHT TECHNOLOGIES 01-044-000-0000-6300		99.05	IT GLOBAL OCT - TREASURER	753257	REPAIRS & MAINTENANCE
	9017 INSIGHT TECHNOLOGIES		99.05		1 Transactions	
50	21008 UNIVERSAL SCREEN PRINT 01-044-000-0000-6801		58.78	GLASS CLOCK	28308	MISCELLANEOUS EXPENSE - TREASURER
	21008 UNIVERSAL SCREEN PRINT		58.78		1 Transactions	
44	DEPT Total:		157.83	County Treasurer	2 Vendors	2 Transactions
61	DEPT			Election		
5	19303 SYNERGY GRAPHICS INC 01-061-000-0000-6262		230.11	#561 SCHOOL ELECTION BALLOTS	2604	OTHER SERVICES - ELECTIONS
	19303 SYNERGY GRAPHICS INC		230.11		1 Transactions	
61	DEPT Total:		230.11	Election	1 Vendors	1 Transactions
70	DEPT			Data Processing		
19	8125 HEPPNER CONSULTING 01-070-000-0000-6263		849.66	INFOPRINT SERVER ON ISERIES	2201	COMPUTER SERVICES - DP

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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
8125	HEPPNER CONSULTING		849.66		1 Transactions	
9017	INSIGHT TECHNOLOGIES					
23	01-070-000-0000-6263		445.71	IT GLOBAL OCT - HIGHWAY	753257	COMPUTER SERVICES - DP
24	01-070-000-0000-6263		297.14	IT GLOBAL OCT - ICN	753257	COMPUTER SERVICES - DP
25	01-070-000-0000-6263		891.43	IT GLOBAL OCT - WELFARE	753257	COMPUTER SERVICES - DP
26	01-070-000-0000-6263		49.52	IT GLOBAL OCT - DATA	753257	COMPUTER SERVICES - DP
107	01-070-000-0000-6801		12,000.00	BLOCK SERVICES PROGRAM	753516	MISCELLANEOUS EXPENSE - DP
9017	INSIGHT TECHNOLOGIES		13,683.80		5 Transactions	
13329	MN ENTERPRISE TECHNOLOGY SHARED					
1	01-070-000-0000-6263		114.00	SPAM FILTERING - AUGUST	13080511	COMPUTER SERVICES - DP
39	01-070-000-0000-6263		1,300.00	FIBER USAGE - AUGUST	DV13080413	COMPUTER SERVICES - DP
13329	MN ENTERPRISE TECHNOLOGY SHARED		1,414.00		2 Transactions	
15323	OFFICE DEPOT					
77	01-070-000-0000-6401		195.21	5 GREENBAR PAPER	674901484001	SUPPLIES
15323	OFFICE DEPOT		195.21		1 Transactions	
70	DEPT Total:		16,142.67	Data Processing	4 Vendors	9 Transactions
91	DEPT			County Attorney		
9017	INSIGHT TECHNOLOGIES					
29	01-091-000-0000-6300		99.05	IT GLOBAL OCT - ATTORNEY	753257	REPAIRS & MAINTENANCE
9017	INSIGHT TECHNOLOGIES		99.05		1 Transactions	
999999997	MN FAMILY SUPPORT & RECOVERY COU					
96	01-091-000-0000-6241		175.00	TRAINING FEE		DUES
999999997	MN FAMILY SUPPORT & RECOVERY COU		175.00		1 Transactions	
15323	OFFICE DEPOT					
75	01-091-000-0000-6401		9.62	CD/DVD SLEEVES	674901484001	SUPPLIES
15323	OFFICE DEPOT		9.62		1 Transactions	
16346	PETERSON/LISA					
37	01-091-000-0000-6262		45.50	TRANSCRIPT 57-CR-13-122 & 163	342	OTHER SERVICES
16346	PETERSON/LISA		45.50		1 Transactions	
17002	QUILL CORPORATION					

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
					Service Dates	Paid On Bhf #	On Behalf of Name
2	17002	01-091-000-0000-6401 QUILL CORPORATION		39.53 39.53	BUSINESS CARD FILE	5492732	SUPPLIES
					1 Transactions		
9	23303	01-091-000-0000-6240 WEST GROUP PAYMENT CENTER		506.87 506.87	AUGUST WESTLAW SELECT-WPACK	827937307	SUBSCRIPTIONS
					1 Transactions		
91	DEPT Total:			875.57	County Attorney	6 Vendors	6 Transactions
101	DEPT				County Recorder		
30	9017	01-101-000-0000-6300 INSIGHT TECHNOLOGIES		123.81 123.81	IT GLOBAL OCT - RECORDER	753257	REPAIRS & MAINTENANCE
					1 Transactions		
95	13322	01-101-000-0000-6801 MINNESOTA STATE TREASURER		21.00	REGISTERED LAND		MISCELLANEOUS EXPENSE - RECORDER
91		01-101-000-0000-6825		1,095.00	MARRIAGE SURCHARGE		MARRIAGE SURCHARGES MN - RECORDER
94		01-101-000-0000-6827		2,835.00	RECORDER & REGISTRAR		STATE SURCHARGES
90		01-101-000-0000-6829		186.00	CHILDREN & SURCHARGE		CHILDREN SURCHARGE MN - RECORDER
92		01-101-000-0000-6831		256.00	BIRTH/DEATH SURCHARGE		BIRTH/DEATH CERTIF SURCHARGE - REC
93		01-101-000-0000-6848		620.00	BIRTH RECORD SURCHARGE		BIRTH DEFECT SURCHARGE
	13322	MINNESOTA STATE TREASURER		5,013.00		6 Transactions	
101	DEPT Total:			5,136.81	County Recorder	2 Vendors	7 Transactions
106	DEPT				County Assessor		
31	9017	01-106-000-0000-6300 INSIGHT TECHNOLOGIES		74.29 74.29	IT GLOBAL OCT - ASSESSOR	753257	REPAIRS & MAINTENANCE
					1 Transactions		
21	15302	01-106-000-0000-6330 OLSON/ADELINE		15.00	MILEAGE - REG 8 - WARREN		TRAVEL & EXPENSE
22		01-106-000-0000-6330		181.93	MILEAGE-ETHICS CRS- GR. RAPIDS		TRAVEL & EXPENSE
	15302	OLSON/ADELINE		196.93		2 Transactions	
106	DEPT Total:			271.22	County Assessor	2 Vendors	3 Transactions
111	DEPT				Courthouse		

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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
71	5308 ECOLAB PEST ELIMINATION DIVISN					
	01-111-000-0000-6300		106.88	ONE SHOT SERVICE	2940582	REPAIRS & MAINTENANCE
	5308 ECOLAB PEST ELIMINATION DIVISN		106.88		1 Transactions	
40	8305 HONEYWELL,INC					
	01-111-000-0000-6300		3,320.44	4TH QTR 13 MAINTENANCE	5227031939	REPAIRS & MAINTENANCE
	8305 HONEYWELL,INC		3,320.44		1 Transactions	
111	DEPT Total:		3,427.32	Courthouse	2 Vendors	2 Transactions
121	DEPT			Veterans Service		
32	9017 INSIGHT TECHNOLOGIES					
	01-121-000-0000-6300		49.52	IT GLOBAL OCT - VET SERVICE	753257	Repairs & Maintenance
	9017 INSIGHT TECHNOLOGIES		49.52		1 Transactions	
121	DEPT Total:		49.52	Veterans Service	1 Vendors	1 Transactions
132	DEPT			Motor Vehicle		
38	2050 BREDESON SUPPLY					
	01-132-000-0000-6401		7.80	YELLOW COPY PAPER	789486	SUPPLIES - MOTOR VEHICLE
	2050 BREDESON SUPPLY		7.80		1 Transactions	
33	9017 INSIGHT TECHNOLOGIES					
	01-132-000-0000-6300		148.57	IT GLOBAL OCT - MV	753257	REPAIRS & MAINTENANCE
106	01-132-000-0000-6631		1,904.51	PC, SCANNER & SOFTWARE	753471	FURNITURE & EQUIPMENT - MOTOR VEHI
	9017 INSIGHT TECHNOLOGIES		2,053.08		2 Transactions	
4	99999997 WORLD DATA CORPORATION					
	01-132-000-0000-6401		300.00	MV REFERENCE MANUALS	158	SUPPLIES - MOTOR VEHICLE
	99999997 WORLD DATA CORPORATION		300.00		1 Transactions	
132	DEPT Total:		2,360.88	Motor Vehicle	3 Vendors	4 Transactions
201	DEPT			Sheriff		
105	2050 BREDESON SUPPLY					
	01-201-000-0000-6401		15.00	TAGBOARD FOR TR CASE	956507	SUPPLIES
	2050 BREDESON SUPPLY		15.00		1 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
104	4054 DIGI-KEY CORPORATION 01-201-000-0000-6405		28.08	AA AND AAA BATTERIES	37316098	GENERAL SUPPLIES
	4054 DIGI-KEY CORPORATION		28.08	1 Transactions		
101	15323 OFFICE DEPOT 01-201-000-0000-6405		27.99	INKJET CARTRIDGES	6754556840C	GENERAL SUPPLIES
102	01-201-000-0000-6405		20.57	CDS AND FILE FRAMES	6754563570C	GENERAL SUPPLIES
	15323 OFFICE DEPOT		48.56	2 Transactions		
10	15334 OFFICE OF THE SECRETARY OF STATE 01-201-000-0000-6262		120.00	NOTARY APPLICATION BJC		OTHER SERVICES
11	01-201-000-0000-6262		120.00	NOTARY APPLICATION MLS		OTHER SERVICES
	15334 OFFICE OF THE SECRETARY OF STATE		240.00	2 Transactions		
14	15329 OIL BOYZ EXPRESS LUBE 01-201-000-0000-6304		52.67	#2 OIL & FILTER	101430	REPAIR & MAINTENANCE - SQUADS
13	01-201-000-0000-6304		69.77	#1 OIL & FILTER, BLADES	101534	REPAIR & MAINTENANCE - SQUADS
	15329 OIL BOYZ EXPRESS LUBE		122.44	2 Transactions		
201	DEPT Total:		454.08	Sheriff	5 Vendors	8 Transactions
219	DEPT			Law Enforcement Center Building		
100	6349 FASTENAL COMPANY 01-219-000-0000-6300		662.22	REPAIRS TO LEC BUILDING TRANS		REPAIRS & MAINTENANCE
	6349 FASTENAL COMPANY		662.22	1 Transactions		
41	8305 HONEYWELL,INC 01-219-000-0000-6300		991.81	4TH QTR 13 MAINTENANCE	5227031939	REPAIRS & MAINTENANCE
	8305 HONEYWELL,INC		991.81	1 Transactions		
219	DEPT Total:		1,654.03	Law Enforcement Center Building	2 Vendors	2 Transactions
220	DEPT			Law Enforcement - Shared		
65	1380 A'VIANDS LLC 01-220-000-0000-6801		835.26	HOTDOGS, BUS, MUSTARD, CUPS	65334	MISCELLANEOUS EXPENSE
	1380 A'VIANDS LLC		835.26	1 Transactions		

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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				
220 DEPT Total:		Law Enforcement - Shared	1 Vendors	1 Transactions
835.26				
251 DEPT		Jail		
1380 A'VIANDS LLC				
64 01-251-000-0000-6427		JAIL MEALS 8-18 TO 8-24	64939	JAIL MEALS
69 01-251-000-0000-6427		JAIL MEALS 8/25 TO 8/31/13	65077	JAIL MEALS
1380 A'VIANDS LLC				2 Transactions
5,551.42				
1337 ALTRU CLINIC				
72 01-251-000-0000-6255		DR-13-185	438994	MEDICAL - LOCAL
73 01-251-000-0000-6255		DR-13-165	711529	MEDICAL - LOCAL
1337 ALTRU CLINIC				2 Transactions
11,822.33				
5031 ELECTRONICS PLUS				
15 01-251-000-0000-6300		FIRE ALARM TESTING - ANNEX	82590	REPAIRS & MAINTENANCE
5031 ELECTRONICS PLUS				1 Transactions
75.28				
8325 HALVERSON/SUSAN				
68 01-251-000-0000-6245		MEAL - JAIL CONF		CONTINUING EDUCATION
8325 HALVERSON/SUSAN				1 Transactions
17.39				
9001 INTER COUNTY NURSING				
66 01-251-000-0000-6255		9-25 JAIL NURSE HOURS - AUG	899	MEDICAL - LOCAL
67 01-251-000-0000-6255		12 MANTOUXS - AUG	899	MEDICAL - LOCAL
9001 INTER COUNTY NURSING				2 Transactions
522.50				
15334 OFFICE OF THE SECRETARY OF STATE				
12 01-251-000-0000-6801		NOTARY APPLICATION JEW		MISCELLANEOUS EXPENSE - JAIL
15334 OFFICE OF THE SECRETARY OF STATE				1 Transactions
120.00				
20047 THRIFTY WHITE PHARMACY				
59 01-251-000-0000-6255		PRESCRIPTION 13-185	39225	MEDICAL - LOCAL
63 01-251-000-0000-6255		STOCK SUPPLY - AUGUST	40109	MEDICAL - LOCAL
60 01-251-000-0000-6255		PRESCRIPTION 13-310	56942	MEDICAL - LOCAL
61 01-251-000-0000-6256		PRESCRIPTION 13-280	57805	MEDICAL - REIMBURSED
62 01-251-000-0000-6256		PRESCRIPTION 13-326	57870	MEDICAL - REIMBURSED
58 01-251-000-0000-6255		PRESCRIPTION 13-191	6362	MEDICAL - LOCAL
57 01-251-000-0000-6255		PRESCRIPTION 13-320	963	MEDICAL - LOCAL
389.69				
44.89				
72.17				
15.78				
14.98				
642.43				
6.99				

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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
20047	THRIFTY WHITE PHARMACY		1,186.93		7 Transactions	
251	DEPT Total:		19,295.85	Jail	7 Vendors	16 Transactions
252	DEPT			Training		
13324	MN STATE SHERIFFS ASSOCIATION					
103	01-252-000-0000-6330		170.00	CP OFFICER RESPONSE & BASIC BC	22860	TRAVEL & EXPENSE
13324	MN STATE SHERIFFS ASSOCIATION		170.00		1 Transactions	
252	DEPT Total:		170.00	Training	1 Vendors	1 Transactions
255	DEPT			Sentenced To Serve Program		
16079	PETERSON LUMBER					
17	01-255-000-0000-6405		249.07	MATERIALS REMODEL NEW LOCATION	78632	GENERAL SUPPLIES - S.T.S.
18	01-255-000-0000-6405		55.27	MATERIALS REMODEL NEW LOCATION	78895	GENERAL SUPPLIES - S.T.S.
16	01-255-000-0000-6405		20.84	MASKING TAPE AND CASING	78951	GENERAL SUPPLIES - S.T.S.
16079	PETERSON LUMBER		325.18		3 Transactions	
255	DEPT Total:		325.18	Sentenced To Serve Program	1 Vendors	3 Transactions
259	DEPT			Canteen Collections		
20357	TURNKEY CORRECTIONS					
51	01-259-000-0000-6405		347.01	VENDING & CANTEEN 08-16 TO 08-	28593	GENERAL SUPPLIES - CANTEEN
52	01-259-000-0000-6405		1,086.93	126 - \$5 & 39 - \$10 PHONE CARD	28594	GENERAL SUPPLIES - CANTEEN
54	01-259-000-0000-6405		28.93	INDIGEN & FEES 8-1 TO 8-31	28673	GENERAL SUPPLIES - CANTEEN
53	01-259-000-0000-6405		67.07	E-MAIL 8-1 TO 8-31	28674	GENERAL SUPPLIES - CANTEEN
55	01-259-000-0000-6405		15.78	MP3 MUSIC SALES & FEES	28708	GENERAL SUPPLIES - CANTEEN
20357	TURNKEY CORRECTIONS		1,545.72		5 Transactions	
23309	WHOLESALE SUPPLY CO INC					
56	01-259-000-0000-6405		659.90	MARLBORO, HUSKY	1337058	GENERAL SUPPLIES - CANTEEN
23309	WHOLESALE SUPPLY CO INC		659.90		1 Transactions	
259	DEPT Total:		2,205.62	Canteen Collections	2 Vendors	6 Transactions
270	DEPT			Crime Victim Advocate Grant		
9017	INSIGHT TECHNOLOGIES					
34	01-270-000-0000-6300		24.77	IT GLOBAL OCT - CRIME VICTIM	753257	REPAIRS & MAINTENANCE

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Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
9017	INSIGHT TECHNOLOGIES		24.77	1 Transactions		
270	DEPT Total:		24.77	Crime Victim Advocate Grant	1 Vendors	1 Transactions
290	DEPT			EMERGENCY MANAGEMENT		
35	9017 INSIGHT TECHNOLOGIES 01-290-000-0000-6300		49.52	IT GLOBAL OCT - EMERGENCY MGMT	753257	Repairs & Maintenance
	9017 INSIGHT TECHNOLOGIES		49.52	1 Transactions		
290	DEPT Total:		49.52	EMERGENCY MANAGEMENT	1 Vendors	1 Transactions
501	DEPT			Auditorium		
47	6001 FALLS DAY ACTIVITY CENTER 01-501-000-0000-6262		134.55	CLEAN AUDITORIUM		OTHER SERVICES
	6001 FALLS DAY ACTIVITY CENTER		134.55	1 Transactions		
3	7393 GORDY'S PLUMBING 01-501-000-0000-6300		171.41	CLN MOP SINK DRAIN -AUDITORIUM	980	REPAIRS & MAINTENANCE
	7393 GORDY'S PLUMBING		171.41	1 Transactions		
501	DEPT Total:		305.96	Auditorium	2 Vendors	2 Transactions
601	DEPT			County Extension		
36	9017 INSIGHT TECHNOLOGIES 01-601-000-0000-6300		123.81	IT GLOBAL OCT - EXTENSION	753257	REPAIRS & MAINTENANCE
	9017 INSIGHT TECHNOLOGIES		123.81	1 Transactions		
601	DEPT Total:		123.81	County Extension	1 Vendors	1 Transactions
801	DEPT			Unallocated Revenue		
97	999999997 01801.6801 01-801-000-0000-6801		50.00	1/2 ROOM RENTAL BLOODRIVE		MISCELLANEOUS EXPENSE
	999999997 01801.6801		50.00	1 Transactions		
98	3306 CITY OF THIEF RIVER FALLS 01-801-000-0000-6801		35.13	FOOD - BLOOD DRIVE WELLNESS		MISCELLANEOUS EXPENSE

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1 County Revenue

Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
					Service Dates	Paid On Bhf #	On Behalf of Name
3306	CITY OF THIEF RIVER FALLS			35.13			
					1 Transactions		
15323	OFFICE DEPOT						
78		01-801-000-0000-6401		137.76	PAPERPADS, POSTITS, PENCILS .5	674901484001	SUPPLIES-UNALLOCATED
74		01-801-000-0000-6401		9.73	MECHANICAL PENCILS .7	674901543001	SUPPLIES-UNALLOCATED
15323	OFFICE DEPOT			147.49			
					2 Transactions		
17002	QUILL CORPORATION						
70		01-801-000-0000-6401		19.21	TYPEWRITER RIBBON	5430427	SUPPLIES-UNALLOCATED
17002	QUILL CORPORATION			19.21			
					1 Transactions		
801	DEPT Total:			251.83	Unallocated Revenue	4 Vendors	5 Transactions
1	Fund Total:			56,208.53	County Revenue		94 Transactions

Pennington County Financial System



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9/20/13 4:08PM
3 Road & Bridge

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 #	
320 DEPT				
15051 OFFICE MAX				
88 03-320-000-0000-6401		121.81		SUPPLIES
15051 OFFICE MAX		121.81	1 Transactions	
320 DEPT Total:		121.81	1 Vendors	1 Transactions
350 DEPT				
6349 FASTENAL COMPANY				
79 03-350-000-0000-6564		13.93		EQUIPMENT REPAIR PARTS
80 03-350-000-0000-6564		14.37		EQUIPMENT REPAIR PARTS
81 03-350-000-0000-6564		8.85		EQUIPMENT REPAIR PARTS
82 03-350-000-0000-6564		13.81		EQUIPMENT REPAIR PARTS
6349 FASTENAL COMPANY		50.96	4 Transactions	
7337 GCR TIRE STORES				
83 03-350-000-0000-6564		44.10		EQUIPMENT REPAIR PARTS
84 03-350-000-0000-6564		16.00		EQUIPMENT REPAIR PARTS
85 03-350-000-0000-6564		72.43		EQUIPMENT REPAIR PARTS
86 03-350-000-0000-6564		182.34		EQUIPMENT REPAIR PARTS
7337 GCR TIRE STORES		314.87	4 Transactions	
13391 MN DEPT OF LABOR & INDUSTRY				
87 03-350-000-0000-6801		10.00	ABR00762071	MISCELLANEOUS EXPENSE
13391 MN DEPT OF LABOR & INDUSTRY		10.00	1 Transactions	
23313 WARNING LITES OF MN INC				
89 03-350-000-0000-6428		79.09	131209	SAFETY EQUIPMENT
23313 WARNING LITES OF MN INC		79.09	1 Transactions	
350 DEPT Total:		454.92	4 Vendors	10 Transactions
3 Fund Total:		576.73		11 Transactions

Pennington County Financial System



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9/20/13 4:08PM
32 Solid Waste Facility

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
390	DEPT		Score Recycling		
12123	LES'S SANITATION SERVICE				
43	32-390-000-0000-6262		903.50 RECYCLING NEWSPAPER	130409	OTHER SERVICES-SCORE ACCOUNT
12123	LES'S SANITATION SERVICE		903.50		
				1 Transactions	
18314	RAINY LAKE OIL				
42	32-390-000-0000-6262		120.00 USED OIL FILTERS	46451	OTHER SERVICES-SCORE ACCOUNT
18314	RAINY LAKE OIL		120.00		
				1 Transactions	
390	DEPT Total:		1,023.50 Score Recycling	2 Vendors	2 Transactions
32	Fund Total:		1,023.50 Solid Waste Facility		2 Transactions
	Final Total:		57,808.76	68 Vendors	107 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	56,208.53	County Revenue
3	576.73	Road & Bridge
32	1,023.50	Solid Waste Facility
All Funds	57,808.76	Total

Approved by,

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9/20/13 4:09PM

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



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

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
2	6347 FULTON/JIM 01-251-000-0000-6330		6.94	R.B.TRANSPORT TO ST CLOUD	091213	TRAVEL & EXPENSE
	6347 FULTON/JIM		6.94	1 Transactions		
11	10026 JENSEN/DONALD J 01-003-000-0000-6330		8.60	MEAL - MCLUCB - INTL FALLS		TRAVEL & EXPENSE
12	01-003-000-0000-6330		9.05	MEAL - AMC - ST CLOUD		TRAVEL & EXPENSE
4	01-003-000-0000-6103		100.00	PER DIEM - NCLUB - INTL FALLS	080113	PER DIEMS - BOARD
5	01-003-000-0000-6103		100.00	PER DIEM - AMC - ST. PAUL	080413	PER DIEMS - BOARD
6	01-003-000-0000-6103		100.00	PER DIEM - LAW ENF INT - TRF	080713	PER DIEMS - BOARD
7	01-003-000-0000-6103		65.00	PER DIEM - AIRPORT AUTH - TRF	081213	PER DIEMS - BOARD
8	01-003-000-0000-6103		65.00	PER DIEM - JTC - BEMIDJI	081913	PER DIEMS - BOARD
9	01-003-000-0000-6103		65.00	PER DIEM - AIRPORT AUTH - TRF	082313	PER DIEMS - BOARD
10	01-003-000-0000-6103		100.00	PER DIEM - AMC - ST CLOUD	082613	PER DIEMS - BOARD
	10026 JENSEN/DONALD J		612.65	9 Transactions		
3	15302 OLSON/ADELINE 01-106-000-0000-6330		5.54	MEAL - ETHICS MTG- GRAND RAPID		TRAVEL & EXPENSE
	15302 OLSON/ADELINE		5.54	1 Transactions		
1 Fund Total:			625.13	County Revenue	3 Vendors	11 Transactions

Pennington County Financial System



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9/20/13 4:09PM
3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
1	6350 FLAAGAN/MIKE 03-320-000-0000-6330		7.19	MEETING IN BEMIDJI	090513 TRAVEL & EXPENSE
	6350 FLAAGAN/MIKE		7.19	1 Transactions	
3 Fund Total:			7.19	Road & Bridge	1 Vendors 1 Transactions
Final Total:			632.32	4 Vendors	12 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	625.13	County Revenue
	3	7.19	Road & Bridge
All Funds		632.32	Total

Approved by,

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**SPECIAL COUNTY BOARD PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
TUESDAY, SEPT. 3, 2013, 5:00 P.M.**

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Board Room in Thief River Falls, MN, on Tuesday, September 3rd, 2013 at 5:00 p.m. Members present: Cody Hempel, Donald Jensen, Neil Peterson, Oliver “Skip” Swanson, and Darryl Tveitbakk. Members absent: none.

The Pledge of Allegiance was recited.

Karla Stavnes presented the 2014 Crime Victim Advocate budget noting that the state grant had been increased to fully fund her position for 2014. Karla Stavnes also discussed the continued use of New Horizon’s services in writing the grant applications for the program. County Attorney Al Rogalla wanted it known that his wife Kelly is part of New Horizon’s. The County Board approved using New Hoizon’s for writing future Crime Victim Advocate Funding Grants.

Erik Beitel, Emergency Management Director met with the County Board to submit an amended 2014 budget. The following resolution was introduced by Commissioner Jensen, seconded by Commissioner Peterson and upon vote was unanimously carried.

RESOLUTION

WHEREAS, The Pennington County Board of Commissioners has established a separate department now known as Emergency Management, and

WHEREAS, The Pennington County Board has appointed Eric Beitel as the Emergency Management Director effective July 8th, 2013.

BE IT RESOLVED, that the Emergency Management Director be authorized to send a letter requesting approval of the Improve Your Program Grant along with an amended budget to assist with the financial burden for the next three years of establishing a separate Emergency Management Department as recommended.

The County Board discussed the Human Services 2014 Budget with Director Ken Yutrzenka and Financial Supervisor Scott Sommers. Reductions to the budget were discussed.

Reductions in the Human Service budget of \$210,000 were made to the proposed budget.

The County Board then reviewed other reductions made in the remaining budgets.

Moved by Commissioner Jensen, seconded by Commissioner Swanson to adjourn to 10:00 a.m. September 10th, 2013. Motion carried.

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 10, 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, September 10th, 2013 at 10:00 a.m. Members present: Cody Hempel, Donald Jensen, Neil Peterson, Oliver “Skip” Swanson, and Darryl Tveitbakk. Members absent: none.

The Pledge of Allegiance was recited.

The County Board discussed the reductions made to the Human Services 2014 Budget with Director Ken Yutrzenka and Financial Supervisor Scott Sommers.

Erik Beitel, Emergency Management Director, reported that in order to obtain the maximum \$20,000 grant the County needed to match the Grant dollar for dollar resulting in an increase in the Emergency Management Budget for 2014. Moved by Commissioner Peterson, seconded by Commissioner Tveitbakk to approve the change to the 2014 Emergency Management Budget to maximize the Improve Your Program Grant to \$20,000 for 2014. Motion carried with Commissioner Hempel voting against.

Bryon Malone, Pennington County Soil and Water Conservation District Administrator, presented three quotes to do a wetland delineation of the County’s Wetland Bank in Govt. Lot 1 & 4 and NE1/4NW1/4 section 34 Highlandering Township.

Anderson Engineering	\$4,545
West Central Environmental Consultants	\$3,500 - \$4,000
Houston Engineering	\$4,500

Commissioner Jensen moved, seconded by Commissioner Peterson to approve the quote of West Central Environmental Consultants to do the wetland Delineation on the County Wetland Bank site in Highlandering Township for \$3,500 to \$4,000. Motion unanimously carried.

County Auditor Ken Olson presented a resolution to set the date of the Tax Forfeiture sale.

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

Resolution Setting Tax Forfeited Land Sale

BE IT RESOLVED, that all parcels of tax forfeited land listed on List of Tax-Forfeited Land be classified as nonconservation land; that the basic sale price of each parcel on List of Tax-Forfeited Land, that is on file with the Pennington County Auditor, be approved and authorization for a public sale of this land be granted, pursuant to M.S.

282.01; that the sale will be held at 10:00 A.M. Friday, October 25th, 2013, by the Pennington County Auditor at the Pennington County Courthouse, for not less than the basic sale price, and that all sales shall be full payment at time of sale as set forth on List of Tax-Forfeited Land.

The County Board then held a discussion on the 2014 proposed levy taking into consideration the proposed 2014 budget. The following resolution was motioned by Commissioner Jensen, seconded by Commissioner Peterson, and upon vote was unanimously carried.

RESOLUTION

WHEREAS, the Pennington County Board of Commissioners have reviewed the 2014 budgets submitted by the various departments; and

WHEREAS, the proposed levies have been reduced by the amount to be received from the State of Minnesota for the following: County Program Aid – \$726,469 (estimated)

NOW, THEREFORE, BE IT RESOLVED, that the proposed budgets from 2014 are approved and that the following proposed levies be adopted.

	Levy Before CPA	CPA*	Net Levy After CPA
Revenue	\$4,336,451	\$392,637	\$3,943,814
Road and Bridge	\$1,230,603	\$111,423	\$1,119,180
Welfare	\$2,456,379	\$222,409	\$2,193,473
Highway Building Bond	\$150,00	0	\$150,000

*County Program Aid

The County Board set December 17^h, 2013 at 6:00 p.m. as the date and time to discuss the final budget and levy.

Commissioner Jensen moved, seconded by Commissioner Tveitbakk to approve payment of the Human Service warrants totaling \$147,135.09, the Auditor and Manual warrants for August 2013 totaling \$2,579,811.83, and the following Commissioner warrants. Motion unanimously carried.

WARRANTS

County Revenue	\$ 33,501.18
Road & Bridge	\$195,752.26
Solid Waste Facility	\$ 10,331.00
Ditch Funds	\$ 600.00

Per diems and meal reimbursements in the amount of \$1,218.08 were also approved.

Commissioner Tveitbakk moved, seconded by Commissioner Peterson to approve the minutes of August 27th, 2013 as written. Motion carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen to adjourn to 5:00 p.m. September 24th, 2013. Motion carried.