

**PENNINGTON COUNTY  
BOARD OF COMMISSIONER'S MEETING  
COUNTY BOARD ROOM  
TUESDAY, JANUARY 28<sup>TH</sup>, 2014, 5:00 P.M.**

**AGENDA - REVISED**

Pledge of Allegiance

- 5:00 Ken Yutrzenka – Human Services Director  
- Consent Agenda
- 5:05 Adeline Olson – County Assessor  
- Tax Abatements
- 5:20 Ray Kuznia – County Sheriff  
- Civil Service Rate Review; Computer Quote
- 5:35 Mike Flaagan – County Engineer  
- Highway Dept. Items
- 6:00 Joe Hedrick – Thief River Falls Airport Mgr.
- 6:30 Septic System Ordinance Hearing  
- Peter Nelson, Pennington County SWCD
- County Auditor's Items  
- ICN Appointment

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

Railroad Crossing Hearing: February 6<sup>th</sup>, 2014, 11:00 a.m.  
County Ditch #36 Meeting: February 6<sup>th</sup>, 2014, 1:00 p.m.



**PENNINGTON COUNTY**  
**SEWAGE AND WASTEWATER TREATMENT ORDINANCE**

**SUBDIVISION 1 GENERAL PROVISIONS**

**1.10 PURPOSE**

The purpose of the Sewage and Wastewater Treatment Ordinance shall be to provide minimum standards for the regulation of ~~individual~~ subsurface sewage treatment systems (SSTS) and septage disposal; including the proper location, design and construction; their necessary modification and reconstruction; their operation, maintenance and repair to protect surface water and ~~potable~~ groundwater from contamination by human sewage and waterborne household and commercial wastes; to protect the public's health and safety, and eliminate or prevent the development of public nuisances pursuant to the authority granted under ~~Minnesota Statutes chapters 115 and 145A and Minnesota Rules Chapter 7080~~ MN Statutes, Section 115.55; MN Statutes, Sections 145A.01 through 145A.08; MN Statutes, Section 375.51; or successor statutes, MN Rules 2006, Chapter 7080, and elements of 2011 Rules from Chapters 7080, 7081, 7082 and 7083 or successor rules and to local standards amending state law pertaining to sewage and wastewater treatment.

**1.20 OBJECTIVES**

The principal objectives of this section shall include the following:

**1.21** The protection of Pennington County's lakes, wetlands, rivers and streams and supplies of ~~potable~~ groundwater essential to the promotion of public health, safety and welfare; the protection of the County's environment and its socioeconomic growth and development of the County in perpetuity.

**1.22** Given the extensive resources and numerous supplies of surface water and ~~potable~~ groundwater and their susceptibility to contamination, regulation of proper ~~ISTS~~ SSTS construction, reconstruction, repair and maintenance and proper septage disposal is essential to prevent the entry and migration of contaminants, thereby ensuring the non-degradation of surface water and ~~potable~~ groundwater.

**1.23** The provision of establishing minimum standards for ~~ISTS~~ SSTS placement, design, construction, reconstruction, repair and maintenance to

prevent contamination and, if contamination is discovered, to identify and control its consequences and abate its source and migration.

**1.24** The prevention and control of water-borne disease, lake degradation, ~~and potable groundwater~~ related hazards, ~~and~~ public nuisance conditions through plan reviews, inspections and complaint investigation, as well as through technical assistance and education.

**1.25** Provide rules, regulations, enforcement, and design standards for areas of the County which previously had not been ordinances. Specifically those areas which are not in a designated Shoreland/Flood plain area, a well head protection area or a business otherwise regulated by stricter State standards.

### **1.30 SCOPE**

~~This section shall regulate the design, construction and repair of ISTS in Pennington County, including but not necessarily limited to individual on-site and cluster or community ISTS privy vaults and other non-water carried ISTS, repair and/or replacement of failing existing ISTS.~~

All sewage generated in unsewered areas of the County shall be treated and dispersed by an approved SSTS that is sited, designed, installed, operated, inspected and maintained in accordance with the provisions of this Ordinance or by a sewage treatment system that has been permitted by the MPCA.

## **SUBDIVISION 2 ADMINISTRATION**

### **2.10 STANDARDS ADOPTED BY REFERENCE**

~~This Ordinance hereby adopts by reference Minnesota Rules Chapter 7080, sections 7080.0020m 7080.0060, 7080.0065, 7080.0110, 7080.0120, 7080.0125, 7080.0130, 7080.0150, 7080.0160, 7080.0170, 7080.0175, 7080.0176, being the sections containing the technical standards and criteria contained in the “Individual Sewage Treatment Systems Program”.~~

This Ordinance hereby adopts by reference the 2006 MN Rules, Chapter 7080 as the alternative local standards for new and replacement residential systems with a flow of 2500 gallons per day or less. The County hereby adopts by reference the 2011 MN Rules, chapters 7080 and 7081 for new and replacement systems using greater than 2500 gallons per day. This adoption does not supersede the County’s right or ability to adopt local standards that are in compliance with MN Statute 115.55.

## **2.20 ADMINISTRATION BY STATE AGENCIES**

~~2.21 For an on-site ISTS a SSTS, or group of systems that are located on adjacent properties and under single ownership, the owner or owners shall make an application for and obtain a State Disposal System Permit from the Minnesota Pollution Control Agency if the on-site ISTS SSTS or group of systems are designed to treat an average flow greater than 10,000 gallons per day.~~

The owner or owners of a single SSTS or a group of SSTS under common ownership must obtain an State Disposal System permit from the Minnesota Pollution Control Agency when all or part of proposed or existing soil dispersal components are within one-half mile of each other and the combined flow from all proposed and existing SSTS is greater than 10,000 gallons per day. The flow must be determined according to chapter 7081.0040.

**2.22** For dwellings including apartments, townhouses, resort units, rental cabins and condominiums, the sum of the flows from all existing and proposed sources under single management or ownership will be used to determine the need for a State Disposal System Permit.

~~2.23~~ SSTS serving establishments or facilities licensed or otherwise regulated by the State of Minnesota including, but not limited to: campgrounds, resorts, mobile home parks, and eating and drinking establishments, shall conform to state and local requirements and require approval by the State of Minnesota.

~~2.24~~ Any SSTS requiring approval by the State of Minnesota shall also comply with all local codes and this section.

**2.25** Plans and specifications must receive appropriate State and Local approval before construction is initiated.

**2.26** This Ordinance shall apply ~~only~~ to unsewered areas of Pennington County, ~~which are considered to be "Permit by Rule"~~. Any areas of the County which are already ordinances through a designated Shoreland/Floodplain area, well head protection area or business licensed through the Minnesota Department of Health shall be governed by the stricter State standards and will not be allowed use of the Ordinance.

## **2.30 ADMINISTRATION BY PENNINGTON COUNTY**

The Department shall regulate ~~ISTS~~ SSTS and septage disposal in Pennington County pursuant to this section.

**2.31** The Department shall have the following duties and responsibilities:

- A.** To review all applications for ~~ISTS~~ SSTS in ~~Shoreland~~ designated unsewered areas of the County;
- B.** To issue all permits required by this Ordinance;
- C.** To investigate complaints regarding ~~ISTS~~ SSTS and septage disposal;
- D.** To review Certificates of Compliance or Notices of Non-Compliance where appropriate;
- E.** To issue Stop Work Orders and Notices of Violation, as applicable, pursuant to this section;
- F.** To maintain proper records for ~~ISTS~~ SSTS construction, reconstruction, inspection and repair in the ~~Shoreland/Floodplain~~ designated areas of Pennington County. ~~and inspection reports for ISTS constructed outside of the Shoreland/Floodplain designated areas.~~

**2.32** Neither the issuance of permits, Certificates of Compliance nor Notices of Non-compliance as requested or issued shall be construed to represent a guarantee or warranty of the system's operation, or effectiveness. Such certificates signify that the system in question is or has been designed and installed in compliance or non-compliance with the provisions of these standards and regulations.

## **2.40 DEFINITIONS**

**As-Builts:** Drawings and documentation specifying the final in place location, size and type of all system components. These records identify the results of materials testing and describe the conditions during construction. As-Builts contain a certified statement.

**Bedroom:** Any room used principally for sleeping purposes, and all-purpose room, a study, or a den. A room planned and intended for sleeping.

**Certificate of Compliance: ~~ISTS~~** ~~A document from a licensed sewage treatment inspector fully licensed by the State of Minnesota or a qualified employee, provided to the owner of property on which a dwelling is located which is required to have an ISTS and provided to the local unit of government (LUG), indicating that said ISTS is not a failing system nor an imminent threat to public health or safety and, for new construction and replacement, is constructed in compliance with Minnesota Rules, Chapter 7080, as amended. A document written after a compliance inspection certifying that a system is in compliance with applicable requirements at the time of inspection.~~

**Compliance Inspection:** Any evaluation, investigation, inspection, or other such process to make conclusions, recommendations, or statements regarding a individual SSTS, to reasonably assure a individual SSTS is in compliance as specified under part 7080.0060 as amended. Compliance inspections must be conducted by a State licensed inspector or under a license independent of the owner and the installer.

**Department:** The agency or agent designated by Pennington County that is a qualified employee or licensee. Environmental Administrator or other designated agent who is a qualified employee or licensee.

**Failing System:** At a minimum, a SSTS that fails to protect groundwater. This includes one that discharges sewage to a seepage pit, cesspool, drywell, leaching pit, or other pit; a SSTS with less than the required vertical separation distance as described in chapter 7080.0060 Subp 3; less than 3 feet of vertical separation in systems located in the floodplain and SWF and a system not abandoned in accordance with part 7080.0176. The determination of the threat to groundwater for other conditions shall be made by a Qualified Employee or State licensed inspection business.

**Imminent Threat to Public Health or Safety (ITPHS):** At a minimum, SSTS with a discharge of sewage or sewage effluent to the ground surface, drainage systems, ditches, or storm water drains or directly to surface water; SSTS that cause reoccurring sewage backup into a dwelling or other establishment; SSTS with electrical hazards; or sewage tanks with unsecured, damaged, or weak maintenance access covers. The determination of protectiveness for other conditions must be made by a Qualified Employee or a State licensed inspection business.

**Individual Sewage Treatment Systems (ISTS):** A sewage treatment system, or part thereof, serving a dwelling, or other establishment, or group thereof, and using sewage tanks or advanced treatment followed by soil treatment and disposal with a design flow of less than 5,000 gallons per day. Individual sewage treatment system includes holding tanks and privies.

**Inspector:** An individual qualified to review proposed plans and inspect ~~ISTS~~ SSTS, and who meet the licensure licensed and certified by the registration requirements of the Minnesota Pollution Control Agency.

**Management Plan:** A plan that describes necessary and recommended routine operational and maintenance requirements, periodic examination, adjustment, and testing, and the frequency of each to ensure system performance meets the

treatment expectations, including a planned course of action to prevent an illegal discharge.

**MPCA:** Minnesota Pollution Control Agency.

**MSTS:** A “midsized subsurface sewage treatment system” under single ownership that receives sewage from dwellings or other establishments having a design flow of more than 5,000 gallons per day to a maximum of 10,000 gallons per day.

**Qualified Employee:** A person who conducts site evaluations or designs; installs, maintains, pumps, or inspects individual subsurface sewage treatment systems as part of employment duties and is certified on the ~~ISTS-SSTS~~ professional register with specialty area endorsements applicable to the work being conducted. A qualified employee may be an apprentice if the individual has specialty area endorsements applicable to the work to be completed, has fulfilled the contractual requirement under Chapter 7080, 7081, 7082, 7083 and has been issued performance restrictions.

**Redoximorphic Features:** A color pattern in soil, formed by oxidation and reduction of iron or manganese in saturated soil coupled with their removal, translocation, or accrual, which results in the loss (depletion) or gain (concentration) of mineral compounds compared to the matrix color. Redoximorphic features also means: a soil matrix color controlled by the presence of ferrous iron.

**Septage:** Solids and liquids removed ~~during periodic maintenance of~~ from a ~~ISTS SSTS~~, or solids and liquids which are removed from toilet waste treatment devices or a holding tank.

**Sewage:** Any water-carried domestic waste, exclusive of footing and roof drainage, from any dwelling or ~~any other structure. industrial, agricultural or a commercial establishment.~~ Domestic waste includes liquid waste produced by toilets, bathing, laundry, culinary operations, and the floor drains associated with these sources, and specifically excludes animal waste and commercial or industrial wastewater.

**Shoreland/Floodplain Development Application:** The term includes, but is not limited to applications for the following: construction permits, ~~ISTS-SSTS~~ permits, vegetative alteration permits, topographic alteration permits, or other types of Shoreland/Floodplain permits such as conditional use permits, amendments to this Ordinance, variances from the provisions of the Ordinance, and the subdivision of real estate. The application is not considered complete and will

not be accepted by the Department unless all fees are paid, preliminary reviews and approvals completed, submitted with associated supporting information and documents, and such other information as required by the Department.

**Soil Treatment System:** A system where sewage effluent is treated and disposed of into the soil by percolation and filtration, and includes trenches, seepage beds, at-grade systems, and mound systems.

**SSTS:** Subsurface sewage treatment systems including ISTS and MSTs. Individual Sewage Treatment Systems (ISTS) have a design flow of 5,000 gallons per day or less. Midsized Subsurface Sewage Treatment System (MSTS) have a design flow of 5,000 to 10,000 gallons per day.

**SWF:** Shoreland, wellhead protection areas, food, beverage, and lodging establishments.

**Toilet Waste Treatment Devices:** Privies and other devices including incinerating, composting, biological, chemical, recirculating, or holding toilets.

## **SUBDIVISION 3 PERMITTING**

### **3.10 PERMITS REQUIRED**

~~A permit shall be obtained whenever any ISTS in Pennington County is installed, replaced, altered, repaired or extended within designated Flood plain or Shoreland. Installation, replacement, alteration, repair, or extension of a ISTS-SSTS shall not begin without first making an application for a permit and obtaining said permit from the Department for each specific installation, replacement, alteration, repair or extension pursuant to this Ordinance. Such permits are not transferable as to another person or place. Such permits shall expire 12 months after date of issuance. A permit shall not be required for the work identified under Subdivision 3.2 of this Ordinance.~~

**3.11 Posting of Permits** Permits shall be provided by permittee at the time of inspection upon request of inspector.

~~**3.13 Permit by Rule** Any ISTS system repaired, replaced, altered, extended or installed within Shoreland/Floodplain designated areas must have a permit issued by the Department, prior to construction. However, ISTS-SSTS systems in Pennington County which are outside the designated Shoreland/Floodplain designated areas and which do not conflict with existing well management, well head protection areas, or to systems regulated by the Minnesota Department of Health, or to systems regulated by a city or township may construct through a Permit by Rule.~~

~~Any ISTS system repaired, replaced, altered, extended or installed within the Permit by Rule designated area will be considered permitted, upon receipt of a copy of the Notice of Compliance, delivered to the Department and which was issued by an MPCA licensed inspector.~~

**3.12 Operating Permits** An Operating Permit shall be required of all owners of new holding tanks, Type IV, Type V, and MSTs.

### **3.20 PERMITS NOT REQUIRED**

Permits shall not be required for the following for repair or replacement of pumps, floats or other electrical devices of the pump or baffles in a septic tank.

~~**3.21** Repair or replacement of pumps, floats or other electrical devices of the pump or baffles in a septic tank within the designated Shoreland/Floodplain area.~~

~~**3.22** ISTS work done outside the designated Shoreland/Floodplain area with direct application to Subdivision 3.13~~

### ~~**3.30 PROPERTY OWNERS DOING OWN WORK (SEE SECTION 7.2)**~~

~~Property owners are permitted to construct or repair ISTS on their own properties without a State license; however, owners doing their own work must comply with Subdivision 3.10 as well as other applicable provisions of this Ordinance. A property owner shall consult with a person holding a current license issued by the Minnesota Pollution Control Agency for Designer I or II if they wish to perform the site evaluation or design their own ISTS. All systems must be inspected by a State licensed inspector and a Certificate of Compliance filed with the County.~~

### **3.30 PERMIT APPLICATION REQUIREMENTS**

**3.31 Permit Application Information** All applications for a ISTS SSTS Permit shall include the following information:

- A. Name and address of property owner.
- B. Legal description of the property.
- C. ISTS SSTS designer's name, address, phone number and State ISTS SSTS License number (or Department Qualified Employee name and number.
- D. Site evaluation report on a form as provided by the University of Minnesota. Including soil observations made in exposed pits or by hand augering prior to construction. The depth to periodically saturated soil shall be determined by section 4.10 of this ordinance. The soil boring log

with soil verification signatures shall be submitted with the design by the licensed designer to the Department.

- E. System design with full information including applicable construction information on forms as provided by the State and/or Department.
- F. Any other information requested pertinent to the Shoreland/Floodplain designated areas.
- G. On lots created after January 23, 1996, the system design shall include at least one designated additional soil treatment area which can support a standard, Type I, soil treatment system.
- H. Any other pertinent information as required by the ~~County~~ Department.

**3.32 Application Review and Approval** If after consideration of the application for a permit, the Department is satisfied that the work contemplated conforms to and complies with provisions of this Ordinance; the department shall issue a written permit granting ~~preliminary~~ approval authorizing ~~initiation~~ of construction of the system as designed.

**3.33 Incomplete Application Information** If after consideration of the application for a permit, the Department is not satisfied that the work contemplated will ~~not~~ conform to or comply with the provisions of this Ordinance; the Department shall deny the application for a permit. Notice of such denial shall be served on the applicant or permittee. The notice shall state the reason for denial. The permit application may be revised or corrected and resubmitted to the Department at any reasonable time for reconsideration.

**3.34 Design Alteration** Proposals to alter the permitted construction shall be reviewed and the proposed change accepted by the ~~inspector~~ designer prior to construction.

### **3.40 FEES**

The Pennington County Board of Commissioners shall establish fees for permits required by this Ordinance. Fees shall be due and payable at the time of permit issuance.

### **3.50 VARIANCES**

An affected property owner requesting a variance from standards in the Shoreland/Floodplain designated areas, must follow the procedures specified in the Pennington County Shoreland and Floodplain Ordinances. Variances requested for land areas out of the Shoreland/Floodplain designated areas must follow procedures specified in the Minnesota Rules Chapter 7080.0305 Subp.3.

### **3.70 PERMIT BY RULE REQUIREMENTS**

In areas outside the Shoreland/Floodplain designated areas, ISTS must be installed either to the local standard provisions of this section or Minnesota Rules Chapter 7080, as applicable. Following installation of ISTS under Permit by Rule, an inspection report, prepared by a State licensed inspector, must be submitted to the County Environmental Department along with the site design and Permit by Rule Form. No prior review or approval is required under Permit by Rule.

### **SUBDIVISION 4 SITE SELECTION**

#### **4.10 SITE SUITABILITY FOR REPAIR, REPLACEMENT, EXTENSION OR INSTALLATION OF A TRENCH TYPE ISTS SSTS**

**4.11 Site suitability requirements** Must be met whenever an ISTS is installed, replaced, altered, repaired or extended. Listed below are the parameters which must be met to allow the use of a trench type ISTS. For unsaturated soil separation, on-site soil samples shall be taken for observation and referenced to the NRCS Soils Survey, mottling/residual mottling features, and redoximorphic features and/or percolation test to determine the distance to the periodically saturated soil and for sizing the system.

**4.12 Soil Dispute Resolution** When a disagreement occurs between SSTS certified individuals and a licensed business about the depth of the periodically saturated soil, the disputing parties shall meet at the disputed site to resolve differences. The Department will make the final determination on the depth to periodically saturated soils.

#### **4.20 LOCAL STANDARDS: ALTERATION OF EXISTING ISTS SYSTEMS.**

Site suitability requirements must be met whenever a ~~existing~~ ISTS SSTS is installed replaced, repaired, altered, or extended. (Reference Section 4.10, 4.20, 4.30 and the County soils map).

**4.21 Alternative “Local” Vertical Separation for New and Replacement SSTS** For “Local” trench, at-grade, and mound systems, a minimum of two feet vertical separation shall be allowed between the bottom of the dispersal system and the periodically saturated soil or bedrock located in areas other than the floodplain and SWF.

**4.22 Existing ISTS SSTS Systems** Which do not present an imminent public health threat and have at least two feet of vertical separation between the bottom of the soil treatment system and ~~groundwater~~ periodically saturated soil, as defined by either mottling, ~~residual mottling~~, redoximorphic features and/or other

local standard provisions, are considered ~~working~~ compliant systems and do not require upgrading or alteration.

~~4.23 Repair, Alteration, and/or Extension of Existing Systems~~ are allowed if the provisions outlined in Sections 4.10, 4.20 and 4.30 are met.

~~4.23 Site Density Individual Sites~~ Trench type systems shall not be permitted to exceed one system per acre. All sites to be developed must have room for at least two ~~drainfields~~ soil treatment systems and must meet all setbacks stated in the Minnesota Rules, Chapter 7080 and the Pennington County Shoreland Ordinance. Setback requirements from wells shall meet those established by the Minnesota Department of Health.

~~4.24 Natural or Artificial Drainage~~ A drainage plan will be submitted with the system design materials which show distances to public water or to public or private drainage systems. The plan will specify how rain and excess surface water will be removed from the ~~ISTS~~ soil treatment system area. If ditching or tile is used, the locations of said ditches or tile will be designated in the plan. ~~and submitted to the owner with the system design.~~ The distance from any ditch or tile ~~to the trench~~ will not be less than ten feet from the soil treatment system.

#### ~~4.30~~ ADDITIONAL LOCAL STANDARD PROVISIONS

The standards which allow for the continuance of, or construction of, trench systems within Pennington County are as follows:

~~4.21~~ ~~4.31~~ Soil Types Soils which are not acceptable for use with trench type ~~ISTS~~ SSTS include: I54A, I58A, I41A, I42A, B202A, I45A, I16F, I27A, B206A, B209A, I8A, and I11A. Site suitability requirements from section 4.10 shall be met. Use of the Pennington County Soils Map in conjunction with percolation tests is required to size systems and determine site suitability.

~~4.22~~ ~~4.32~~ Vegetation Native or natural vegetation is an indicator of soil saturation frequency. Installation of trench type systems ~~SSTS~~ on areas where aquatic hydrophytic type plants and trees persist is prohibited. Examples of these types of naturally occurring plants include but are not limited to cattails, sedges, rushes, tamarack, willow or other types of vegetation which reasonably demonstrate the existence of frequently saturated soil conditions.

#### ~~4.40~~ LOCAL STANDARDS: NEW ISTS TRENCH SYSTEM INSTALLATION

Site suitability requirements must be met whenever a new ~~ISTS~~ trench system is installed or existing system replaced. (Reference Section 4.10, 4.20 and County soil maps).

~~4.41 Trench-Style ISTS Systems are allowed if the provisions of Sections 4.05 and 4.10 are met or at least three feet of vertical separation exists between the bottom of the soil treatment area and groundwater as defined by either mottling or residual mottling.~~

#### **4.30 HOLDING TANKS**

Holding tanks may be allowed for seasonal single family homes, sensitive sites, parks and other buildings with limited water use under the following conditions:

- A. The owner shall install a holding tank in accordance with MN Rules Section 7080.0172 subp. 3.
- B. The owner shall hire a MN licensed maintenance business to pump and haul the holding tank contents to approved land application site.
- C. Solids must be removed when their accumulation meets the limit described in MN Rules, Chapter 7080.0175. An Operating Plan shall be submitted with permit application, reference 7080.0310 Subp 6.

#### **4.40 SSTS LOCATED IN THE FLOODPLAIN**

SSTS shall not be located in a floodway and if possible, not within any part of a floodplain. If no option exists to locate a SSTS outside of a floodplain, location within the flood fringe is allowed if the bottom of the distribution medium is located at least as high as the 10-year flood elevation and if the requirements in MN Rules, Chapter 7080.0172 are met.

#### **4.50 CLASS V INJECTION WELLS**

All owners of new or replacement SSTS that are considered to be Class V injection wells, as defined in the Code of Federal Regulations, title 40, part 144, are required by the Federal Government to submit SSTS inventory information to the Environmental Protection Agency as described in CFR40 part 144. Further, owners are required to identify all Class V injection wells in property transfer disclosures.

#### **4.60 2011 MN RULES INCLUDED IN THIS ORDINANCE**

**4.61 Vertical Separation Flexibility 15% Flexibility, 7080.1500 Subp. 4D** A reduced vertical separation for existing systems is allowed for SSTS that were designed with at least a three feet of vertical separation distance. The maximum of fifteen percent reduction is only allowed to account for settling of sand or soil, normal variation of measurements, and interpretations of the limited layer conditions. This flexibility is not allowed on SSTS constructed with alternative local standards vertical separation.

**4.62 Registered Products** Final Treatment and Dispersal, including soil loading rates, shall be determined by using MN Rules Chapter 7080.2150 soil sizing tables IX and IXa.

**4.63 Trench and Seepage Bed Design 7080.2210** Pressure distribution is required on seepage beds greater than twelve feet wide.

**4.64 Sewage Tanks** Must meet or exceed the applicable requirements of parts 7080.1910 through 7080.1960 and 7080.1980 through 7080.2020.

**4.65 Distribution of Effluent 7080.2050 Subp 4J** Pressure distribution pipe cleanouts must be provided to check the system for proper operation and cleaning of plugged perforations. Cleanouts must be accessible from final grade.

## **SUBDIVISION 5 INSPECTION REQUIREMENTS**

### **5.10 GENERAL REQUIREMENTS**

~~**5.11 Compliance Inspection**~~ Compliance inspections for construction, replacement, alteration, or repair work on ~~ISTS~~ SSTS shall be conducted by a State licensed inspector who is independent of the owner and installer.

### **5.20 INSPECTION REQUIREMENTS FOR NEW SYSTEMS**

The installation and construction of the ~~ISTS~~ SSTS shall be in accordance with the permit requirements and application design.

**5.21 Timing of Inspections** If any ~~ISTS~~ SSTS component is covered before being inspected by a State licensed inspector, it shall be uncovered upon the direction of the inspector, unless acceptable photograph or video documentation is provided. Inspections shall be conducted at least once during the construction of the ~~ISTS~~ SSTS at such time as to assure that the system has been constructed per submitted and approved design. ~~All ISTS construction, alteration, repair and extensions require an inspection by a State licensed inspector.~~

**5.22 Notification for Inspections** ~~Inspection Report.~~ A Certificate of Compliance or Notice of Non-Compliance shall be prepared by the inspector following an inspection or review of as-built plans and submitted to the ~~Pennington County Environmental~~ Department for all ~~ISTS~~ SSTS new construction ~~which requires an inspection within Pennington County.~~ A Certificate of Compliance or Notice of Non-Compliance must include a signed statement by the inspector identifying the type of ~~ISTS~~ SSTS inspected and whether the system is in compliance with Minnesota Rules Chapter 7080.0060

and /or the local standard provisions specified in Subdivision 4 of this ~~section~~ Ordinance. A copy of the Certificate of Compliance or Notice of Non-Compliance shall be provided to the property owner and the ~~County Environmental~~ Department within ~~thirty~~ fifteen days of the compliance inspection.

### **5.30 INSPECTION REQUIREMENTS FOR EXISTING SYSTEMS**

When required under section 5.31, the inspection must be conducted by a State licensed inspector and the results recorded on a form provided by the State. The ~~report~~ form must identify the type of ~~ISTS~~ SSTS inspected and whether the system is an imminent public health threat, a failing or ~~working~~ compliant system according to Minnesota Rules Chapter 7080.0060 and the local standard provisions specified in Subdivision 4 of this ~~section~~ Ordinance. A copy of the Certificate of Compliance or Notice of Non-compliance resulting from a compliance inspection shall be provided to the property owner and the ~~County Environmental~~ Department within ~~thirty~~ fifteen days of the inspection.

**5.31 Mandatory Compliance of Existing Systems** A ~~ISTS~~ SSTS shall require a compliance inspection when any one of the following conditions occur:

- A.** In designated Shoreland Management Areas, failing ~~on-site sewage treatment systems~~ SSTS shall be reconstructed pursuant to Minnesota Rules Chapter 6120 of 1989, known as “Statewide Standards for Management of Shoreland Areas”.
- B.** At any time the Department deems appropriate such as upon receiving a complaint or other information of system failure.
- C.** Addition of a bedroom on a property, within the designated Shoreland/Floodplain area.
  - 1.** If a request for an additional bedroom or variance is received between November 1 and April 30 the Department may issue a permit or variance immediately with the requirement that a compliance inspection be completed by the following June 1 or within twelve months of shoreland permit application. The applicant must submit a Certificate of Compliance within fifteen days of the Compliance Inspection, ~~by the following September 30~~.
  - 2.** If a system constructed between May 27, 1989 and January 23, 1996 does not comply with applicable requirements, and is not an imminent public health threat, a property owner applying for a permit to construct a bedroom addition in a designated Shoreland/Floodplain area, has ~~five (5) years~~, three years, from the

date of issuance of such permit to bring the system into compliance.

3. Compliance inspections finding not less than ~~two~~ three feet of separation between the bottom of the soil distribution medium and ~~potable water~~ periodically saturated soil and where an imminent public health threat does not exist are considered ~~working~~ compliant systems and do not need to be replaced or repaired.

**5.32 Imminent Public Health Threat and Failing Septic Systems** A Notice of Non-Compliance shall be issued and copies provided to the property owner and the County Department within ~~thirty~~ fifteen days under the following conditions:

- A. A failed ~~ISTS~~ SSTS, not considered an imminent threat to public health or safety, shall be upgraded, replaced, repaired or discontinued use in compliance with this Ordinance, as applicable within ~~five (5)~~, three years.
- B. Existing “Local” SSTS that are failing to protect groundwater in non SWF/Floodplain Areas: SSTS built before April 1, 1996 outside of protected areas designated as floodplain areas, shoreland areas, wellhead protection areas, or areas where SSTS provide sewage treatment for food, beverage, or lodging establishments shall have at least two feet of vertical separation between the bottom of the dispersal system and seasonal saturation or bedrock per MN Rules 7080.0060 Subp 3. Existing systems with less than two feet of vertical separation in these areas may fail to protect groundwater, are unlawful and shall be upgraded, replaced, or its use discontinued within three years of the owner’s receipt of a Notice of Noncompliance. The notice should specify what Ordinance provisions are violated.
- C. An ~~ISTS~~ SSTS posing an imminent threat to public health or safety shall be upgraded, replaced or repaired, or discontinued use within ten months.
- D. Existing “Local” systems built outside of the protected areas designated as floodplain areas, shoreland areas, wellhead protection areas, or areas where SSTS provide sewage treatment for food, beverage, or lodging establishments and determined to be an imminent threat to public health or safety in accordance with MN Rules, Chapter 7080.1500, Subp 4A, are unlawful and shall be upgraded, replaced, or its use discontinued within ten months of the owner’s receipt of a Notice of Noncompliance. The notice should specify what Ordinance provisions are violated.
- E. The owner(s) shall submit to the Department an acceptable replacement plan within twenty days after notification by the Department. The replacement plan shall identify the location and design of the ~~ISTS~~ SSTS

and a schedule for its replacement. Failure to submit and execute an acceptable replacement plan is a violation of this Ordinance.

### **5.33 Scope of Certification**

A certification of an existing system is valid for three years from the certification date. A certification for a new system is valid for five years from the certification date. ~~The Department may not require recertification of a ISTS SSTS within three years for an existing system or five years for a new system, from the certification date~~ Certificates are valid providing the system does not fail or become and imminent public health threat or other cause as deemed appropriate by the Department.

## **5.40 NOTICE OF VIOLATIONS**

**5.41 Cause to Issue a Notice of Violation** Unresolved and either separate, recurrent, or continuing violations of this Ordinance by an applicant, permittee, installer or other persons, as determined by inspection, re-inspection, or investigations shall constitute non-conformance or non-compliance with this Ordinance.

**5.42 Serving a Notice of Violation** A Notice of Violation shall be served by mail upon the applicant, permittee, installer or other person found to be in violation of this Ordinance.

**5.43 Contents of a Notice of Violation** A Notice of Violation shall contain the following:

- A. A statement documenting the findings of fact through inspections, re-inspections or investigations.
- B. A list of specific violations of this Ordinance.
- C. The specific requirements for correction or removal of said violations.
- D. A mandatory time schedule for correction, removal and compliance with this Ordinance.
- E. Specific enforcement actions that will be taken if corrective action is not completed.

**5.44 State Notification of Violations** Any inspection, installation, design, construction, alteration, or repair of a ~~ISTS~~ SSTS by a licensed ~~person~~ business or any pumping and disposal of septage by a licensed ~~pumper~~ maintainer business or hauler done in violation of the provisions of this Ordinance may be cause for notification to the Minnesota Pollution Control Agency.

## **SUBDIVISION 6 HEALTH AND ENVIRONMENTAL PROTECTION**

**6.10 ADDITIONAL STANDARDS: The following standards shall also apply.**

**6.11 Separation Distances**

- A. The separation distance from a well to a ~~ISTS~~ SSTS shall be at least fifty feet or as specified in M.S. 3011, Minnesota Rules Chapter 4725, as amended.
- B. The separation distances from ~~ISTS~~ SSTS to designated lakes and rivers shall be identified in the Pennington County Shoreland Ordinance.

**6.12 Maintenance**

- A. The owner of a ~~ISTS~~ SSTS or the owner's agent shall regularly, but in no case less frequently than every three years, measure or remove the accumulations of scum and sludge in the septic tank and is responsible for full maintenance of the ~~ISTS~~ SSTS as indicated by Minnesota Rules Chapter 7080.0175.
- B. Management plans for all new or replacement SSTS shall be provided by the licensed designer. The plans shall include operating, monitoring and maintenance requirements for the new or replacement system. Homeowners are required every three years to maintain their sewage tank per instructions in 7080.2450 Subp 2.

~~**6.13 Alternative and Experimental Systems** This subdivision hereby adopts by reference Minnesota Rules Chapter 7080.0910, Alternative and Experimental Systems. (Repealed)~~

**6.13 Abandonment of SSTS** All systems with no future intent for use must be abandoned in accordance with MN Rules, Chapter 7080.0176.

**6.20 SEPTAGE DISPOSAL AND TREATMENT**

**6.21 Separation Requirements for Land Application of Septage** Domestic septage disposal and treatment standards shall comply with US Environmental Protection Agency rules as found in the CFR40 Part 503 entitled "Standards for the Use or Disposal of Sewage Sludge," and Minnesota Pollution Control Agency Chapter 7080 rules.

- A. **Land Spreading Location** Spreading sites shall be located such that the following minimum separation distances are maintained:

- |                            |                     |
|----------------------------|---------------------|
| 1. Private water wells     | 200 Feet            |
| 2. Municipal well          | 1000 Feet           |
| 3. Occupied dwellings      | 200 Feet            |
| 4. Commercial developments | 300 <u>600</u> Feet |

- |                               |                         |
|-------------------------------|-------------------------|
| 5. Recreational areas         | 300 <del>600</del> Feet |
| 6. Property lines             | 50 Feet                 |
| 7. Public road right-of-ways  | 50 Feet                 |
| 8. Public and private ditches | 25 Feet                 |

**B. Separation from Surface Waters** Septage shall not be land spread in designated Shoreland Management Areas as identified in the Pennington County Shoreland Ordinance.

**SUBDIVISION 7 LICENSING REQUIREMENTS**

**7.10 SITE EVALUATORS, DESIGNERS, INSTALLERS, INSPECTORS, AND MAINTAINERS**

No person or business shall engage in the evaluation, inspection, design, installation, construction, alteration, extension, repair, maintenance, or pumping of ~~on-site~~ subsurface sewage treatment systems in Pennington County without first obtaining a license to perform such tasks from the Minnesota Pollution Control Agency.

**7.20 LICENSE EXEMPTION**

A license is not required for:

- A.** An individual who is constructing a system on land that is owned or leased by the individual and functions solely as a dwelling or seasonal dwelling for that individual. A design is required from based upon a design developed in consultation with a SSTS licensed designer. The system must be inspected in accordance with Subdivision 5.20 of this Ordinance. A Certificate of Compliance or Notice of Non-compliance must be issued for the system by a licensed inspector.
- B.** An individual who performs labor or services under a licensee.
- C.** A farmer who pumps sewage waste from ~~individual~~ subsurface sewage treatment systems from dwellings or other establishments that are owned or leased by the farmer and disposes of those wastes on land that is owned or leased by the farmer.
- D.** A property owner who personally gathers information, evaluates, or investigates the ~~ISTS~~ SSTS on or serving the property to provide a disclosure.

**SUBDIVISION 8 ENFORCEMENT AND REGULATION**

**8.10 ENFORCEMENT**

**8.11 Violations** Any person, firm, corporation or other entity who violates any of the provisions of this Ordinance or who makes any false statement on a Certificate of Compliance, shall be guilty of a misdemeanor, punishable by imprisonment or a fine or both as defined by law.

**8.12 County Attorney Action** In the event of a violation of this Ordinance, in addition to other remedies, the County Attorney may institute appropriate actions or proceedings to prevent, restrain, correct or abate such violations.

**~~5.12~~ 8.13 Access to Premises and Records** Upon request of the Department, the applicant, permittee, or any other person shall allow access at any reasonable time to the affected premises as well as any related records, for the purpose of regulating and enforcing this Ordinance.

**~~5.13~~ 8.14 Interference Prohibited** No person shall hinder or otherwise interfere with the Department in the performance of their duties and responsibilities pursuant to this Ordinance. Refusal to allow the Department reasonable access to the Department property shall be deemed a separate and distinct offense, whether or not any other specific violations are cited.

**~~5.30~~ 8.15 Stop Work Orders** Whenever any work is ~~being done~~ conducted contrary to the provisions of this Ordinance, the Department may order the work stopped by verbal or written notice personally served upon the installer or owner. Authorization to proceed is received from the Department.

**Date of Effect:**

This amended ordinance shall be in effect from and after its passage and approval, as provided by law.

Passed and approved the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Chairman, Pennington County Board of Commissioners

Attest: \_\_\_\_\_, County Auditor

DRAFT

DRAFT

**RESOLUTION No: \_\_\_\_\_**  
**A RESOLUTION SUPPORTING LEGISLATION ALLOWING COUNTIES TO  
DESIGNATE THEIR COUNTY WEBSITE TO PUBLISH PUBLIC NOTICES**

**WHEREAS**, counties are currently required by law to publish public notices in a designated official newspaper for the county (Minn. Stat. § 331A); and

**WHEREAS**, counties are committed to providing information to citizens and increasing access to information about county operations and business; and

**WHEREAS**, citizens expect and demand information in an immediate format; and

**WHEREAS**, counties have limited resources and must utilize tax dollars in the most efficient way possible; and

**WHEREAS**, counties should have the authority to determine the best and most efficient method of communicating information to citizens based on citizen expectations; and

**WHEREAS**, counties are continuously improving and investing in technology to reach more citizens in a timely manner; and

**WHEREAS**, utilizing county websites to publish public notices would eliminate the time and costly burden of publishing in newspapers; and

**WHEREAS**, county websites are increasingly the first place citizens look for information about their counties; and

**WHEREAS**, the ability of county websites to provide citizens with up-to-date, detailed information exceeds that of print media

NOW THEREFORE BE IT RESOLVED, that the \_\_\_\_ County Board of Commissioners supports HF 1286 and SF 1152, legislation now before the 2014 legislature that would allow counties to publish certain public notices on their websites instead of, or in addition to, in an official newspaper.

**ADOPTED** by the \_\_\_\_\_ County Board of Commissioners on this, the \_\_\_\_\_ of \_\_\_\_\_, 2014.

# STATE OF MINNESOTA

## EXECUTIVE DEPARTMENT



**MARK DAYTON**  
**GOVERNOR**

### **Emergency Executive Order 14-02**

#### **Declaring a State of Peacetime Emergency in the State of Minnesota**

**I, Mark Dayton, Governor of the State of Minnesota,** by virtue of the authority vested in me by the Constitution and applicable statutes, do hereby issue this Executive Order:

**Whereas,** on January 27, 2014, persistent and repetitive extreme arctic cold weather conditions are prolonging shortages and interruptions in the availability of propane and other home heating fuels throughout the state; and

**Whereas,** the limited availability of propane and resultant increases in prices are making propane unaffordable for many Minnesotans; and

**Whereas,** an increasing number of households, farms, businesses, and other enterprises are at significant risk of running out of heating fuel, posing an immediate threat to human life and public welfare; and

**Whereas,** local government resources are inadequate to handle the emergency; and

**Whereas,** the resources of local, county, and state governments have been fully utilized to ensure an adequate response to protect the life and safety of persons in the affected areas, including all the counties of Minnesota; and

**Whereas,** on January 7, 2014, Minnesota Department of Transportation Commissioner Charles Zelle extended Executive Order 13-14, granting hours of service relief to motor carriers and drivers transporting propane to affected areas of the state and providing direct assistance for emergency relief; and

**Whereas**, on January 19, 2014, the United States Department of Transportation declared an emergency, and extended State Regional Emergency Declarations to continue hours of service relief to Midwestern states, including Minnesota, to support the delivery of home propane and home heating fuels; and

**Whereas**, the Minnesota Department of Commerce has taken the necessary steps to increase the maximum LIHEAP crisis benefits from \$500 to \$1,000 for applicants heating their homes with propane or heating oil.

**Now, Therefore**, I hereby order that:

1. A state of peacetime emergency exists pursuant to Minnesota Statutes, section 12.31.
2. The Department of Public Safety Division of Homeland Security and Emergency Management will activate the Minnesota Emergency Operations Plan, continue the provision of on-site support and assistance to the affected local governments, and determine the need for supplementary disaster aid.
3. State agencies are directed to provide necessary assistance to help local units of government respond to and recover from this emergency.
4. The Adjutant General of Minnesota order to state active duty on or about January 27, 2014, in the service of the State, such personnel and equipment of the military forces of the State as required and for such period of time as necessary to provide assistance and emergency relief services.
5. The Adjutant General is authorized to purchase, lease, or contract for goods and services necessary to accomplish the mission.
6. The cost of subsistence, transportation, fuel, pay, and allowances of said individuals shall be defrayed from the general fund of the State, as provided for in Minnesota Statutes, sections 192.49, subdivisions 1 and 2; 192.52; and 192.54, and as otherwise permitted by law.

Pursuant to Minnesota Statutes, section 4.035, subdivision 2, this Emergency Executive Order is effective immediately and must be filed with the Secretary of State and published in the State Register as soon as possible after its issuance. This peacetime emergency shall remain in effect for five days, unless extended in accordance with Minnesota Statutes, section 12.31, subdivision 2.

In Testimony Whereof, I have set my hand on this 27<sup>th</sup> day of January, 2014.

  
\_\_\_\_\_  
**Mark Dayton**  
Governor

Filed According to Law

  
\_\_\_\_\_  
**Mark Ritchie**  
Secretary of State

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Print List in Order By: 2 1 - Fund (Page Break by Fund) Page Break By: 1 1 - Page Break by Fund  
2 - Department (Totals by Dept) 2 - Page Break by Dept  
3 - Vendor Number  
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
3	DEPT		Board County Commissioners		
	8014 HUGOS #7				
93	01-003-000-0000-6330		FOOD FOR MEETING	1155	TRAVEL & EXPENSE
	8014 HUGOS #7		1 Transactions		
	9001 INTER COUNTY NURSING				
119	01-003-000-0000-6901		1ST QTR 2014 BILLING	924	APPROPRIATIONS
	9001 INTER COUNTY NURSING		1 Transactions		
	14042 NORTHWEST SERVICE COOPERATIVE				
107	01-003-000-0000-6241		2014 MEMBERSHIP DUES	26421	DUES - BOARD
	14042 NORTHWEST SERVICE COOPERATIVE		1 Transactions		
3	DEPT Total:		Board County Commissioners	3 Vendors	3 Transactions
		12,739.46			
13	DEPT		TOWARD ZERO DEATH		
	6305 FLAAGAN/JODI				
75	01-013-000-0000-6853	AP	24.5 HOURS # \$32 TZD GRANT		TOWARD ZERO DEATH GRANT
	6305 FLAAGAN/JODI		1 Transactions		
13	DEPT Total:		TOWARD ZERO DEATH	1 Vendors	1 Transactions
		784.00			
16	DEPT		Law Library		
	14378 LEXISNEXIS MATTHEW BENDER				
74	01-016-000-0000-6242		JANUARY SUBSCRIPTIONS	55880347	SUBSCRIPTIONS - LAW LIBRARY
214	01-016-000-0000-6242	AP	NOV-DEC SUBSCRIPTIONS	656751600	SUBSCRIPTIONS - LAW LIBRARY
	14378 LEXISNEXIS MATTHEW BENDER		2 Transactions		
	13443 MINNESOTA LAW REVIEW				
98	01-016-000-0000-6242		LAW JOURNAL VOL 98	10480	SUBSCRIPTIONS - LAW LIBRARY
	13443 MINNESOTA LAW REVIEW		1 Transactions		
	23303 WEST GROUP PAYMENT CENTER				
208	01-016-000-0000-6242	AP	DEC WEST LAW SELECT W PACK	828728571	SUBSCRIPTIONS - LAW LIBRARY
210	01-016-000-0000-6242	AP	DECEMBER SUBSCRIPTIONS	828822309	SUBSCRIPTIONS - LAW LIBRARY
211	01-016-000-0000-6242	AP	MN PRACTICE SERIES	828822309	SUBSCRIPTIONS - LAW LIBRARY
	23303 WEST GROUP PAYMENT CENTER		3 Transactions		
		1,377.55			

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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
16	DEPT Total:		1,805.45	Law Library	3 Vendors	6 Transactions
41	DEPT			County Auditor		
8012	HOFFMAN,DALE & SWENSON, PLLC					
120	01-041-000-0000-6262	AP	3,025.00	2013 AUDIT SERVICES BILLING #1		OTHER SERVICES-AUDITOR
8012	HOFFMAN,DALE & SWENSON, PLLC		3,025.00		1 Transactions	
9017	INSIGHT TECHNOLOGIES					
77	01-041-000-0000-6210		222.86	IT GLOBAL FEB - AUDITOR-TREAS	756818	E-MAIL SERVICES
9017	INSIGHT TECHNOLOGIES		222.86		1 Transactions	
15323	OFFICE DEPOT					
223	01-041-000-0000-6401		16.02	HANGING FILE FOLDER	694080882001	SUPPLIES - AUDITOR
224	01-041-000-0000-6401		16.02	HANGING FILE FOLDER	694080882001	SUPPLIES - AUDITOR
15323	OFFICE DEPOT		32.04		2 Transactions	
15305	OLSON/KENNETH					
199	01-041-000-0000-6330		31.47	MEALS - MACO CONF - BLOOMINGTO		TRAVEL & EXPENSE
200	01-041-000-0000-6330		352.80	MILEAGE - MACO CONF - BLOOMING		TRAVEL & EXPENSE
15305	OLSON/KENNETH		384.27		2 Transactions	
17002	QUILL CORPORATION					
218	01-041-000-0000-6401		425.07	BINDERS	8315044	SUPPLIES - AUDITOR
219	01-041-000-0000-6401		80.70	LABELS	8315044	SUPPLIES - AUDITOR
220	01-041-000-0000-6401		4.76	5-TAB INDEXES	8315044	SUPPLIES - AUDITOR
17002	QUILL CORPORATION		510.53		3 Transactions	
41	DEPT Total:		4,174.70	County Auditor	5 Vendors	9 Transactions
44	DEPT			County Treasurer		
22301	VISUALGOV SOLUTIONS, LLC					
104	01-044-000-0000-6852	AP	44.00	ECHECK FEES OCT - DEC	140107	E-CHECK CHARGES
22301	VISUALGOV SOLUTIONS, LLC		44.00		1 Transactions	
44	DEPT Total:		44.00	County Treasurer	1 Vendors	1 Transactions
70	DEPT			Data Processing		
1316	AP TECHNOLOGY LLC					

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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
96		01-070-000-0000-6263		795.00	SECURE CHECK 1 YR RENEWAL		IN20140160	COMPUTER SERVICES - DP	
	1316	AP TECHNOLOGY LLC		795.00		1 Transactions			
	4310	D & T VENTURES							
105		01-070-000-0000-6301		450.00	PROPERTY TAX WEBSITE SUPPORT		295222	MAINTENANCE AGREEMENT	
	4310	D & T VENTURES		450.00		1 Transactions			
	9017	INSIGHT TECHNOLOGIES							
78		01-070-000-0000-6263		445.71	IT GLOBAL FEB - HIGHWAY		756818	COMPUTER SERVICES - DP	
79		01-070-000-0000-6263		297.14	IT GLOBAL FEB - ICN		756818	COMPUTER SERVICES - DP	
80		01-070-000-0000-6263		891.43	IT GLOBAL FEB - WELFARE		756818	COMPUTER SERVICES - DP	
81		01-070-000-0000-6263		49.52	IT GLOBAL FEB - DATA		756818	COMPUTER SERVICES - DP	
90		01-070-000-0000-6263		140.00	IT GLOBAL FEB - DATA		756818	COMPUTER SERVICES - DP	
	9017	INSIGHT TECHNOLOGIES		1,823.80		5 Transactions			
99999997	LOCALENDER.COM								
216		01-070-000-0000-6263		29.95	CALENDAR SUBSCRIPTION		PENNCOUNTY	COMPUTER SERVICES - DP	
99999997	LOCALENDER.COM			29.95		1 Transactions			
	13355	MN COUNTIES COMPUTER COOP							
201		01-070-000-0000-6263		420.00	LASER TAX STMT ENHANCEMENT		2Y1401384	COMPUTER SERVICES - DP	
	13355	MN COUNTIES COMPUTER COOP		420.00		1 Transactions			
	13329	MN ENTERPRISE TECHNOLOGY SHARED							
102		01-070-000-0000-6263	AP	114.00	DECEMBER SPAM FILTER		13120511	COMPUTER SERVICES - DP	
101		01-070-000-0000-6263	AP	1,300.00	DECEMBER FIBER USAGE		DV13120408	COMPUTER SERVICES - DP	
	13329	MN ENTERPRISE TECHNOLOGY SHARED		1,414.00		2 Transactions			
	18319	RT VISION							
217		01-070-000-0000-6263		6,120.00	30% ETIME CARD-COUNTY WIDE		11641	COMPUTER SERVICES - DP	
	18319	RT VISION		6,120.00		1 Transactions			
70	DEPT Total:			11,052.75	Data Processing		7 Vendors	12 Transactions	
91	DEPT				County Attorney				
	9017	INSIGHT TECHNOLOGIES							
82		01-091-000-0000-6300		99.05	IT GLOBAL FEB - ATTORNEY		756818	REPAIRS & MAINTENANCE	
	9017	INSIGHT TECHNOLOGIES		99.05		1 Transactions			

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117	13321 MCMILLIN/JANELLE 01-091-000-0000-6262		28.00	ST. VS. CHRISTOPHER SEGLEM		OTHER SERVICES
	13321 MCMILLIN/JANELLE		28.00	1 Transactions		
195	16346 PETERSON/LISA 01-091-000-0000-6262		17.50	TRANSCRIPT - 54-CR-13-727	362	OTHER SERVICES
	16346 PETERSON/LISA		17.50	1 Transactions		
209	23303 WEST GROUP PAYMENT CENTER 01-091-000-0000-6240	AP	413.53	DECEMBER WEST LAW ACCESS	828736002	SUBSCRIPTIONS
212	01-091-000-0000-6240	AP	235.12	DECEMBER SUBSCRIPTIONS	82883359	SUBSCRIPTIONS
	23303 WEST GROUP PAYMENT CENTER		648.65	2 Transactions		
91	DEPT Total:		793.20	County Attorney	4 Vendors	5 Transactions
101	DEPT			County Recorder		
83	9017 INSIGHT TECHNOLOGIES 01-101-000-0000-6300		123.81	IT GLOBAL - RECORDER	756818	REPAIRS & MAINTENANCE
	9017 INSIGHT TECHNOLOGIES		123.81	1 Transactions		
116	13322 MINNESOTA STATE TREASURER 01-101-000-0000-6801		9.00	REGISTERED LAND		MISCELLANEOUS EXPENSE - RECORDER
112	01-101-000-0000-6825	AP	1,185.00	MARRIAGE SURCHARGE		MARRIAGE SURCHARGES MN - RECORDER
115	01-101-000-0000-6827	AP	2,488.50	RECORDER & REGISTRAR		STATE SURCHARGES
111	01-101-000-0000-6829	AP	258.00	CHILDREN'S SURCHARGE		CHILDREN SURCHARGE MN - RECORDER
113	01-101-000-0000-6831	AP	768.00	BIRTH/DEATH SURCHARGE		BIRTH/DEATH CERTIF SURCHARGE - REC
114	01-101-000-0000-6848	AP	860.00	BIRTH DEATH RECORD		BIRTH DEFECT SURCHARGE
	13322 MINNESOTA STATE TREASURER		5,568.50	6 Transactions		
95	13334 MN DEPARTMENT OF HEALTH 01-101-000-0000-6826	AP	340.00	4TH QTR WELL CERTIFICATE		WELL DISCLOSURE CERTIFICATE
	13334 MN DEPARTMENT OF HEALTH		340.00	1 Transactions		
101	DEPT Total:		6,032.31	County Recorder	3 Vendors	8 Transactions
103	DEPT			Unallocated Technology Recording		
97	22301 VISUALGOV SOLUTIONS, LLC 01-103-000-0000-6843		300.00	MERCHANT ACCOUNT FEE	140116	UNALLOCATED TECHNOLOGY EXP

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22301	VISUALGOV SOLUTIONS, LLC		300.00	1 Transactions		
103	DEPT Total:		300.00	Unallocated Technology Recording	1 Vendors	1 Transactions
106	DEPT			County Assessor		
84	9017 INSIGHT TECHNOLOGIES		74.29	IT GLOBAL FEB - ASSESSOR	756818	REPAIRS & MAINTENANCE
	01-106-000-0000-6300					
	9017 INSIGHT TECHNOLOGIES		74.29	1 Transactions		
106	DEPT Total:		74.29	County Assessor	1 Vendors	1 Transactions
111	DEPT			Courthouse		
92	4303 DON'S SEWING & VACUUM SERV		121.28	VACUUM BAGS	18975	JANITORIAL SUPPLIES - COURTHOUSE
	01-111-000-0000-6403					
	4303 DON'S SEWING & VACUUM SERV		121.28	1 Transactions		
94	8385 HEARTLAND PAPER CO	AP	390.01	BAGS, PAPER TOWELS, TISSUE	G362933-1	JANITORIAL SUPPLIES - COURTHOUSE
	01-111-000-0000-6403					
	8385 HEARTLAND PAPER CO		390.01	1 Transactions		
222	15323 OFFICE DEPOT		42.18	CLOCK	694080882001	MISCELLANEOUS EXPENSE
	01-111-000-0000-6801					
	15323 OFFICE DEPOT		42.18	1 Transactions		
213	16317 PENNINGTON COUNTY HIGHWAY DEPT	AP	360.00	DECEMBER SNOW REMOVAL	29743	OTHER SERVICES - COURTHOUSE
	01-111-000-0000-6262					
	16317 PENNINGTON COUNTY HIGHWAY DEPT		360.00	1 Transactions		
230	16344 PENNINGTON MAIN		13.55	GAS - 4 WHEELER	128095	REPAIRS & MAINTENANCE
	01-111-000-0000-6300					
229	16344 PENNINGTON MAIN		9.53	GAS - 4 WHEELER	128616	REPAIRS & MAINTENANCE
	01-111-000-0000-6300					
	16344 PENNINGTON MAIN		23.08	2 Transactions		
111	DEPT Total:		936.55	Courthouse	5 Vendors	6 Transactions
121	DEPT			Veterans Service		
85	9017 INSIGHT TECHNOLOGIES		49.52	IT GLOBAL FEB - VET SERVICE	756818	Repairs & Maintenance
	01-121-000-0000-6300					

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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
9017	INSIGHT TECHNOLOGIES		49.52		1 Transactions	
121	DEPT Total:		49.52	Veterans Service	1 Vendors	1 Transactions
132	DEPT			Motor Vehicle		
86	9017 INSIGHT TECHNOLOGIES 01-132-000-0000-6300		148.57	IT GLOBAL FEB - MV	756818	REPAIRS & MAINTENANCE
	9017 INSIGHT TECHNOLOGIES		148.57		1 Transactions	
106	13498 MARCO, INC 01-132-000-0000-6301	AP	37.84	105437 MAINTENANCE AGREEMENT	INV1747790	MAINTENANCE AGREEMENT
	13498 MARCO, INC		37.84		1 Transactions	
108	13314 MDRA 01-132-000-0000-6241		334.00	2014 MDRA DUES	DEPUTY30	DUES - MOTOR VEHICLE
	13314 MDRA		334.00		1 Transactions	
118	20026 TONY DORN, INC 01-132-000-0000-6300		95.00	CASH REGISTER PROGRAMMING	1126	REPAIRS & MAINTENANCE
	20026 TONY DORN, INC		95.00		1 Transactions	
99999997	231 WORLD DATA 01-132-000-0000-6401		300.00	MV REGISTRATION MANUALS	240	SUPPLIES - MOTOR VEHICLE
	99999997 WORLD DATA		300.00		1 Transactions	
132	DEPT Total:		915.41	Motor Vehicle	5 Vendors	5 Transactions
201	DEPT			Sheriff		
99999997	131 CHADER BUSINESS EQUIPMENT 01-201-000-0000-6405		454.00	VOICE RECORDER	IN10903	GENERAL SUPPLIES
	99999997 CHADER BUSINESS EQUIPMENT		454.00		1 Transactions	
132	3306 CITY OF THIEF RIVER FALLS 01-201-000-0000-6262	AP	1,200.00	2013 ANIMAL POUND	11014	OTHER SERVICES
	3306 CITY OF THIEF RIVER FALLS		1,200.00		1 Transactions	
133	4313 DEPARTMENT OF MOTOR VEHICLES 01-201-000-0000-6304		16.00	TABS 06 CROS		REPAIR & MAINTENANCE - SQUADS

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4313	DEPARTMENT OF MOTOR VEHICLES		16.00		1 Transactions	
6006	FARMERS UNION OIL					
135	01-201-000-0000-6560	AP	2,172.07	GAS FOR SQUADS - DEC	123113	GAS & DIESEL
6006	FARMERS UNION OIL		2,172.07		1 Transactions	
13354	MARQUIS/RENAE L					
145	01-201-000-0000-6262		195.00	TRANSCRIPTION	12214	OTHER SERVICES
13354	MARQUIS/RENAE L		195.00		1 Transactions	
13324	MN STATE SHERIFFS ASSOCIATION					
148	01-201-000-0000-6330	AP	260.00	MN WINTER SHERIFF CONF	35470	TRAVEL & EXPENSE
13324	MN STATE SHERIFFS ASSOCIATION		260.00		1 Transactions	
15323	OFFICE DEPOT					
152	01-201-000-0000-6405		23.99	DVD FOR SQUADS	211001	GENERAL SUPPLIES
151	01-201-000-0000-6405		5.58	SCISSOR	390001	GENERAL SUPPLIES
150	01-201-000-0000-6405		54.98	KEYBOARD CH CALENDAR	468001	GENERAL SUPPLIES
15323	OFFICE DEPOT		84.55		3 Transactions	
15329	OIL BOYZ EXPRESS LUBE					
153	01-201-000-0000-6304		47.32	#11 OIL CHANGE	104931	REPAIR & MAINTENANCE - SQUADS
15329	OIL BOYZ EXPRESS LUBE		47.32		1 Transactions	
16314	PENNINGTON FAST LUBE					
160	01-201-000-0000-6304	AP	195.03	#11 BLOWER MOTOR	27369	REPAIR & MAINTENANCE - SQUADS
161	01-201-000-0000-6304	AP	263.54	#6 REPLACE ALTERNATOR	27384	REPAIR & MAINTENANCE - SQUADS
16314	PENNINGTON FAST LUBE		458.57		2 Transactions	
16102	PETRO PUMPER INC					
159	01-201-000-0000-6560	AP	17.68	#3 CARWASH & WASHER SOLUTION	415243	GAS & DIESEL
16102	PETRO PUMPER INC		17.68		1 Transactions	
19375	SANFORD MEDICAL CENTER TRF					
169	01-201-000-0000-6801	AP	816.54	MEDICAL TREATMENT	91413	MISCELLANEOUS EXPENSE
19375	SANFORD MEDICAL CENTER TRF		816.54		1 Transactions	
201	DEPT Total:		5,721.73	Sheriff	11 Vendors	14 Transactions

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
203 DEPT		Gun Permits			
13361 MN BUREAU OF CRIMINAL APPREHENSIC					
144 01-203-000-0000-6801	AP	185.00	GUN PERMITS 13 NEW 11 RENEW	5700039	GUN PERMIT - MISC
13361 MN BUREAU OF CRIMINAL APPREHENSIC		185.00	1 Transactions		
203 DEPT Total:		185.00	Gun Permits	1 Vendors	1 Transactions
219 DEPT			Law Enforcement Center Building		
7393 GORDY'S PLUMBING					
139 01-219-000-0000-6300		154.77	REPAIR LADIES ROOM TOILET	1105	REPAIRS & MAINTENANCE
7393 GORDY'S PLUMBING		154.77	1 Transactions		
8305 HONEYWELL,INC					
142 01-219-000-0000-6300	AP	1,524.61	REPLACE MOTOR CELL'S ROOF TOP	90225	REPAIRS & MAINTENANCE
8305 HONEYWELL,INC		1,524.61	1 Transactions		
219 DEPT Total:		1,679.38	Law Enforcement Center Building	2 Vendors	2 Transactions
251 DEPT			Jail		
1380 A'VIANDS LLC					
122 01-251-000-0000-6427	AP	2,750.72	JAIL MEALS 12-22 TO 12-28	68041	JAIL MEALS
123 01-251-000-0000-6427	AP	1,212.62	JAIL MEALS 12-29 TO 12-31	68157	JAIL MEALS
124 01-251-000-0000-6427	AP	84.00	CHRISTMAS TURKEY & HAM	68448	JAIL MEALS
125 01-251-000-0000-6403	AP	331.25	TP, LINERS, TOWELS	68449	JANITORIAL SUPPLIES - JAIL
1380 A'VIANDS LLC		4,378.59	4 Transactions		
2307 BRODIN COMFORT SYSTEMS					
130 01-251-000-0000-6300		96.19	CRANKCASE HEATER	37763	REPAIRS & MAINTENANCE
2307 BRODIN COMFORT SYSTEMS		96.19	1 Transactions		
6303 F-M AMBULANCE INC					
138 01-251-000-0000-6256	AP	209.01	AMBULANCE 13-404	13-21024	MEDICAL - REIMBURSED
6303 F-M AMBULANCE INC		209.01	1 Transactions		
9001 INTER COUNTY NURSING					
140 01-251-000-0000-6255	AP	650.00	13 JAIL NURSE HOURS - DEC	921	MEDICAL - LOCAL
141 01-251-000-0000-6255	AP	65.00	13 MANTOUX TESTS	921	MEDICAL - LOCAL

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9001	INTER COUNTY NURSING		715.00		2 Transactions	
11003	K-MART					
143	01-251-000-0000-6405		111.81	TIMERS, MARKERS, WIPES	010714	GENERAL SUPPLIES - JAIL
11003	K-MART		111.81		1 Transactions	
13324	MN STATE SHERIFFS ASSOCIATION					
146	01-251-000-0000-6245		20.00	MSA TRAINING SCHOOL	42260	CONTINUING EDUCATION
13324	MN STATE SHERIFFS ASSOCIATION		20.00		1 Transactions	
15323	OFFICE DEPOT					
149	01-251-000-0000-6405		20.95	FLASH DRIVES JAIL	467001	GENERAL SUPPLIES - JAIL
15323	OFFICE DEPOT		20.95		1 Transactions	
16055	PENNINGTON COUNTY SHERIFF					
154	01-251-000-0000-6330		5.95	MEAL - TRANSPORT		TRAVEL & EXPENSE
155	01-251-000-0000-6330		3.75	MEAL - TRANSPORT		TRAVEL & EXPENSE
156	01-251-000-0000-6330		3.99	MEAL - TRANSPORT		TRAVEL & EXPENSE
157	01-251-000-0000-6330	AP	4.26	MEAL - TRANSPORT		TRAVEL & EXPENSE
158	01-251-000-0000-6330	AP	4.48	MEAL- TRANSPORT		TRAVEL & EXPENSE
16055	PENNINGTON COUNTY SHERIFF		22.43		5 Transactions	
19375	SANFORD MEDICAL CENTER TRF					
163	01-251-000-0000-6245	AP	1,500.00	DR ADAMS TRAINING & PREP	102931	CONTINUING EDUCATION
19375	SANFORD MEDICAL CENTER TRF		1,500.00		1 Transactions	
19377	SANFORD THIEF RIVER FALLS					
164	01-251-000-0000-6255	AP	56.36	DR-13-275	120313	MEDICAL - LOCAL
165	01-251-000-0000-6255	AP	83.19	DR-13-411	120413	MEDICAL - LOCAL
166	01-251-000-0000-6255	AP	83.19	DR-13-356	122413	MEDICAL - LOCAL
167	01-251-000-0000-6255	AP	83.46	DR-13-356	123113	MEDICAL - LOCAL
168	01-251-000-0000-6255	AP	83.46	DR-13-459	123113	MEDICAL - LOCAL
19377	SANFORD THIEF RIVER FALLS		389.66		5 Transactions	
19356	SAYLOR DDS/BENJAMIN A					
129	01-251-000-0000-6255	AP	65.00	DENTIST 13-411	122313	MEDICAL - LOCAL
19356	SAYLOR DDS/BENJAMIN A		65.00		1 Transactions	
20047	THRIFTY WHITE PHARMACY					

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172		01-251-000-0000-6256	AP	140.35	PRESCRIPTION 13-485		23232		MEDICAL - REIMBURSED	
173		01-251-000-0000-6255	AP	21.18	PRESCRIPTION 13-472		24197		MEDICAL - LOCAL	
174		01-251-000-0000-6255	AP	522.43	PRESCRIPTION 13-462		32833		MEDICAL - LOCAL	
175		01-251-000-0000-6255	AP	477.04	PRESCRIPTION 13-338		39708		MEDICAL - LOCAL	
182		01-251-000-0000-6255	AP	4.45	STOCK SUPPLY - DEC		40109		MEDICAL - LOCAL	
170		01-251-000-0000-6255	AP	22.97	PRESCRIPTION 13-474		4118		MEDICAL - LOCAL	
171		01-251-000-0000-6255	AP	42.74	PRESCRIPTION 13-356		4136		MEDICAL - LOCAL	
176		01-251-000-0000-6256	AP	116.65	PRESCRIPTION 13-486		49539		MEDICAL - REIMBURSED	
177		01-251-000-0000-6255	AP	20.97	PRESCRIPTION 13-370		56334		MEDICAL - LOCAL	
178		01-251-000-0000-6255	AP	82.34	PRESCRIPTION 13-469		56456		MEDICAL - LOCAL	
179		01-251-000-0000-6255	AP	269.24	PRESCRIPTION 13-275		57911		MEDICAL - LOCAL	
180		01-251-000-0000-6255	AP	36.85	PRESCRIPTION 13-401		58031		MEDICAL - LOCAL	
181		01-251-000-0000-6255	AP	241.49	PRESCRIPTION 13-443		58128		MEDICAL - LOCAL	
20047	THRIFTY WHITE PHARMACY			1,998.70						13 Transactions
23308	WELLS CONCRETE									
187		01-251-000-0000-6245		145.00	JAIL CONF - A PORTER					CONTINUING EDUCATION
23308	WELLS CONCRETE			145.00						1 Transactions
23088	WESTERN CENTRAL JAIL ADMIN ASSN									
184		01-251-000-0000-6245		145.00	JAIL CONF - L TAGGERT					CONTINUING EDUCATION
185		01-251-000-0000-6245		145.00	JAIL CONF - D STEELE					CONTINUING EDUCATION
186		01-251-000-0000-6245		145.00	JAIL CONF. - R HOLTHUSEN					CONTINUING EDUCATION
23088	WESTERN CENTRAL JAIL ADMIN ASSN			435.00						3 Transactions
251	DEPT Total:			10,107.34	Jail					14 Vendors 40 Transactions
252	DEPT				Training					
13324	MN STATE SHERIFFS ASSOCIATION									
147		01-252-000-0000-6330		20.00	MSA TRAINING SCHOOL		42280			TRAVEL & EXPENSE
13324	MN STATE SHERIFFS ASSOCIATION			20.00						1 Transactions
252	DEPT Total:			20.00	Training					1 Vendors 1 Transactions
255	DEPT				Sentenced To Serve Program					
4313	DEPARTMENT OF MOTOR VEHICLES									
134		01-255-000-0000-6330		16.00	TABS 04 CHEV					TRAVEL & EXPENSE

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4313	DEPARTMENT OF MOTOR VEHICLES		16.00		1 Transactions	
6006	FARMERS UNION OIL					
136	01-255-000-0000-6330	AP	32.36	GAS STS - DEC	123113	TRAVEL & EXPENSE
137	01-255-000-0000-6405	AP	122.68	FILTERS & PROPANE STS	123113	GENERAL SUPPLIES - S.T.S.
6006	FARMERS UNION OIL		155.04		2 Transactions	
255	DEPT Total:		171.04	Sentenced To Serve Program	2 Vendors	3 Transactions
259	DEPT			Canteen Collections		
16055	PENNINGTON COUNTY SHERIFF					
121	01-259-000-0000-6405		20.31	DETERGENT FOR ANNEX		GENERAL SUPPLIES - CANTEEN
16055	PENNINGTON COUNTY SHERIFF		20.31		1 Transactions	
16300	PIZZA CORNER INC					
162	01-259-000-0000-6405	AP	68.00	16 PIZZAS	989048	GENERAL SUPPLIES - CANTEEN
16300	PIZZA CORNER INC		68.00		1 Transactions	
20357	TURNKEY CORRECTIONS					
188	01-259-000-0000-6405	AP	468.66	VENDING & CANTEEN 12-16 TO 2-3	30317	GENERAL SUPPLIES - CANTEEN
189	01-259-000-0000-6405	AP	383.58	36 - \$5 & 18-\$10 PHONE CARDS	30318	GENERAL SUPPLIES - CANTEEN
190	01-259-000-0000-6405	AP	20.63	INDIGENT 12-1 TO 12-31	30319	GENERAL SUPPLIES - CANTEEN
191	01-259-000-0000-6405	AP	38.02	E-MAIL 12-1 TO 12-31	30403	GENERAL SUPPLIES - CANTEEN
192	01-259-000-0000-6405	AP	16.03	MP3 FEES & SALES 12-1 TO 12-31	30430	GENERAL SUPPLIES - CANTEEN
193	01-259-000-0000-6405		537.37	VENDING & CANTEEN 1-1 TO 1-15	30598	GENERAL SUPPLIES - CANTEEN
194	01-259-000-0000-6405		394.27	44-\$5 & 15 - \$10 PHONE CARDS	30599	GENERAL SUPPLIES - CANTEEN
20357	TURNKEY CORRECTIONS		1,858.56		7 Transactions	
23309	WHOLESALE SUPPLY CO INC					
183	01-259-000-0000-6405		276.52	HUSKY	1345012	GENERAL SUPPLIES - CANTEEN
23309	WHOLESALE SUPPLY CO INC		276.52		1 Transactions	
259	DEPT Total:		2,223.39	Canteen Collections	4 Vendors	10 Transactions
270	DEPT			Crime Victim Advocate Grant		
9017	INSIGHT TECHNOLOGIES					
87	01-270-000-0000-6300		24.77	IT GLOBAL FEB - CRIME VICTIM	756818	REPAIRS & MAINTENANCE

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9017 INSIGHT TECHNOLOGIES		24.77	1 Transactions		
270 DEPT Total:		24.77	Crime Victim Advocate Grant	1 Vendors	1 Transactions
290 DEPT			EMERGENCY MANAGEMENT		
1376 AMEM					
227 01-290-000-0000-6241		100.00	ANNUAL MEMBERSHIP		Dues
1376 AMEM		100.00	1 Transactions		
2338 BEITEL/ERIK					
76 01-290-000-0000-6330		33.60	MILEAGE - MEETING - WARREN		Travel & Expense
126 01-290-000-0000-6330		10.95	MEALS - MEETING - MARSHALL		Travel & Expense
127 01-290-000-0000-6330		19.95	MEALS - MEETING - MARSHALL		Travel & Expense
128 01-290-000-0000-6330		201.38	LODGING - MEETING - MARSHALL		Travel & Expense
2338 BEITEL/ERIK		265.88	4 Transactions		
9017 INSIGHT TECHNOLOGIES					
88 01-290-000-0000-6300		49.52	IT GLOBAL FEB - EMER. MGMT	756818	Repairs & Maintenance
9017 INSIGHT TECHNOLOGIES		49.52	1 Transactions		
290 DEPT Total:		415.40	EMERGENCY MANAGEMENT	3 Vendors	6 Transactions
501 DEPT			Auditorium		
6001 FALLS DAY ACTIVITY CENTER					
100 01-501-000-0000-6262 AP		136.70	CLEAN AUDITORIUM		OTHER SERVICES
6001 FALLS DAY ACTIVITY CENTER		136.70	1 Transactions		
501 DEPT Total:		136.70	Auditorium	1 Vendors	1 Transactions
601 DEPT			County Extension		
9017 INSIGHT TECHNOLOGIES					
89 01-601-000-0000-6300		123.81	IT GLOBAL FEB - EXTENSION	756818	REPAIRS & MAINTENANCE
9017 INSIGHT TECHNOLOGIES		123.81	1 Transactions		
601 DEPT Total:		123.81	County Extension	1 Vendors	1 Transactions
801 DEPT			Unallocated Revenue		
2346 BJORKLUND COMPENSATION CONSULTII					

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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
99	01-801-000-0000-6262		EVAL ECONOMIC DEV POSITION	00003193	OTHER SERVICES
2346	BJORKLUND COMPENSATION CONSULTI	130.00	1 Transactions		
4355	DACOTAH PAPER				
215	01-801-000-0000-6401	1,487.70	40 CS COPY PAPER	10874	SUPPLIES-UNALLOCATED
4355	DACOTAH PAPER	1,487.70	1 Transactions		
13498	MARCO, INC				
198	01-801-000-0000-6301	99.47	EQ238936 MAINTENANCE AGREEMENT	INV1782594	MAINTENANCE AGREEMENT
13498	MARCO, INC	99.47	1 Transactions		
13405	MIDWEST COCA-COLA				
228	01-801-000-0000-6838	183.14	COKE PRODUCTS	3408582707	POP MACHINE EXPENSE
13405	MIDWEST COCA-COLA	183.14	1 Transactions		
15323	OFFICE DEPOT				
225	01-801-000-0000-6401	19.65	BATTERY	694080882001	SUPPLIES-UNALLOCATED
15323	OFFICE DEPOT	19.65	1 Transactions		
17002	QUILL CORPORATION				
221	01-801-000-0000-6401	192.48	LABELS,PENS,POSTITS,STAPLE REM	8315044	SUPPLIES-UNALLOCATED
17002	QUILL CORPORATION	192.48	1 Transactions		
23314	WCEC INC				
226	01-801-000-0000-6801	4,000.00	WETLAND WATER BANK	71938	MISCELLANEOUS EXPENSE
23314	WCEC INC	4,000.00	1 Transactions		
801	DEPT Total:	6,112.44	Unallocated Revenue	7 Vendors	7 Transactions
1	Fund Total:	66,622.64	County Revenue		146 Transactions

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320	DEPT			Highway Administration		
1308	ASSOCIATION MINNESOTA COUNTIES					
72	03-320-000-0000-6245	AP	100.00	CACELLATION FEE FOR AMC CONF -		CONTINUING EDUCATION
1308	ASSOCIATION MINNESOTA COUNTIES		100.00	1 Transactions		
13317	MN COUNTY ENGINEERS ASSN					
40	03-320-000-0000-6241		270.00	2014 MEMBERSHIP DUES		DUES
13317	MN COUNTY ENGINEERS ASSN		270.00	1 Transactions		
13197	MODEL LAUNDRY					
39	03-320-000-0000-6262	AP	137.87	SHOP 500 RAGS		OTHER SERVICES
13197	MODEL LAUNDRY		137.87	1 Transactions		
14123	NORTHWEST BEVERAGE INC					
30	03-320-000-0000-6401	AP	31.75	WATER		SUPPLIES
14123	NORTHWEST BEVERAGE INC		31.75	1 Transactions		
16067	PEMBERTON, SORLIE, RUFER & KERSHNE					
25	03-320-000-0000-6261	AP	435.50	EMPLOYEE INVESTIGATION		CONSULTING & LEGAL SERVICES
16067	PEMBERTON, SORLIE, RUFER & KERSHNE		435.50	1 Transactions		
16027	PENNINGTON COUNTY TREASURER					
22	03-320-000-0000-6263	AP	38.47	HOSTED EXCHANGE		COMPUTER SERVICES
23	03-320-000-0000-6263	AP	445.71	IT GLOBAL - NOV		COMPUTER SERVICES
24	03-320-000-0000-6263	AP	1,129.71	REIMBURSE INSIGHT BILLING		COMPUTER SERVICES
16027	PENNINGTON COUNTY TREASURER		1,613.89	3 Transactions		
18065	RELIABLE OFFICE SUPPLY					
11	03-320-000-0000-6401		60.92	CD STORAGE, DISKS & LABELS		SUPPLIES
18065	RELIABLE OFFICE SUPPLY		60.92	1 Transactions		
20027	THE TIMES					
7	03-320-000-0000-6232	AP	371.02	AD CHEVRON		ADVERTISING
20027	THE TIMES		371.02	1 Transactions		
23303	WEST GROUP PAYMENT CENTER					
2	03-320-000-0000-6240		133.05	MN STATUTES SUBSCRIPTION		SUBSCRIPTIONS
23303	WEST GROUP PAYMENT CENTER		133.05	1 Transactions		

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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5	23309 WHOLESAL SUPPLY CO INC					
	03-320-000-0000-6401		175.24	OFFICE SUPPLIES		SUPPLIES
	23309 WHOLESAL SUPPLY CO INC		175.24		1 Transactions	
320	DEPT Total:		3,329.24	Highway Administration	10 Vendors	12 Transactions
330	DEPT			Highway Maintenance		
69	3002 CELLTECH COMMUNICATIONS INC					
	03-330-000-0000-6554		160.00	CELL PHONE BOOSTER FOR SURVEYI		ENGINEERING & SURVEYING SUPPLIES
	3002 CELLTECH COMMUNICATIONS INC		160.00		1 Transactions	
68	4353 DLT SOLUTIONS					
	03-330-000-0000-6554		3,285.87	AUTOCAD LICENSE RENEWAL 2014		ENGINEERING & SURVEYING SUPPLIES
	4353 DLT SOLUTIONS		3,285.87		1 Transactions	
330	DEPT Total:		3,445.87	Highway Maintenance	2 Vendors	2 Transactions
350	DEPT			Equipment & Maintenance Shop		
73	1353 AMERICAN TIRE SERVICE CO	AP				
	03-350-000-0000-6564		332.00	TIRES UNIT 204		EQUIPMENT REPAIR PARTS
	1353 AMERICAN TIRE SERVICE CO		332.00		1 Transactions	
91	2365 BECK TIRE INTERNATIONAL					
	03-350-000-0000-6564		510.00	TIRES		EQUIPMENT REPAIR PARTS
	2365 BECK TIRE INTERNATIONAL		510.00		1 Transactions	
71	2326 BERT'S TRUCK EQUIPMENT INC	AP				
	03-350-000-0000-6564		203.06	SNOW DEFLECTOR UNIT 311		EQUIPMENT REPAIR PARTS
	2326 BERT'S TRUCK EQUIPMENT INC		203.06		1 Transactions	
70	2307 BRODIN COMFORT SYSTEMS	AP				
	03-350-000-0000-6636		670.65	FIX FURNACE SHOP 212		BUILDING IMPROVEMENTS
	2307 BRODIN COMFORT SYSTEMS		670.65		1 Transactions	
67	5311 EVCO PETROLEUM PRODUCTS INC	AP				
	03-350-000-0000-6562		2,674.55	TRANS, HYDRAULIC & MOTOR OIL		MOTOR OIL & LUBRICANTS
	5311 EVCO PETROLEUM PRODUCTS INC		2,674.55		1 Transactions	

# Pennington County Financial System



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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
6006	FARMERS UNION OIL				
60	03-350-000-0000-6560	AP	DIESEL SHOP 215		GAS & DIESEL
61	03-350-000-0000-6560	AP	DIESEL SHOP 213		GAS & DIESEL
63	03-350-000-0000-6560	AP	GAS & DIESEL SHOP 500		GAS & DIESEL
64	03-350-000-0000-6560	AP	DIESEL SHOP 211		GAS & DIESEL
65	03-350-000-0000-6560	AP	DIESEL SHOP 212		GAS & DIESEL
66	03-350-000-0000-6560	AP	GAS SHOP 311		GAS & DIESEL
62	03-350-000-0000-6562	AP	OIL UNIT 306 & 311		MOTOR OIL & LUBRICANTS
6006	FARMERS UNION OIL		18,269.30	7 Transactions	
6349	FASTENAL COMPANY				
57	03-350-000-0000-6556		3.28	WASHERS SHOP 213	SHOP SUPPLIES
58	03-350-000-0000-6556		7.87	BOLTS FOR MAILBOXES	SHOP SUPPLIES
53	03-350-000-0000-6564	AP	3.64	SCREWS FOR SNOWBLOWER	EQUIPMENT REPAIR PARTS
54	03-350-000-0000-6564	AP	80.65	DRILL BITS, SCREWS CUTTING FL	EQUIPMENT REPAIR PARTS
55	03-350-000-0000-6564	AP	21.98	BOLTS UNIT 208	EQUIPMENT REPAIR PARTS
56	03-350-000-0000-6564		6.88	SCREWS UNIT 202	EQUIPMENT REPAIR PARTS
59	03-350-000-0000-6564	AP	4.73	WASHERS UNIT 208	EQUIPMENT REPAIR PARTS
6349	FASTENAL COMPANY		129.03	7 Transactions	
6312	FISHER ELECTRIC OF THIEF RIVER				
52	03-350-000-0000-6636		259.03	REPLACED BALLAST SHOP 500	BUILDING IMPROVEMENTS
6312	FISHER ELECTRIC OF THIEF RIVER		259.03	1 Transactions	
6306	FLEET DISTRIBUTING				
48	03-350-000-0000-6556		243.11	SHOP SUPPLIES 211,212,213,215	SHOP SUPPLIES
49	03-350-000-0000-6564		2.16	PLOW PIN UNIT 203	EQUIPMENT REPAIR PARTS
50	03-350-000-0000-6564		27.77	FENDER SUPPLIES UNIT 202	EQUIPMENT REPAIR PARTS
51	03-350-000-0000-6564		9.81	PAINT UNIT 202	EQUIPMENT REPAIR PARTS
6306	FLEET DISTRIBUTING		282.85	4 Transactions	
7337	GCR TIRE STORES				
45	03-350-000-0000-6564	AP	33.23	REPAIR TIRE UNIT 204	EQUIPMENT REPAIR PARTS
46	03-350-000-0000-6564	AP	57.43	REPAIR TIRE UNIT 208	EQUIPMENT REPAIR PARTS
47	03-350-000-0000-6564		50.00	FLAT REPAIR UNIT 203	EQUIPMENT REPAIR PARTS
7337	GCR TIRE STORES		140.66	3 Transactions	
7308	GRAND FORKS WELDING & MACHINE CC				
44	03-350-000-0000-6564		1,653.10	NEW PIPE TRAILER PARTS	EQUIPMENT REPAIR PARTS

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
7308	GRAND FORKS WELDING & MACHINE CC		1,653.10	1 Transactions	
8014	HUGOS #7				
42	03-350-000-0000-6556	AP	37.10	SHOP SUPPLIES	SHOP SUPPLIES
43	03-350-000-0000-6556	AP	69.42	SHOP SUPPLIES 211,212,213,215Q	SHOP SUPPLIES
8014	HUGOS #7		106.52	2 Transactions	
12302	LOCATORS & SUPPLIES INC				
41	03-350-000-0000-6428		121.41	GLOVES	SAFETY EQUIPMENT
12302	LOCATORS & SUPPLIES INC		121.41	1 Transactions	
13391	MN DEPT OF LABOR & INDUSTRY				
1	03-350-000-0000-6801	AP	10.00	AIR TANK INSPECTION	MISCELLANEOUS EXPENSE
13391	MN DEPT OF LABOR & INDUSTRY		10.00	1 Transactions	
14316	NELSON EQUIPMENT OF TRF INC				
32	03-350-000-0000-6564	AP	38.26-	PAID TWICE UNIT 307	EQUIPMENT REPAIR PARTS
33	03-350-000-0000-6564	AP	2.79	NIPPLE UNIT 232	EQUIPMENT REPAIR PARTS
34	03-350-000-0000-6564	AP	13.36	PAINT, PTO PIN UNIT 279	EQUIPMENT REPAIR PARTS
35	03-350-000-0000-6564	AP	17.27	CRANK HANDLES UNIT 279	EQUIPMENT REPAIR PARTS
36	03-350-000-0000-6564	AP	10.62	FITTING, ELBOW UNIT 310	EQUIPMENT REPAIR PARTS
37	03-350-000-0000-6564	AP	12.70	CLEVIS PIN UNIT 208	EQUIPMENT REPAIR PARTS
38	03-350-000-0000-6564	AP	15.50	ORING UNIT 310	EQUIPMENT REPAIR PARTS
14316	NELSON EQUIPMENT OF TRF INC		33.98	7 Transactions	
14329	NORTH AMERICAN SALT CO.				
31	03-350-000-0000-6565		5,422.80	SALT	ROAD MATERIALS
14329	NORTH AMERICAN SALT CO.		5,422.80	1 Transactions	
14312	NORTHWEST POWER SYSTEMS				
26	03-350-000-0000-6564	AP	37.41	AIR COMPRESSOR VALVE UNIT 230	EQUIPMENT REPAIR PARTS
27	03-350-000-0000-6564	AP	94.05	HYD HOSE & FITTING UNIT 209	EQUIPMENT REPAIR PARTS
28	03-350-000-0000-6564	AP	20.09	FITTING UNIT 206	EQUIPMENT REPAIR PARTS
29	03-350-000-0000-6564	AP	239.55	FITTING , HOSE UNIT 203	EQUIPMENT REPAIR PARTS
14312	NORTHWEST POWER SYSTEMS		391.10	4 Transactions	
16343	PRAXAIR				
21	03-350-000-0000-6556	AP	16.73	WELDING SUPPLIES	SHOP SUPPLIES

# Pennington County Financial System



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3 Road & Bridge

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
16343	PRAXAIR				16.73		1 Transactions	
13318	RDO FINANCIAL SERVICES COMPANY							
16		03-350-000-0000-6564	AP		607.96	WINDOW UNIT 204		EQUIPMENT REPAIR PARTS
17		03-350-000-0000-6564	AP		153.58	MIRROR UNIT 202		EQUIPMENT REPAIR PARTS
18		03-350-000-0000-6564	AP		145.96	HYDRAULIC OIL UNIT 202		EQUIPMENT REPAIR PARTS
19		03-350-000-0000-6564	AP		80.35	SWITCH UNIT 206		EQUIPMENT REPAIR PARTS
20		03-350-000-0000-6564	AP		13.01-	CREDIT SHIPPING UNIT 206		EQUIPMENT REPAIR PARTS
13318	RDO FINANCIAL SERVICES COMPANY				974.84		5 Transactions	
18106	RED LAKE COUNTY COOP							
12		03-350-000-0000-6418	AP		1,005.12	PROPANE SHOP 211		PROPANE FOR HEATING SHOPS
13		03-350-000-0000-6418	AP		1,778.79	PROPANE SHOP 212		PROPANE FOR HEATING SHOPS
14		03-350-000-0000-6418	AP		863.06	PROPANE SHOP 213		PROPANE FOR HEATING SHOPS
15		03-350-000-0000-6418	AP		691.99	PROPANE SHOP 215		PROPANE FOR HEATING SHOPS
18106	RED LAKE COUNTY COOP				4,338.96		4 Transactions	
19306	SEARS							
10		03-350-000-0000-6556	AP		36.32	SHOP 500 TOOLS		SHOP SUPPLIES
19306	SEARS				36.32		1 Transactions	
19400	SURPLUS CENTER							
9		03-350-000-0000-6556	AP		551.88	BELTING, SOCKET SET, SCREWS		SHOP SUPPLIES
8		03-350-000-0000-6564	AP		739.76	BELTING UNIT 202 & 204		EQUIPMENT REPAIR PARTS
19400	SURPLUS CENTER				1,291.64		2 Transactions	
20075	THIEF RIVER GLASS CO							
6		03-350-000-0000-6564	AP		28.32	REAR WINDOW SUPPLIES UNIT 204		EQUIPMENT REPAIR PARTS
20075	THIEF RIVER GLASS CO				28.32		1 Transactions	
23019	WOODMEN CONSTRUCTION, INC.							
4		03-350-000-0000-6556	AP		150.00	DOOR OPENERS SHOP 500		SHOP SUPPLIES
23019	WOODMEN CONSTRUCTION, INC.				150.00		1 Transactions	
26302	ZEE MEDICAL SERVICE							
3		03-350-000-0000-6428	AP		66.10	FIRST AID SUPPLIES		SAFETY EQUIPMENT
26302	ZEE MEDICAL SERVICE				66.10		1 Transactions	

# Pennington County Financial System



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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
350 DEPT Total:		38,112.95	Equipment & Maintenance Shop	25 Vendors	60 Transactions
3 Fund Total:		44,888.06	Road & Bridge		74 Transactions

# Pennington County Financial System



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32 Solid Waste Facility

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
390 DEPT		Score Recycling		
12123 LES'S SANITATION SERVICE				
103 32-390-000-0000-6262	AP	853.50 RECYCLE NEWSPAPER	140201	OTHER SERVICES-SCORE ACCOUNT
12123 LES'S SANITATION SERVICE		853.50	1 Transactions	
13378 NORTHWEST MN HOUSEHOLD				
109 32-390-000-0000-6836		6,455.00 2014 HHW ASSESSMENT		HOUSEHOLD HAZARDOUS WASTE OPERA
110 32-390-000-0000-6836	AP	231.23 HHW DISPOSAL		HOUSEHOLD HAZARDOUS WASTE OPERA
13378 NORTHWEST MN HOUSEHOLD		6,686.23	2 Transactions	
390 DEPT Total:		7,539.73	Score Recycling 2 Vendors	3 Transactions
32 Fund Total:		7,539.73	Solid Waste Facility	3 Transactions

# Pennington County Financial System



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40 Ditch Funds

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
736	DEPT			County Ditch #36		
10119	JEFF OLSON CONSTRUCTION					
202	40-736-000-0000-6262	AP	360.00	INSTALL ROCK DAM CD 36		OTHER SERVICES
203	40-736-000-0000-6262	AP	300.00	RIP RAP CD 36		OTHER SERVICES
205	40-736-000-0000-6262	AP	880.00	REPLACE CULVERT CD 36		OTHER SERVICES
10119	JEFF OLSON CONSTRUCTION		1,540.00		3 Transactions	
736	DEPT Total:		1,540.00	County Ditch #36	1 Vendors	3 Transactions
784	DEPT			RLWD Ditch #14		
14323	NORTHLAND TRUST SERVICES INC					
196	40-784-000-0000-6706		217.50	COST - RLWD 14	3591	COSTS - RLWD 14
14323	NORTHLAND TRUST SERVICES INC		217.50		1 Transactions	
784	DEPT Total:		217.50	RLWD Ditch #14	1 Vendors	1 Transactions
785	DEPT			RLWD - Water Management District 1		
14323	NORTHLAND TRUST SERVICES INC					
197	40-785-000-0000-6706		217.50	COST - RLWD 15	3591	COSTS - RLWD 15
14323	NORTHLAND TRUST SERVICES INC		217.50		1 Transactions	
785	DEPT Total:		217.50	RLWD - Water Management District 1	1 Vendors	1 Transactions
796	DEPT			County Ditch #96		
10119	JEFF OLSON CONSTRUCTION					
204	40-796-000-0000-6262	AP	550.00	REPLACE CULVERT CD 96		OTHER SERVICES
206	40-796-000-0000-6262	AP	440.00	REMOVE BEAVER DAM CD 96		OTHER SERVICES
207	40-796-000-0000-6262	AP	550.00	REPLACE CULVERT CD 96		OTHER SERVICES
10119	JEFF OLSON CONSTRUCTION		1,540.00		3 Transactions	
796	DEPT Total:		1,540.00	County Ditch #96	1 Vendors	3 Transactions
40	Fund Total:		3,515.00	Ditch Funds		8 Transactions
	Final Total:		122,565.43	131 Vendors	231 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	66,622.64	County Revenue
3	44,888.06	Road & Bridge
32	7,539.73	Solid Waste Facility
40	3,515.00	Ditch Funds
All Funds	122,565.43	Total

Approved by, .....

.....

.....

**OFFICIAL PROCEEDINGS  
PENNINGTON COUNTY BOARD OF COMMISSIONERS  
ORGANIZATIONAL MEETING  
JANUARY 7th, 2014 – 10:00 A.M.**

Pursuant to M.S. 375.07, the Board of Commissioners of Pennington County met in the County Board Room in the Courthouse in Thief River Falls, Minnesota, on Tuesday, January 7th, 2014 at 10:00 a.m. Members present: Cody Hempel, Don Jensen, Oliver “Skip” Swanson, Neil Peterson, and Darryl Tveitbakk. Members absent: None.

The Pledge of Allegiance was recited.

The County Board proceeded to organize for the year 2014 with the County Auditor-Treasurer assisting by calling for nominations for Chairman. Commissioner Jensen nominated Commissioner Peterson as Chairman for 2014. Commissioner Swanson moved, seconded by Commissioner Tveitbakk, that nominations cease and that a unanimous ballot be cast for Commissioner Peterson as Chairman. Motion unanimously carried.

Commissioner Peterson then called for nominations for Vice-Chairman. Commissioner Swanson nominated Commissioner Tveitbakk as Vice-Chairman. Commissioner Jensen moved, seconded by Commissioner Hempel, that nominations cease and that a unanimous ballot be cast for Commissioner Tveitbakk as Vice-Chairman. Motion unanimously carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen that the County Board express their appreciation to Commissioner Hempel for serving as Chairman in 2013. Motion carried.

Moved by Commissioner Swanson, seconded by Commissioner Hempel, that the dates for the regular meetings of the Board will be the second Tuesday at 10:00 a.m. and the fourth Tuesday at 5:00 p.m. of each month unless otherwise called, with the exception of the January meeting that is set by law. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Swanson, and pursuant to MS471.96, elected and appointed officials of the County be designated as representatives of the County in their respective State Association and are eligible for reimbursement of expenses by-law with presentation of verified claims. Motion unanimously carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Hempel, to appropriate and set aside in the Revenue Fund and authorize the Auditor-Treasurer to pay necessary expenses for postage, freight, telephone, water, lights, and other utilities as provided by MS375.16 as amended. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Swanson, that the County Board serve as a whole on the Road, Bridge, and Culvert Committee. Motion unanimously carried.

Moved by Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen, that the Human Services Committee consists of the County Board members and shall serve as a whole on the Human Services Committee. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Swanson, to appoint Commissioner Hempel to the Law Library Committee for 2014. Motion unanimously carried.

Commissioner Swanson introduced the following resolution and moved for its adoption:

**RESOLUTION**

**BE IT RESOLVED** that the official newspaper of Pennington County shall be The Times for the year 2014, published weekly, each Wednesday, in Thief River Falls.

The foregoing resolution was duly seconded by Commissioner Jensen, and upon vote was unanimously adopted.

Moved by Commissioner Jensen, seconded by Commissioner Hempel, that Commissioners Swanson and Tveitbakk, along with Kenneth Olson, are appointed to the Building and Maintenance Committee to oversee the Courthouse; with the addition of Sheriff Kuznia for matters pertaining to the Law Enforcement Center, and Ken Yutrzenka for matters pertaining to the Welfare Building. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Swanson, that Commissioner Peterson and Kenneth Olson be appointed to represent Pennington County on the Thief River Falls Regional Airport Zoning Commission for the year 2014. Motion unanimously carried.

Commissioner Jensen introduced the following resolution and moved its adoption:

**RESOLUTION**

**BE IT RESOLVED**, that pursuant to the by-laws of the Association of Minnesota Counties; the following officers are named delegates of the County of Pennington, to-wit: Commissioners, Engineer, and Auditor-Treasurer. Other officers may be authorized by the Board to attend as non-voting members.

The foregoing resolution was duly seconded by Commissioner Hempel and upon vote was unanimously carried.

Moved by Commissioner Swanson, seconded by Commissioner Jensen, to appoint Commissioner Tveitbakk to represent Pennington County on the Thief River Falls Chamber of Commerce Board. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Hempel, to appoint Commissioner Swanson to the Inter-County Community Council Board for a one-year term beginning January 1, 2014. Motion unanimously carried.

Moved by Commissioner Swanson, seconded by Commissioner Hempel, that Commissioner Jensen be appointed to the Northwest Regional Development Commission Transportation Committee. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Hempel, to appoint Kenneth Olson as MCCC delegate with Angela Philipp as alternate. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Swanson, to appoint Commissioner Hempel to the Job's Inc. Advisory Board with Commissioner Tveitbakk as alternate. Motion unanimously carried.

Commissioner Hempel moved, seconded by Commissioner Jensen, to appoint Commissioners Peterson and Swanson to serve on the County Extension Committee for 2014. Motion unanimously carried.

Moved by Commissioner Swanson, seconded by Commissioner Hempel, that Commissioner Peterson be appointed to the Pennington County Historical Society Board. Motion unanimously carried.

Moved by Commissioner Tveitbakk seconded by Commissioner Hempel, that Commissioner Jensen be appointed to the Comprehensive Local Water Plan Joint Powers Board. Motion unanimously carried.

Commissioner Jensen moved, seconded by Commissioner Hempel, to appoint Commissioners Peterson and Tveitbakk to the Solid Waste Committee for 2014. Motion unanimously carried.

Commissioner Tveitbakk moved, seconded by Commissioner Swanson, to appoint Commissioner Peterson and Commissioner Jensen to the Highway Committee for 2014. Motion unanimously carried.

Commissioner Hempel moved, seconded by Commissioner Tveitbakk, to appoint Commissioner Swanson to the Household Hazardous Waste Joint Powers Board with Commissioner Jensen as alternate. Motion unanimously carried.

Commissioner Jensen moved, seconded by Commissioner Hempel that Commissioner Swanson be appointed to the Land of the Dancing Sky Area Agency on Aging Board and Region I Aging Advisory Committee. Motion unanimously carried.

The County Board reviewed the insurance premiums for the County's Workmen's Compensation, Property, Liability and error and omission policies. The insurance

policies are all through the Minnesota Counties Intergovernmental Trust. Commissioner Swanson moved, seconded by Commissioner Jensen, to approve the insurance premium rates for 2014 and authorize the County Auditor-Treasurer to pay as presented. Motion unanimously carried.

Commissioner Jensen moved, seconded by Commissioner Tveitbakk, to re-appoint Kenneth Olson to the Regional Insurance Advisory Board of the Northwest Service Cooperative with Angie Philipp as alternate. Motion unanimously carried.

The County Board reviewed a list of Committee, Boards, and meetings that would allow for a per diem to be paid. Moved by Commissioner Hempel, seconded by Commissioner Tveitbakk, to approve the following list of committees, boards, and meetings as meetings authorized to charge a per diem of attending on behalf of Pennington County. Motion unanimously carried.

- AMC Legislative Review Committee
- Annual Township meetings
- Area Transportation Plan
- Association of Minnesota Counties Meetings
- Budget Committee
- Building and Maintenance Committee
- BWSR Wetland Meetings
- Chamber of Commerce
- Comprehensive Local Water Plan Joint Powers Board
- Emergency Management Committee
- Extension Committee
- Family Service Collaborative
- Feedlot meetings
- Gravel Tax Committee
- Highway Committee
- Household Hazardous Waste Meetings
- Insurance Committee
- Inter-County Community Council
- Job's Inc. Board
- Joint City/County Meetings
- Juvenile Training Center Board
- Law Enforcement Radio Committee
- Law Enforcement Union Negotiation Committee
- Law Library Committee
- Legislative Hearing & Issues
- Minnesota Rural Counties Caucus
- MNDOT County – Joint Facilities Committee
- Northern Counties Land Use Coordinating Board
- Northland Community and Technical College
- Northwest Minnesota Joint Powers Board
- Northwest Regional Library Board

Northwest Regional Radio Board  
NWRDC Committee on Aging  
NWRDC Transportation Committee  
Pennington County Housing Loan Fund  
Personnel Committee  
Pioneer Village Board  
Red Lake Watershed Meetings  
Red River Basin Joint Powers Board  
Red River Valley Development  
Road, Bridge, and Culvert Committee  
Rocksbury Joint Zoning Board  
Solid Waste Committee  
Technology Committee  
Thief River Falls Regional Airport Authority  
Thief River Forward  
Special County Board Meetings  
Thief River Falls Library Board  
Human Service Committee  
Welfare Union Negotiation Committee

Also any other Committees that are established by the County Board or appointments made or meeting attended while representing Pennington County.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Hempel, to appoint Commission Swanson to the Northwest Regional Library Board for 2014. Motion unanimously carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Hempel to appoint John W. Johnson to the Northwest Regional Library Board for 2014. Motion unanimously carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Hempel, to appoint Commissioner Jensen to the Minnesota Rural Counties Caucus for 2014, with Commissioner Swanson as alternate. Motion unanimously carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Hempel, to appoint Commissioners Jensen and Swanson to the Northern Counties Land Use Board for 2014. Motion unanimously carried.

Motioned by Commissioner Jensen, seconded by Commissioner Tveitbakk, to appoint Commissioner Swanson as Pennington County's representative on the Northwest Minnesota Regional Emergency Communications Board with Commissioner Hempel as alternate. Motion unanimously carried.

Motioned by Tveitbakk, seconded by Commissioner Jensen, to appoint Commissioner Swanson to the Pennington County Affordable Housing Fund Advisory Board. Motion unanimously carried.

The following resolution was motioned by Commissioner Hempel, seconded by Commissioner Jensen, and upon vote was unanimously carried.

**RESOLUTION**

**BE IT RESOLVED**, that an employee that has been given a County vehicle for their use and the employee chooses to use their own vehicle anyway, the employee will not be reimbursed the County mileage rate unless the vehicle assigned to them is inoperable.

**BE IT FURTHER RESOLVED**, that the meal reimbursement for travel outside the County shall not exceed \$15 for breakfast, \$20 for a noon meal and \$30 for an evening meal; that meal reimbursement shall be made for the exact expenditure and not the maximum amount allowed; itemized receipts, not totals receipts, must be attached to the claim form or no reimbursement will be made; no alcoholic beverages or tips will be reimbursed,

**BE IT FURTHER RESOLVED**, that there shall be no reimbursement for meals within the County of Pennington,

**BE IT FURTHER RESOLVED**, that the meal reimbursement without lodging shall be submitted on a claim form, with receipt (s) attached, to be processed through payroll whereby withholding tax and FICA will be deducted and that meal reimbursements with overnight lodging will not enter into the payroll system,

**BE IT FURTHER RESOLVED**, that the County Auditor and Welfare Director are hereby given the authority to adjust the amounts of reimbursement if the above policy is not followed,

**BE IT FURTHER RESOLVED** that this meal and mileage policy shall be effective January 1<sup>st</sup>, 2014 and shall be reviewed at the County Board's discretion.

Motioned by Commissioner Swanson, seconded by Commissioner Jensen, to appoint Commissioner Hempel to the Inter-County Nursing Service Board. Motion unanimously carried.

Motioned by Commissioner Swanson, seconded by Commissioner Hempel, to appoint Commissioners Jensen and Tveitbakk to the Personnel Policy and Labor Negotiation Committee for 2014, with Commissioner Jensen to chair the committee. Motion unanimously carried.

Motioned by Commissioner Hempel, seconded by Commissioner Jensen, to appoint Commissioner Tveitbakk attend the Capital for a Day event. Motion unanimously carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Swanson, to appoint Commissioner Hempel to the Pennington County Safety Committee. Motion unanimously carried.

Motioned by Commissioner Jensen, seconded by Commissioner Swanson, to appoint Commissioners Tveitbakk and Hempel to the Technology Committee. Motion unanimously carried.

Motioned by Commissioner Jensen, seconded by Commissioner Hempel, to appoint Commissioner Peterson to the Gravel Tax Committee. Motion unanimously carried.

Motioned by Commissioner Swanson, seconded by Commissioner Hempel, to appoint Commissioners Jensen and Tveitbakk to the Law Enforcement Committee. Motion unanimously carried.

Motioned by Commissioner Hempel, seconded by Commissioner Tveitbakk, to strike the appointment to the Red River Basin Joint Powers Board. Motion unanimously carried.

Motioned by Commissioner Hempel, seconded by Commissioner Tveitbakk, to appoint Commissioner Swanson to the Thief River Falls/Rocksbury Township Joint Zoning Board. Motion unanimously carried.

Motioned by Commissioner Swanson, seconded by Commissioner Hempel, to appoint Commissioner Tveitbakk as Pennington County's representative on the Thief River Falls Regional Airport Authority for a 3 year term beginning January 1, 2014. Motion carried.

Commissioner Hempel moved, seconded by Commissioner Jensen to appoint Commissioner Peterson and Commissioner Tveitbakk to the Emergency Management Committee (previously known as Public Safety Committee). Motion unanimously carried.

County Auditor-Treasurer Ken Olson provided the Governmental Audit Services letter of understanding from Hoffman, Dale & Swenson, PLLC. Commissioner Hempel moved, seconded by Commissioner Tveitbakk, to approve the letter of understanding of services to be provided by Hoffman, Dale & Swenson, PLLC pertaining to the audit of Pennington County's 2013 financial statements. Motion unanimously carried.

Moved by Commissioner Hempel, seconded by Commissioner Tveitbakk to approve the minutes of December 30<sup>th</sup>, 2013 as written. Motion carried.

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

### **Resolution of Pennington County**

BE IT RESOLVED BY The Pennington County Board of Commissioners that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Enhancement Grant Program**. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance operations of the county veterans service

office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the Pennington County Board that Stephen Stone – County Veterans Service Officer, and Neil Peterson – County Board Chairman, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

The County Board then reviewed the Wetland Delineation Report completed by West Central Environmental Consultants Inc. on the Pennington County wetland bank site. The County Board will be asked to approve the report at their February 11<sup>th</sup>, 2014 County Board meeting. The action needed today was to sign the Minnesota Wetland Conservation Act Application for approval of Wetland Type and Boundary and to send the application and Wetland Delineation Report to BWSR, USCOE, DNR, and the RLWD for review. It is required to be reviewed for a minimum of 15 days before approval. Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk, to authorize the Chairman to sign the Minnesota Wetland Conservation Act Application for approval of Wetland Type and Boundary. Motion unanimously carried.

The County Board then reviewed the revised Courthouse Systems Upgrade Professional Service Proposal from the BKV Group. Approval is required before BKV will continue to the next phase. Moved by Commissioner Tveitbakk, seconded by Commissioner Swanson, to approve the Courthouse Systems Upgrade Professional Service Proposal. Motion unanimously carried.

Commissioner Tveitbakk moved, seconded by Commissioner Hempel to approve payment of the Human Service warrants totaling \$70,042.54 and the following Commissioner warrants. Motion carried.

#### WARRANTS

County Revenue	\$152,281.94
Road & Bridge	\$ 72,006.00
Solid Waste Facility	\$ 2,848.00

Peter Nelson, Pennington County Soil and Water Conservation District, presented a draft revised Pennington County Sewage and Waste water Treatment Ordinance. Peter Nelson requested that a public hearing be held to receive input regarding the revised ordinance. Commissioner Jensen moved, seconded by Commissioner Hempel to set the hearing on the Amended Sewage and Waste water Treatment Ordinance for 6:30 p.m. January 28<sup>th</sup>, 2014. Motion unanimously carried.

It was noted that the Minnesota Pollution Control Agency will be discussing Subsurface Sewage Treatment Systems (SSTS) at the Northland Community College on January 15<sup>th</sup>, 2014.

County Engineer Mike Flaagan presented the bids for Project No. Sp 088-070-038 for placing Chevron's in District 2 Counties.

A & H Co. Inc.	\$602,250.00
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ID Sign Solutions                      \$693,296.40

Moved by Commissioner Hempel, seconded by Commissioner Jensen to award the bid for District 2 Counties Project No. SP 088-070-038 to A & H Co. Inc. as the lowest and best bid received. Motion carried.

Moved by Commssioner Jensen, seconded by Commissioner Hempel to authorize the payment of the Transportation Alliance Dues of \$1,565.00 for 2014. Motion carried.

The County Engineer then discussed software from RTVision called Work Central. No action was taken.

Commissioner Tveitbakk said that he had talked to the County Coroner and he has no problem making this office an appointed position.

Moved by Commissioner Hempel, seconded by Commissioner Jensen, to adjourn to 5:00 p.m. January 28<sup>th</sup>, 2014. Motion carried.