

**PENNINGTON COUNTY  
BOARD OF COMMISSIONER'S MEETING  
COUNTY BOARD ROOM  
TUESDAY, SEPTEMBER 23<sup>RD</sup>, 2014, 5:00 P.M.**

**AGENDA**

Pledge of Allegiance

- 5:00 Ken Yutzenka – Human Services Director  
- Consent Agenda
- 5:10 Lou Tasa, Capt. Mike Hanson, Holly Kostrzewski  
- Towards Zero Deaths (TZD) Project
- 5:30 Rob Blankenfeld – Thune Insurance Network  
- Affordable Care Act/Health Ins. Update
- 5:50 Mike Flaagan – County Engineer  
- Highway Dept. Items
- 6:00 Tobacco Ordinance Discussion
- 6:20 Colleen Hoffman – Hoffman,Dale,&Swenson PLLC  
- 2013 Audit Exit Review
- 7:00 Jim Dagg, Mark Borseth, Larry Kruse – City of TRF  
- Tax Abatement Plan Presentation
- County Auditor's Items  
- Set 2015 Proposed Levy  
- Set Budget meeting date/time

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



## SECTION A

The regular meeting of the Pennington County Human Service Committee was held at 7:00 pm, August 19, 2014 at Pennington County Human Services.

### COMMITTEE MEMBERS PRESENT:

Neil Peterson  
Don Jensen  
Oliver Swanson  
Cody Hempel

### STAFF MEMBERS PRESENT:

Ken Yutrzenka  
Julie Sjostrand  
Kathleen Herring

- I. MINUTES: The July 15, 2014 Human Service Committee meeting minutes were read. A recommendation was made to forward the minutes, as presented, to the Consent Agenda.
  
- II. PERSONNEL:
  - A. Committee members were updated on the filling of Social Worker vacancies and new positions. (1) Posting, advertising and testing has been completed for the Child Protection Social Worker vacancy. We are awaiting receipt of Merit System candidate registers. (2) Amy Nelson, DD case manager will be re-assigned to the vacant Adult Mental Health case manager position. We have posted and advertised for the re-filling of the DD case manager position created by this caseload reassignment. (3) The SNBC Care Coordinator position has been posted and advertised. Merit System testing is scheduled for August 25<sup>th</sup>.
  - B. Melani Reuter, DD case manager, has applied for and will be reassigned to the new Intake Social Worker position. With this reassignment, the Social Service Supervisor and Director request that the DD case manager position be re-filled. Upon conclusion of the presentation, committee members recommended this item be forwarded to the Consent Agenda.
  - C. Julie Sjostrand presented information and a recommendation (with the Director's concurrence) to extend probation, for up to six months, for one of her supervisee's. Upon conclusion of the presentation, a recommendation was made to forward this item to the Consent Agenda.
  
- III. GENERAL:
  - A. The Director updated committee members on Sanford Health's application for DHS Rule 31 licensure to provide alcohol and substance abuse treatment services. Sanford is seeking county support for their application. As a component of the process, this agency has surveyed regional counties for input and service need analysis. Survey results indicate there is unanimous support from Region 1 county human service agencies for additional CD services. Based upon this information, the director recommends the County Board forward a letter to Sanford Health, Thief River Falls, in support of their license application. The Committee recommended this item be forwarded to the Consent Agenda.
  - B. The Director presented information on the Guardian/Conservator service the agency currently provides directly or through contract with private providers. The director explained that requests for services have been increasing and there is concern about the agency/county becoming the default service provider and/or funder. As service needs continue to increase, there is concern for budget impact. The director suggests further research in order to guide future service requests.
  - C. The director presented information to committee members about recent discussions of the Pennington County Family Service/Children's Mental Health Collaborative regarding a proposal to contract with an individual to serve as interim collaborative facilitator and to assist with the LCTS (Local Collaborative Time Study), two areas that need to be addressed and strengthened within the collaborative structure. The proposed limited service contract would allow for up to 100 hours of defined activities at a rate of \$50.00/hour. LCTS earnings would be the funding source for this work. As the fiscal host of the collaborative and LCTS earnings our agency is seen as the appropriate entity (on behalf of the collaborative) to host and oversee

this limited contract. Presented as information only at this time, the Director will present a proposed contract if the collaborative proceeds in that direction.

- D. The out-of-home cost report for July 2014 was presented for discussion.
- E. Month's end cash balance for July 2014 stands at \$1,538,687.96

### **Section B**

- I. No Social Service cases were presented for special case consideration.
- II. The Crisis Assistance Monthly Report of Activity was presented for review. Kathleen Herring also reported that end of month Income Maintenance open case count for July stands at 1,677.
- III. No Income Maintenance cases were presented for Special Case consideration.
- IV. A listing of bills presented for payment was reviewed. Recommendation for payment of the bills was forwarded to the Consent Agenda

### **SECTION C**

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

Chair: \_\_\_\_\_

Attest: \_\_\_\_\_

NEXT COMMITTEE MEETING: September 16, 2014 at 7:00pm.

Commission Meeting  
September 23, 2014  
5:50 PM

1. GPS

2. Final CP 57-13-03-31 and CP 57-13-07-31

3. Other

## **Pennington County Tobacco Ordinance**

An ordinance relating to the sale, possession, and use of tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products in the County and to reduce the illegal sale, possession, and use of such items to and by minors.

The Pennington County Board of Commissioners Ordains:

### **Section 1. Purpose.**

Because the county recognizes that many persons under the age of 18 years purchase or otherwise obtain, possess, and use tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products, such as sales, possession, and use are violations of both state and federal laws; because studies have shown that most smokers begin smoking before they have reached the age of eighteen (18) years and that those persons who reach the age of eighteen (18) years without having started smoking are significantly less likely to begin smoking have been known to be the cause of several serious health problems which subsequently place financial burden on all levels of government, this ordinance shall be intended to regulate the sale, possession, and use of tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products and to further the official public policy of the State of Minnesota in regard to preventing young people from starting to smoke as stated in Minn. Stat..144.391.

### **Section 2. Definitions and Interpretations.**

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The singular shall include the plural and the plural shall include the singular. The masculine shall include the feminine and neuter, and vice-versa. The term "shall" means mandatory and the term "may" means permissive. The following terms shall have the definitions given to them:

Subd. 1. Child-Resistant Packaging. "Child-Resistant Packaging" is defined as set forth in Code of Federal Regulations, title 16, section 1700.15(b), as in effect on January 1, 2015, when tested in accordance with the method described in Code of Federal Regulations, title 16, section 1700.20, as in effect on January 1, 2015. is special packaging to reduce the risk of children ingesting dangerous items.

Subd. 2. Compliance Checks. "Compliance Checks" shall mean the system the county uses to investigate and ensure that those authorized to sell tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products are following and complying with the requirements of this ordinance. Compliance checks

shall also mean the use of minors who attempt to purchase tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products for education, research and training purposes as authorized by state and federal Laws.

Subd. 3. Electronic Delivery Device. "Electronic Delivery Device" shall mean any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device shall include any component part of such a product whether or not sold separately. Electronic delivery device shall not include any product that has been approved or otherwise certified by the United States Food and Drug Administration for legal sales for use in tobacco cessation treatment or other medical purposes, and is being marketed and sold solely for that approved purpose.

Subd. 4. Imitation Tobacco Product. "Imitation Tobacco Product" shall mean either any edible non-tobacco product designed to resemble a tobacco product, or any non-edible tobacco product designed to resemble a tobacco product, intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to candy or chocolate cigarettes or cigars, bubble gum cigars, shredded bubble gum resembling chew tobacco, and shredded beef jerky in containers resembling tobacco snuff tins.

Subd. 5. Individually packaged. "Individually packaged" shall mean the practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include, but not limited to, single cigarette packs, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff, chewing tobacco, electronic delivery devices, or nicotine or lobelia delivery devices. Cartons or other packaging containing more than a single pack or other container as described in this subdivision shall not be considered individually packaged.

Subd. 6. Indoor Area. "Indoor Area" is all the space between the floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or physical barrier, whether temporary or permanent.

Subd. 7. Loosies. "Loosies" shall mean the common term used to refer to a single or individually packaged cigarette or a cigar. The term "loosies" does not include individual cigars with a retail price, before any sales tax, of more than \$2.00 per cigar.

Subd. 8. Minor. "Minor" shall mean any natural person who has not yet reached the age of eighteen (18) years.

Subd. 9. Moveable Place of Business. "Moveable Place of Business" shall refer to any form of business operated out of a truck, van, automobile, kiosk, or other type of vehicle or

transportable shelter, and not a fixed address store front or other permanent type of structure authorized for sales transactions.

Subd. 10. Nicotine or Lobelia Delivery Products. "Nicotine or Lobelia Delivery Products" shall mean any product containing or delivering nicotine or lobelia intended for human consumption, or any part of such a product, that is not tobacco as defined in this section, not including any product that has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation, harm reduction, or for other medical purposes, and is being marketed and sold solely for such approved purpose.

Subd. 11. Retail Establishment. "Retail Establishment" shall mean any place of business where tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products are available for sale to the general public. Retail establishments shall include, but not limited to, grocery stores, convenience stores, restaurants and drug stores.

Subd. 12. Sale. A "Sale" shall mean any transfer of goods for money, trade, barter, or other consideration.

Subd. 13. Self-Service Merchandising. "Self-Service Merchandising" shall mean open displays of tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products in any manner where any person shall have access to the tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products and without the assistance or intervention of the licensee or the licensee's employee, tobacco product, tobacco related device, electronic delivery devices, or nicotine or lobelia delivery products between the customer and the licensee or employee. Self-service merchandising shall not include vending machines.

Subd. 14. Smoke or Smoking. Smoke or Smoking shall mean inhaling or exhaling smoke from any instrumentality, including but not limited to any cigar, cigarette, pipe, hookah pipe or operating an electronic cigarette, or having in possession any such instrumentality producing smoke or engaging in any act that generates smoke. Smoking shall include carrying a lighted or heated cigarette, cigar, or pipe or any other lighted or heated tobacco or plant product intended for inhalation or carrying an electronic delivery device that is turned on or otherwise activated.

Subd. 15. Tobacco or Tobacco Products. Tobacco or Tobacco products shall include cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; penalty cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a

tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Subd. 16. Tobacco Related Devices. "Tobacco-Related Devices" shall mean any pipe, rolling papers, or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing, or smoking of tobacco or tobacco products or the inhalation of vapor from an electronic delivery device. Tobacco-related devices include accessories or components of tobacco-related devices, which may be marketed or sold separately.

Subd. 17. Vending Machines. "Vending Machine" shall mean any mechanical, electric or electronic, or other device which dispenses tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices upon the insertion of money, token, other forms of payment directly in the machine by the person seeking to purchase the tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products.

### **Section 3. Jurisdiction.**

Pennington County has the authority to license facilities and to regulate, the retail sale of tobacco, tobacco-related devices, and electronic delivery devices within the unorganized territory of the County and in a Town or City within the County if that Town or City does not license and regulate as set out above.

### **Section 4. License.**

No person subject to this ordinance, shall sell or offer to sell any tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products without first having obtained a license to do so from the county.

Subd. 1. Application. Any application for a license to sell tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or nicotine or lobelia delivery devices shall be made on a form provided by the County. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the county deems necessary. Upon receipt of a completed application, the Pennington County Auditor shall forward the application to the County board for action at its next regularly scheduled board meeting. If the Pennington County Auditor shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.

Subd. 2. Action. The Pennington County Board may either approve or deny the license, or it may delay action for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the County Board

shall approve the license, the Pennington County Auditor shall issue the license to the applicant. If the County Board denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the decision.

Subd. 3. Term. All licenses issued under this ordinance shall be valid through December 31 of each calendar year from the date of issue.

Subd. 4. Revocation or Suspension. Any license issued under this ordinance may be revoked or suspended as provided in the Violations and Penalties section of this ordinance.

Subd. 5. Transfers. All licenses issued under this ordinance shall be valid only for the person to whom the license was issued. No transfer of any license to another person shall be valid without the prior approval of the Pennington County Board of Commissioners.

Subd. 6. Moveable Place of Business. No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this ordinance.

Subd. 7. Display. All licenses shall be posted and displayed in plain view of the general public on the licensed premise.

Subd. 8. Renewals. The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least thirty days but not more than sixty days before the expiration of the current license.

Subd. 9. Smoking/Sampling Restrictions in Retail Establishments. Smoking shall not be permitted and no person shall smoke within the indoor area of any Retail Establishment with a tobacco license.

## **Section 5. Training.**

All Licensed Tobacco Retailers shall attend a training once a year to assist retailers in implementing training programs for employees to learn about and comply with the federal and state laws and regulations restricting:

- A. Sale and distribution of, including youth access to, tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products.
- B. Advertising and promotion of tobacco, tobacco products, tobacco related devices, electronic delivery devices, and nicotine or lobelia delivery products.
- C. Retailers will be required to keep on file a record of employee training by the employer along with employee signature showing proof of training. If an employee is under eighteen (18), he or she will have a parent or guardian signature also.

**Section 6. Fees.**

No license shall be issued under this ordinance until the appropriate license fee shall be paid in full. The fee for a license under this ordinance shall be set by Resolution of the Pennington County Board.

**Section 7. Basis for Denial of License.**

The following shall be grounds for denying the issuance or renewal of a license under this ordinance; however, except as many otherwise be provided by law, the existence of any particular ground for denial does not mean that the County must deny the license. The grounds for denying the issuance or renewal of a license may include, but not limited to, the following list:

- A. The applicant is under the age of eighteen (18) years.
- B. The applicant has been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to tobacco or tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products.
- C. A felony level offense.
- D. The applicant has had a license to sell tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products revoked within the preceding twelve months of the date of the application.
- E. The applicant fails to provide any information required on the application, or provides false or misleading information.
- F. The applicant is prohibited by federal, state, and other local law, ordinance, or other regulation, from holding such a license.
- G. Discovery of Grounds after Issuance of License. If a tobacco retailer license is mistakenly issued or renewed to any person based on false or misleading information or other grounds defined in this section, the license shall be revoked upon the discovery.

**Section 8. Prohibited Sales.**

It shall be a violation of this ordinance for any person to sell or offer to sell any tobacco, tobacco product, tobacco related device, electronic delivery device, or nicotine or lobelia delivery products.

- A. To any person under the age of eighteen (18) years.

- B. By means of any type of vending machine, except as may otherwise be provided in this ordinance.
- C. By means of self-service method whereby the customer does not need to make a verbal or written request to an employee of the license premise in order to receive the individually packaged tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products between the licensee or the licensee's employer, and the customer.
- D. By means of loosies as defined in Section 2 - Subd. 7 of this ordinance.
- E. From a moveable place of business.
- F. Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process.
- G. By any other means, to any other person, or in any other manner of form prohibited by federal, state, or local law, ordinance provision, or other regulation.

### **Section 9. Sale of Electronic Delivery Device; Packaging**

The sale of any liquid, whether or not such liquid contains nicotine, that is intended for human consumption and use in an electronic delivery device, as defined in Section 2 - subd. 3, that is not contained in packaging that is child-resistant, is prohibited. All licensees under this chapter must ensure that any liquid intended for human consumption and use in an electronic delivery device is sold in child-resistant packaging.

### **Section 10. Vending Machines.**

It shall be unlawful for any person licensed under this ordinance to allow the sale of tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products by the means of a vending machine unless minors are at all times prohibited from entering the licensed establishment. Compliance with this Section shall be required within thirty (30) days after the adoption of this Ordinance.

### **Section 11. Self-Service Sales.**

It shall be unlawful for a licensee under this ordinance to allow the sale of individually packaged tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products by any means whereby the customer may have access to such items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the individually packaged

tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products between the licensee or his or her clerk and the customer. All individually packaged tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public at the time this ordinance is adopted shall comply with this Section within thirty (30) days. It shall also be a violation of this ordinance for any person to sell or otherwise provide any tobacco, tobacco product, tobacco related device, electronic delivery devices, or nicotine or lobelia delivery products to a minor.

## **Section 12. Violations.**

Subd. 1. Notice. Upon discovery of a suspected violation of this ordinance, the alleged violator shall be issued within thirty (30) days, either personally or by mail, a citation that sets forth the alleged violation and which shall inform the alleged violator of his or her right to be heard on the accusation.

Subd. 2. Hearings. Within fifteen (15) days of receiving a citation, a person accused of violating this ordinance may request a hearing by contacting the Pennington County Auditor. The hearing shall be scheduled within fifteen (15) days of the request. The time and place of the hearing will provided to the accused violator.

Subd. 3. Hearing Officer and Decision. A hearing officer, appointed by the County Board shall hear the facts and determine if a violation of this ordinance did occur. The decision and the hearing officer's reasons for finding a violation and the penalty to be imposed shall be recorded in writing, a copy of which shall be provided to the accused violator within five (5) days of the hearing. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, such findings shall be recorded and a copy provided to the acquitted accused violator within five (5) days.

Subd. 4. Appeals. Appeals of any decision made by the hearing officer shall be filed in the District Court for the jurisdiction of the county in which the alleged violation occurred. The appeal shall be filed within thirty (30) days of receipt of the decision of the Hearing Officer.

Subd. 5. Misdemeanor Prosecution. Nothing in this Section shall prohibit the proper authorities from seeking prosecution as a misdemeanor for any alleged violation of this ordinance.

Subd. 6. Continued Violation. Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

Subd. 7. Payment of penalties. All penalties shall be paid within thirty (30 days of the receipt of the citation, decision of the Hearing Officer, or decision of the District Court. Failure to pay the penalty in a timely fashion may result in the suspension of any tobacco related licenses issued by Pennington County to that licensee until the penalty is paid in full. Penalties shall be paid at the Pennington County Auditor's Office.

### **Section 13. Penalties.**

Subd. 1. Licensees. Any licensee found to have violated this ordinance, or whose employee shall have violated this ordinance, shall be charged an administrative penalty of \$75.00 for a first violation of this ordinance; \$200.00 for a second offense at the same licensed premises within a twenty-four month period; and \$400.00 for a third and subsequent offense at the same location within a twenty-four month period. In addition, after the third offense, the license shall be suspended for not less than seven days. No suspension or penalty may not take effect until the licensee has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the licensing authority to conduct the hearing. A decision that a violation has occurred must be in writing. (See Section #12)

Subd. 2. Other Individuals. Other individuals employed by the licensee who violates this ordinance shall be charged an administrative penalty of \$50.00 for the first violation of this section, \$100.00 penalty for the second violation of this section within a twelve (12) month period, and a \$150.00 penalty for a third violation of this chapter within a twelve (12) month period. No penalty shall be imposed until the individual has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the licensing authority to conduct the hearing. A decision that a violation has occurred must be in writing. (See Section #12)

Subd. 3. Anyone found to be selling tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products on the licensed premises, and the sale of such an item without a license shall be subject to an administrative penalty of \$500.00 for the first offense and \$1000.00 for a second offense. No administrative penalty may take effect until the offender has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the licensing authority to conduct the hearing. A decision that a violation has occurred must be in writing. (See Section #12)

Subd. 4. Misdemeanor. Nothing in this Ordinance shall prohibit the proper authorities from seeking prosecution as a misdemeanor for any violation of State Law.

### **Section 14. Defenses**

Exceptions and Defenses. Nothing in this ordinance shall prevent the providing of tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery products to a minor as part of a lawfully recognized religious, spiritual,

or cultural ceremony. It shall be an affirmative defense to the violation of this ordinance for a person to have reasonably relied on proof of age as described by state law.

**Section 15. Severability**

Severability and Savings Clause. If any section or portion of this ordinance shall be found unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, that finding shall not serve as an invalidation or effect the validity and enforceability of any other section or provision of this ordinance.

**Section 16. Effective Date.**

This ordinance shall take effect on: January 1, 2015.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

By Neil Peterson

Chairman of the Pennington Board

\_\_\_\_\_  
Neil Peterson

Attested By: Kenneth Olson

Pennington County Auditor

\_\_\_\_\_  
Kenneth Olson

**OFFICIAL PROCEEDINGS**  
**PENNINGTON COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, SEPTEMBER 9<sup>TH</sup>, 2014, 10:00 A.M.**

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Board Room in Thief River Falls, MN, on Tuesday, September 9<sup>th</sup>, 2014 at 10:00 a.m. Members present: Neil Peterson, Cody Hempel, Oliver “Skip” Swanson, Darryl Tveitbakk, and Donald Jensen. Members absent: None.

The Pledge of Allegiance was recited.

Executive Director Lee Meier and Pennington County Representative Kermit Genereux of the NW MN Multi-County Housing and Redevelopment Authority (HRA) gave an update on the HRA activities in Pennington County. They also reviewed a breakout of levies collected through 2014 and the return on investment from the use of these levies. Legislation has continued their levy authority through 2019.

County Assessor Adeline Olson presented the 2015 County Assessor’s office budget.

Adeline Olson requested approval of a Veteran’s Exclusion application from Robert Brooten for taxes payable 2015. Motioned by Commissioner Jensen, seconded by Commissioner Swanson, to approve the application from Robert Brooten to allow for the Veteran’s Exclusion Classification on Parcels R25.01605710 and R25.01305610. Motion unanimously carried.

Human Services Director Ken Yutrzenka presented the resignation of an Office Support Specialist and asked to be authorized to fill the vacant position. Motioned by Commissioner Jensen, seconded by Commissioner Tveitbakk, to authorize the Human Services Director to advertise, interview, and fill the position of Office Support Specialist. Motion unanimously carried.

Ken Yutrzenka presented the Support Services Agreement between the Pennington County Family Service/Children’s Mental Health Collaborative and Northwestern Mental Health Center in Crookston, MN. Motioned by Commissioner Swanson, seconded by Commissioner Hempel, to approve the Pennington County Family Service/Children’s Mental Health (Host Agency) Collaborative Support Services Agreement with the Northwestern Mental Health Center. Motion unanimously carried.

County Recorder Ken Schmalz then presented the 2015 proposed budget for the County Recorder’s office.

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

**BE IT RESOLVED**, that the Pennington County Board hereby appoints the following Deputy County Auditor-Treasurer staff as the Absentee Ballot Board for the November 4<sup>th</sup>, 2014 General Election:

Julie Stennes  
Jennifer Herzberg  
Kevin Erickson  
Julie Hansen  
Linda Brown

**BE IT FURTHER RESOLVED**, that the foregoing Deputy Auditor-Treasurer staff also serve as the Mail Ballot Board and UOCAVA Absentee Ballot Board as recommended by the County Auditor-Treasurer.

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

### **RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT**

**BE IT RESOLVED**, that Pennington County enter into a grant agreement with the Minnesota Department of Public Safety for traffic safety projects during the period from October 1<sup>st</sup>, 2014 through September 30<sup>th</sup>, 2015.

The County Auditor-Treasurer is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the County of Pennington and to be the fiscal agent and administer the grant.

Motioned by Commissioner Jensen, seconded by Commissioner Swanson, to approve the Cost-Share Assistance Contract Amendment (Contract No. FY12-03) which changes the completion date from 10/15/14 to 10/15/15 due to coordination of the CSAH #3 construction project now planned for 2015. Motion unanimously carried.

Emergency Management Director Erik Beitel presented the 2015 proposed budget for his office.

Motioned by Commissioner Jensen, seconded by Commissioner Hempel, to approve the Board minutes of August 26<sup>th</sup>, 2014 with one word change. Motion unanimously carried.

Motioned by Commissioner Hempel, seconded by Commissioner Tveitbakk, to approve payment of the Human Service warrants totaling \$178,325.84, and also the following Commissioner warrants. Motion unanimously carried.

#### **WARRANTS**

County Revenue	\$30,678.83
Road and Bridge	\$77,546.74
Solid Waste Facility	\$ 797.00

Per diems and meal reimbursements in the amount of \$1418.01 were also approved.

The County Board then held a discussion with Peter Nelson of the Pennington County SWCD regarding the Aquatic Invasive Species legislation and funding. At this time the SWCD is questioning how this fits into their program. Two County Commissioners will meet with the Pennington County SWCD to discuss the Aquatic Invasive Species program.

At 11:05 a.m. the Public Hearing on Amending the Pennington County Flood Plain Ordinance was called to order.

Peter Nelson, SWCD, stated that the Flood Plain Ordinance was being amended to include in Section 2.21 – the Letter of Map Revision issued by the Federal Emergency Management Agency, Case No. 14-05-0815P, with an effective date of September 18<sup>th</sup>, 2014, including all attached maps, tables, and flood profiles. A new Flood Plain map along the Thief and Red Lake Rivers that includes the City of Thief River Falls and some of the surrounding area will be used for flood insurance rate purposes, planning, and zoning. No one in attendance at the hearing voiced any concerns.

The Flood Plain Ordinance Hearing was closed at 11:12 a.m. and the County Board meeting was called back to order.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Hempel, to approve the amendment to the Flood Plain Ordinance as written. Motion unanimously carried.

County Sheriff Ray Kuznia and Sheriff's Secretary Becky Carlson presented the 2015 proposed Sheriff's budgets.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Jensen, to enter into an agreement to join the Pine to Prairie Drug Task Force with the understanding that the Pennington County Sheriff's Office will provide a licensed peace officer and that all expenses will be split equally; 50% by each Pennington County and the City of Thief River Falls. Motion unanimously carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Jensen, to authorize the County Sheriff to post internally for the position of Task Force Officer. Motion unanimously carried.

Sheriff Kuznia then discussed the Radio Board and progress on the Armor Radio System.

County Engineer Mike Flaagan discussed a petition to clean County Ditch #71 from the Red Lake River north for 2 ½ miles. Two culverts will need to be replaced. Motioned by Commissioner Jensen, seconded by Commissioner Swanson, to approve the cleaning of 2 ½ miles of CD#71 from the outlet in the Red Lake River. Motion unanimously carried.

Engineer Flaagan presented a petition to clean approximately 5 miles of County Ditch #96 along sections 2, 11, 14, and 23 in Sanders Township and Section 35 of Norden Township. Motioned by Commissioner Jensen, seconded by Commissioner Swanson, to approve cleaning of CD#96 as petitioned. Motion unanimously carried.

The County Ditch #16 meeting is scheduled for September 15<sup>th</sup>, 2014 at 8:00 a.m. in the County Board Room.

County Engineer Mike Flaagan was approved to attend a conference in Seattle, WA from October 28<sup>th</sup> to October 31<sup>st</sup>, 2014. There will be no cost to the County.

County Extension Agent Howard Person noted that the Regional Solid Waste Plan has been submitted to the MN Pollution Control Agency for review. Howard also mentioned that there has been more talk about mandating garbage collection and that the Transfer Station has received a renewed Storm Water permit. Mar-Kit Landfill has held a meeting on rates and we could be seeing an increase to \$50/ton. Work is still being done on the electronic waste rules and the bottle bill is still alive. A new permit for the demolition pit is being applied for.

Representative Dan Fabian and Deb Kiel then had a discussion with the County Board about the Army Corp 404 permit process and other topics.

Motioned by Commissioner Hempel, seconded by Commissioner Swanson, to authorize the Personnel Committee, including the County Attorney, to negotiate all Union Contracts. Motion unanimously carried.

Motioned by Commissioner Hempel, seconded by Commissioner Jensen, to adjourn the Board meeting to September 23<sup>rd</sup>, 2014 at 5:00 p.m. Motion carried.

ATTEST:

Kenneth Olson, Auditor-Treasurer  
Pennington County

Neil Peterson, Chairman  
Board of Commissioners

Jennifer  
9/19/14 1:52PM

# Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Pennington County Financial System



Jennifer  
9/19/14 1:52PM  
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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
112	1380 A'VIANDS LLC 01-251-000-0000-6427		3,330.63	JAIL MEALS 8-24 TO 8-31	74313	JAIL MEALS
113	01-220-000-0000-6801		183.36	NIGHT TO UNIT BUNS & GLOVES	74649	MISCELLANEOUS EXPENSE
	1380 A'VIANDS LLC		3,513.99	2 Transactions		
43	1308 ASSOCIATION MINNESOTA COUNTIES 01-003-000-0000-6241		100.00	POLICY MTG - D JENSEN	40014	DUES - BOARD
44	01-003-000-0000-6241		100.00	POLICY MTG - N PETERSON	40014	DUES - BOARD
45	01-003-000-0000-6241		100.00	POLICY MTG - D TVEITBAKK	40014	DUES - BOARD
46	01-003-000-0000-6241		100.00	POLICY MTG - S SWANSON	40014	DUES - BOARD
	1308 ASSOCIATION MINNESOTA COUNTIES		400.00	4 Transactions		
60	2350 BROOKS INTERNET SOFTWARE, INC 01-070-000-0000-6301		52.49	RPM MAINTENANCE	38485	MAINTENANCE AGREEMENT
	2350 BROOKS INTERNET SOFTWARE, INC		52.49	1 Transactions		
79	3306 CITY OF THIEF RIVER FALLS 01-801-000-0000-6801		39.99	FOOD - BLOOD DRIVE WELLNESS		MISCELLANEOUS EXPENSE
	3306 CITY OF THIEF RIVER FALLS		39.99	1 Transactions		
132	4313 DEPARTMENT OF MOTOR VEHICLES 01-201-000-0000-6304		11.00	LICENSE TRANSPORT		REPAIR & MAINTENANCE - SQUADS
	4313 DEPARTMENT OF MOTOR VEHICLES		11.00	1 Transactions		
41	6001 FALLS DAY ACTIVITY CENTER 01-501-000-0000-6262		78.70	CLEAN AUDITORIUM	14107	OTHER SERVICES
42	01-501-000-0000-6262		75.25	CLEAN AUDITORIUM	14124	OTHER SERVICES
	6001 FALLS DAY ACTIVITY CENTER		153.95	2 Transactions		
109	6349 FASTENAL COMPANY 01-251-000-0000-6300		650.00	CELL ARE ROOF TOP UNIT REPAIR	04279	REPAIRS & MAINTENANCE
	6349 FASTENAL COMPANY		650.00	1 Transactions		
65	6305 FLAAGAN/JODI 01-013-000-0000-6853		7.48	MEETING REFRESHMENTS 7-10-14	071014	TOWARD ZERO DEATH GRANT
66	01-013-000-0000-6853		11.97	MEETING REFRESHMENTS 08-26-14	082614	TOWARD ZERO DEATH GRANT
67	01-013-000-0000-6853		5.78	MEETING REFRESHMENTS 09-16-14	091614	TOWARD ZERO DEATH GRANT
	6305 FLAAGAN/JODI		25.23	3 Transactions		
	6306 FLEET DISTRIBUTING					

# Pennington County Financial System



Jennifer  
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1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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
105	01-219-000-0000-6300		4.82	BOLTS	82014	REPAIRS & MAINTENANCE
	6306 FLEET DISTRIBUTING		4.82			1 Transactions
63	7332 GREENBRIER GRAPHICS LLC 01-101-000-0000-6401		200.00	DEED PLOTTER		SUPPLIES - RECORDER
	7332 GREENBRIER GRAPHICS LLC		200.00			1 Transactions
90	8325 HALVERSON/SUSAN 01-251-000-0000-6245		219.52	MILEAGE - JAIL CONF - BRAINERD	219.52	CONTINUING EDUCATION
	8325 HALVERSON/SUSAN		219.52			1 Transactions
62	8374 HAUKEBO/KERSTIN 01-091-000-0000-6262		112.00	TRANSCRIPT	57-JV-14-528	OTHER SERVICES
	8374 HAUKEBO/KERSTIN		112.00			1 Transactions
125	8335 HENRY'S FOODS INC 01-259-000-0000-6405		576.07	PYRAMID & KAYAK	4499225	GENERAL SUPPLIES - CANTEEN
	8335 HENRY'S FOODS INC		576.07			1 Transactions
36	8053 HOLIDAY INN EXPRESS - BEMIDJI 01-106-000-0000-6330		460.15	LODGING - PACE COURSE - BEMIDJ	082414	TRAVEL & EXPENSE
	8053 HOLIDAY INN EXPRESS - BEMIDJI		460.15			1 Transactions
38	8305 HONEYWELL,INC 01-111-000-0000-6300		3,486.47	4TH QTR 14 MAINTENANCE	523048521	REPAIRS & MAINTENANCE
39	01-219-000-0000-6300		1,041.40	4TH QTR 14 MAINTENANCE	523048521	REPAIRS & MAINTENANCE
	8305 HONEYWELL,INC		4,527.87			2 Transactions
68	8014 HUGOS #7 01-003-000-0000-6330		14.99	FOOD FOR MEETING	1155	TRAVEL & EXPENSE
	8014 HUGOS #7		14.99			1 Transactions
70	9017 INSIGHT TECHNOLOGIES 01-041-000-0000-6210		222.86	IT GLOBAL OCT - AUD/TREAS	764562	E-MAIL SERVICES
71	01-070-000-0000-6263		445.71	IT GLOBAL OCT - HIGHWAY	764562	COMPUTER SERVICES - DP
72	01-070-000-0000-6263		297.14	IT GLOBAL OCT - ICN	764562	COMPUTER SERVICES - DP
73	01-070-000-0000-6263		891.43	IT GLOBAL OCT - WELFARE	764562	COMPUTER SERVICES - DP
74	01-070-000-0000-6263		49.52	IT GLOBAL OCT - DATA	764562	COMPUTER SERVICES - DP
75	01-070-000-0000-6263		140.00	IT GLOBAL OCT - DATA	764562	COMPUTER SERVICES - DP
76	01-091-000-0000-6300		99.05	IT GLOBAL OCT - ATTORNEY	764562	REPAIRS & MAINTENANCE

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
77	01-101-000-0000-6300		123.81	IT GLOBAL OCT - RECORDER	764562	REPAIRS & MAINTENANCE
52	01-070-000-0000-6301		390.00	ARCSERVE 3 YR BACKUP MAINT	764628	MAINTENANCE AGREEMENT
84	01-106-000-0000-6300		74.29	IT GLOBAL OCT - ASSESSOR	964562	REPAIRS & MAINTENANCE
85	01-121-000-0000-6300		49.52	IT GLOBAL OCT - VET SERVICES	964562	Repairs & Maintenance
86	01-132-000-0000-6300		148.57	IT GLOBAL OCT - MV	964562	REPAIRS & MAINTENANCE
87	01-270-000-0000-6300		24.77	IT GLOBAL OCT - CRIME VICTIM	964562	REPAIRS & MAINTENANCE
88	01-290-000-0000-6300		49.52	IT GLOBAL OCT - EMR MGMT	964562	Repairs & Maintenance
89	01-601-000-0000-6300		123.81	IT GLOBAL OCT - EXTENSION	964562	REPAIRS & MAINTENANCE
9017	INSIGHT TECHNOLOGIES		3,130.00	15 Transactions		
9001	INTER COUNTY NURSING					
135	01-251-000-0000-6255		1,025.00	20.5 JAIL NURSE HOURS - AUG	961	MEDICAL - LOCAL
136	01-251-000-0000-6255		80.00	16 MANTOUX TESTS	961	MEDICAL - LOCAL
9001	INTER COUNTY NURSING		1,105.00	2 Transactions		
9025	ITS AUTO CENTER					
106	01-201-000-0000-6304		18.50	TIRE REPAIR	30644	REPAIR & MAINTENANCE - SQUADS
9025	ITS AUTO CENTER		18.50	1 Transactions		
10301	JDM INC					
108	01-201-000-0000-6801		9.00	CARWASH	2500	MISCELLANEOUS EXPENSE
10301	JDM INC		9.00	1 Transactions		
14378	LEXISNEXIS MATTHEW BENDER					
34	01-016-000-0000-6242		630.18	AUG SUBSCRIPTIONS	62567829	SUBSCRIPTIONS - LAW LIBRARY
14378	LEXISNEXIS MATTHEW BENDER		630.18	1 Transactions		
13486	MAYTWAYASHING/DIANE					
131	01-251-000-0000-6801		1,875.00	AUGUST INMATE WAGES	231210	MISCELLANEOUS EXPENSE - JAIL
13486	MAYTWAYASHING/DIANE		1,875.00	1 Transactions		
13341	MINNESOTA CLE					
33	01-016-000-0000-6242		148.02	MN FAMILY LAW	INV653179	SUBSCRIPTIONS - LAW LIBRARY
13341	MINNESOTA CLE		148.02	1 Transactions		
13391	MN DEPT OF LABOR & INDUSTRY					
40	01-111-000-0000-6300		100.00	ELEVATOR OPERATING PERMIT	ALR0043969I	REPAIRS & MAINTENANCE
13391	MN DEPT OF LABOR & INDUSTRY		100.00	1 Transactions		
13329	MN ENTERPRISE TECHNOLOGY SHARED :					

# Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
								Paid On Bhf #	On Behalf of Name
32		01-070-000-0000-6263			114.00	AUG SPAM FILTER		14080509	COMPUTER SERVICES - DP
	13329	MN ENTERPRISE TECHNOLOGY SHARED :			114.00		1 Transactions		
	14399	NEW HORIZONS CONSULTING INC							
49		01-270-000-0000-6262			180.00	3RD QTR SPEND DOWN GRANT			OTHER SERVICES-CRIME VICTIM
	14399	NEW HORIZONS CONSULTING INC			180.00		1 Transactions		
	14033	NORTHERN STATE BANK							
78		01-132-000-0000-6401			50.28	DEPOSIT TICKTES			SUPPLIES - MOTOR VEHICLE
	14033	NORTHERN STATE BANK			50.28		1 Transactions		
	15323	OFFICE DEPOT							
103		01-201-000-0000-6405			16.58	NOTE PADS		414001	GENERAL SUPPLIES
104		01-201-000-0000-6405			12.49	RECHARGEABLE BATTERY		655001	GENERAL SUPPLIES
55		01-041-000-0000-6401			31.16	REPORT COVERS		728032106001	SUPPLIES - AUDITOR
57		01-106-000-0000-6401			64.91	HP 96/97 INK		728032106001	SUPPLIES
56		01-132-000-0000-6401			196.99	HP 255X TONER		728032106001	SUPPLIES - MOTOR VEHICLE
58		01-290-000-0000-6401			12.15	BINDER		728032106001	Supplies
54		01-801-000-0000-6401			14.99	PENS		728032106001	SUPPLIES-UNALLOCATED
	15323	OFFICE DEPOT			349.27		7 Transactions		
	15329	OIL BOYZ EXPRESS LUBE							
134		01-201-000-0000-6330			13.88	#5 BULB		110417	TRAVEL & EXPENSE
133		01-201-000-0000-6330			40.92	#8 OIL CHANGE		110423	TRAVEL & EXPENSE
	15329	OIL BOYZ EXPRESS LUBE			54.80		2 Transactions		
	15317	OWENS/SHIRLEY							
35		01-091-000-0000-6401			4.24	REIMB JOURNAL BOOK			SUPPLIES
	15317	OWENS/SHIRLEY			4.24		1 Transactions		
	16067	PEMBERTON, SORLIE, RUFER & KERSHNEI							
59		01-091-000-0000-6261			431.00	SERVICES		25	CONSULTING & LEGAL SERVICES-ATTORNI
	16067	PEMBERTON, SORLIE, RUFER & KERSHNEI			431.00		1 Transactions		
	16344	PENNINGTON MAIN							
101		01-201-000-0000-6300			5.33	11 CAR WASH		131051	REPAIRS & MAINTENANCE
100		01-201-000-0000-6300			5.33	06 CAR WASH		131119	REPAIRS & MAINTENANCE
102		01-201-000-0000-6300			4.99	08 CAR WASH		134017	REPAIRS & MAINTENANCE
	16344	PENNINGTON MAIN			15.65		3 Transactions		

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
99	16079 PETERSON LUMBER					
98	01-251-000-0000-6300		35.22	SUPPLIES - ANNEX	91070	REPAIRS & MAINTENANCE
92	01-251-000-0000-6300		750.28	SUPPLIES - ANNEX	92759	REPAIRS & MAINTENANCE
91	01-251-000-0000-6300		362.56	SUPPLIES - ANNEX	92795	REPAIRS & MAINTENANCE
97	01-251-000-0000-6300		367.48	TREATED PLYWOOD - ANNEX	92878	REPAIRS & MAINTENANCE
96	01-251-000-0000-6300		257.02	SUPPLIES - ANNEX	93043	REPAIRS & MAINTENANCE
95	01-251-000-0000-6300		854.22	SUPPLIES - ANNEX	93075	REPAIRS & MAINTENANCE
94	01-251-000-0000-6300		3.18	NAILS - ANNEX	93092	REPAIRS & MAINTENANCE
93	01-251-000-0000-6300		11.31	CAULK - ANNEX	93311	REPAIRS & MAINTENANCE
	01-251-000-0000-6300		7.75	MOULDING - ANNEX	93527	REPAIRS & MAINTENANCE
	16079 PETERSON LUMBER		2,649.02	9 Transactions		
126	16300 PIZZA CORNER INC					
	01-259-000-0000-6405		130.00	26 PIZZAS	1046104	GENERAL SUPPLIES - CANTEEN
	16300 PIZZA CORNER INC		130.00	1 Transactions		
61	16418 POPPLER'S					
	01-270-000-0000-6300		1,497.00	FURNITURE VICTIM WITNESS ROOM	105948	REPAIRS & MAINTENANCE
	16418 POPPLER'S		1,497.00	1 Transactions		
51	18319 RT VISION					
	01-070-000-0000-6263		8,635.00	40% ETIME CARD - COUNTY WIDE	11805	COMPUTER SERVICES - DP
	18319 RT VISION		8,635.00	1 Transactions		
80	19326 SATHER LAW LTD					
	01-011-000-0000-6261		122.00	ATTNY FEES - 57-PR-14-621		COURT APPOINTED ATTORNEYS
81	01-011-000-0000-6261		270.40	57-PR-13-827		COURT APPOINTED ATTORNEYS
	19326 SATHER LAW LTD		392.40	2 Transactions		
50	19319 SEACHANGE					
	01-061-000-0000-6262		7,467.58	BALLOT PRINTING - GENERAL	8075	OTHER SERVICES - ELECTIONS
	19319 SEACHANGE		7,467.58	1 Transactions		
107	19189 STREICHER'S					
	01-201-000-0000-6420		895.00	VEST - MS	1106364	UNIFORMS
	19189 STREICHER'S		895.00	1 Transactions		
110	20027 THE TIMES					
	01-201-000-0000-6801		196.50	RECEPT BOOK		MISCELLANEOUS EXPENSE
111	01-251-000-0000-6405		70.00	AD - CORRECTIONS		GENERAL SUPPLIES - JAIL

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
20027	THE TIMES		266.50		2 Transactions	
20047	THRIFTY WHITE PHARMACY					
115	01-251-000-0000-6255		10.00	PRESCRIPTION 14-018	19080	MEDICAL - LOCAL
116	01-251-000-0000-6255		44.95	PRESCRIPTION 14-342	24197	MEDICAL - LOCAL
117	01-251-000-0000-6255		118.71	PRESCRIPTION 14-206	24540	MEDICAL - LOCAL
118	01-251-000-0000-6255		2.68	PRESCRIPTION 14-293	37531	MEDICAL - LOCAL
124	01-251-000-0000-6255		8.71	STOCK SUPPLY - AUGUST	40109	MEDICAL - LOCAL
119	01-251-000-0000-6255		96.49	PRESCRIPTION 14-338	49013	MEDICAL - LOCAL
120	01-251-000-0000-6255		12.88	PRESCRIPTION - 14-296	56942	MEDICAL - LOCAL
121	01-251-000-0000-6256		148.00	PRESCRIPTION 14-108	58521	MEDICAL - REIMBURSED
122	01-251-000-0000-6256		8.98	PRESCRIPTION 14-248	58722	MEDICAL - REIMBURSED
123	01-251-000-0000-6256		58.67	PRESCRIPTION 14-331	58759	MEDICAL - REIMBURSED
114	01-251-000-0000-6255		63.81	PRESCRIPTION 14-317	7142	MEDICAL - LOCAL
20047	THRIFTY WHITE PHARMACY		573.88		11 Transactions	
20026	TONY DORN POS					
53	01-041-000-0000-6300		24.00	REPLACEMENT ARMREST	1033	REPAIRS & MAINTENANCE
20026	TONY DORN POS		24.00		1 Transactions	
20358	TOTALFUNDS BY HASLER					
83	01-801-000-0000-6301		1,500.00	POSTAGE		MAINTENANCE AGREEMENT
20358	TOTALFUNDS BY HASLER		1,500.00		1 Transactions	
20357	TURNKEY CORRECTIONS					
127	01-259-000-0000-6405		1,068.47	VENDING & CANTEEN 8-16 TO 8-31	34364	GENERAL SUPPLIES - CANTEEN
128	01-259-000-0000-6405		799.25	100 -\$5 & 24 - \$10 PHONE CARDS	34365	GENERAL SUPPLIES - CANTEEN
130	01-259-000-0000-6405		22.26	EMAIL 8-1 TO 8-31	34485	GENERAL SUPPLIES - CANTEEN
129	01-259-000-0000-6405		20.81	INDIGENT FEES 8-1 TO 8-31	345432	GENERAL SUPPLIES - CANTEEN
20357	TURNKEY CORRECTIONS		1,910.79		4 Transactions	
23303	WEST GROUP PAYMENT CENTER					
47	01-016-000-0000-6242		701.70	AUG WEST LAW SELECT WPACK	830237584	SUBSCRIPTIONS - LAW LIBRARY
48	01-091-000-0000-6240		417.41	AUG WEST LAW ACCESS	830245532	SUBSCRIPTIONS
23303	WEST GROUP PAYMENT CENTER		1,119.11		2 Transactions	
1 Fund Total:			46,237.29	County Revenue	45 Vendors	101 Transactions

# Pennington County Financial System



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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
82	1418 ATTACHMENTS DIRECT 03-350-000-0000-6564		561.09	BRUSHES FOR BROOM	AAAQ157250	EQUIPMENT REPAIR PARTS
	1418 ATTACHMENTS DIRECT		561.09	1 Transactions		
31	3307 COMMISSIONER OF TRANSPORTATION-S 03-330-000-0000-6274		2,400.65	LAB TESTING		LAB TESTING
	3307 COMMISSIONER OF TRANSPORTATION-S		2,400.65	1 Transactions		
30	6350 FLAAGAN/MIKE 03-320-000-0000-6401		19.99	CELL PHONE CASE		SUPPLIES
	6350 FLAAGAN/MIKE		19.99	1 Transactions		
25	7337 GCR TIRE STORES 03-350-000-0000-6564		50.00	FLAT REPAIR UNIT 310		EQUIPMENT REPAIR PARTS
26	03-350-000-0000-6564		252.20	TIRE UNIT 313		EQUIPMENT REPAIR PARTS
27	03-350-000-0000-6564		56.00-	CASING CREDIT		EQUIPMENT REPAIR PARTS
28	03-350-000-0000-6564		3,009.64	TIRES UNIT 202		EQUIPMENT REPAIR PARTS
29	03-350-000-0000-6564		327.93	TIRE UNIT 303		EQUIPMENT REPAIR PARTS
	7337 GCR TIRE STORES		3,583.77	5 Transactions		
23	8315 HUBERT OUTDOOR POWER 03-350-000-0000-6564		191.12	PARTS FOR MOWER UNIT 299		EQUIPMENT REPAIR PARTS
24	03-350-000-0000-6564		479.96	SAW		EQUIPMENT REPAIR PARTS
	8315 HUBERT OUTDOOR POWER		671.08	2 Transactions		
22	14316 NELSON EQUIPMENT OF TRF INC 03-350-000-0000-6564		665.95	WHEEL ASSEMBLY UNIT 312		EQUIPMENT REPAIR PARTS
	14316 NELSON EQUIPMENT OF TRF INC		665.95	1 Transactions		
21	14123 NORTHWEST BEVERAGE INC 03-320-000-0000-6401		13.00	WATER		SUPPLIES
	14123 NORTHWEST BEVERAGE INC		13.00	1 Transactions		
64	14374 NWPMA 03-320-000-0000-6245		350.00	NW PAVEMENT MANAGEMENT CONF		CONTINUING EDUCATION
	14374 NWPMA		350.00	1 Transactions		
20	15319 O'REILLY AUTOMOTIVE INC 03-350-000-0000-6556		36.97	CRIMPER AND WIRE STRIPER SHOP		SHOP SUPPLIES

# 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>Amount</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>
	15319 O'REILLY AUTOMOTIVE INC		36.97		1 Transactions	
2	15334 OFFICE OF THE SECRETARY OF STATE 03-320-000-0000-6241		120.00	NOTARY STAMP		DUES
	15334 OFFICE OF THE SECRETARY OF STATE		120.00		1 Transactions	
16	16027 PENNINGTON COUNTY TREASURER 03-320-000-0000-6263		38.47	HOSTED EXCHANGE - AUGUST		COMPUTER SERVICES
17	03-320-000-0000-6263		445.71	IT GLOBAL - SEPTEMBER		COMPUTER SERVICES
18	03-320-000-0000-6263		250.00	REIMBURSE INSIGHT BILL		COMPUTER SERVICES
	16027 PENNINGTON COUNTY TREASURER		734.18		3 Transactions	
19	16343 PRAXAIR 03-350-000-0000-6556		18.61	WELDING SUPPLIES		SHOP SUPPLIES
	16343 PRAXAIR		18.61		1 Transactions	
1	17003 QUICK PRINT CENTER 03-320-000-0000-6401		465.00	VOUCHERS,LETTERHEAD,BUSINESS		SUPPLIES
	17003 QUICK PRINT CENTER		465.00		1 Transactions	
15	17002 QUILL CORPORATION 03-320-000-0000-6401		157.91	ENVELOPES, STAPLER, TAPE CALC		SUPPLIES
	17002 QUILL CORPORATION		157.91		1 Transactions	
12	18106 RED LAKE COUNTY COOP 03-350-000-0000-6418		762.49	PROPANE SHOP 213		PROPANE FOR HEATING SHOPS
	18106 RED LAKE COUNTY COOP		762.49		1 Transactions	
11	18065 RELIABLE OFFICE SUPPLY 03-320-000-0000-6401		50.95	PAPER		SUPPLIES
	18065 RELIABLE OFFICE SUPPLY		50.95		1 Transactions	
13	18319 RT VISION 03-320-000-0000-6631		2,557.00	WORK CENTRAL		FURNITURE & EQUIPMENT
14	03-330-000-0000-6631		2,000.00	WORK CENTRAL		FURNITURE & EQUIPMENT
	18319 RT VISION		4,557.00		2 Transactions	
9	19338 STEIGER MFG. CO. 03-350-000-0000-6564		85.00	WELD FENDER BRACKET UNIT 204		EQUIPMENT REPAIR PARTS
10	03-350-000-0000-6564		21.25	ASSEMBLE PTO SHAFT UNIT 313		EQUIPMENT REPAIR PARTS

# Pennington County Financial System



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9/19/14 1:52PM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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3 Road & Bridge

Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
<u>No.</u> <u>Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
19338 STEIGER MFG. CO.			106.25		2 Transactions	
21335 UNIVERSITY OF MINNESOTA						
8 03-320-000-0000-6245			95.00	TZD CONFERENCE		CONTINUING EDUCATION
21335 UNIVERSITY OF MINNESOTA			95.00		1 Transactions	
26301 ZIEGLER, INC.						
3 03-350-000-0000-6564			12.96	COTTER PIN, WASHER UNIT 208		EQUIPMENT REPAIR PARTS
4 03-350-000-0000-6564			185.64	SLEEVE UNIT 208		EQUIPMENT REPAIR PARTS
5 03-350-000-0000-6564			97.90-	RETURN SHOCK ABSORBER UNIT 208		EQUIPMENT REPAIR PARTS
6 03-350-000-0000-6564			411.81	SHIM UNIT 208		EQUIPMENT REPAIR PARTS
7 03-350-000-0000-6564			595.00	OIL SAMPLE BOTTLES		EQUIPMENT REPAIR PARTS
26301 ZIEGLER, INC.			1,107.51		5 Transactions	
3 Fund Total:			16,477.40	Road & Bridge	20 Vendors	33 Transactions

# Pennington County Financial System



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9/19/14 1:52PM  
40 Ditch Funds

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>Vendor No.</u>	<u>Vendor Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
69	23302 WRIGHT CONSTRUCTION INC 40-721-000-0000-6262		2,750.00	LEVEL SPOIL CD #21		OTHER SERVICES
	23302 WRIGHT CONSTRUCTION INC		2,750.00	1 Transactions		
40 Fund Total:			2,750.00	Ditch Funds	1 Vendors	1 Transactions

# Pennington County Financial System



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 60 Capital Improvement Spec

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
2337 BKV GROUP INC				
37 60-460-000-0000-6801		555.62	FACILITY UPDATE PLANNING	38016 MISCELLANEOUS EXPENSE
2337 BKV GROUP INC		555.62	1 Transactions	
60 Fund Total:		555.62	Capital Improvement Special Re	1 Vendors 1 Transactions
Final Total:		66,020.31	67 Vendors	136 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	46,237.29	County Revenue	
	3	16,477.40	Road & Bridge	
	40	2,750.00	Ditch Funds	
	60	555.62	Capital Improvement Special Re	
	All Funds	66,020.31	Total	Approved by, .....
				.....
				.....

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# Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

Jennifer  
 9/19/14 1:59PM  
 1 County Revenue

# Pennington County Financial System



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
8	15303 OLSON/DAVID 01-252-000-0000-6330		7.03	MEAL - TRAINING - BEMIDJI	090314	TRAVEL & EXPENSE
	15303 OLSON/DAVID		7.03	1 Transactions		
9	19343 SKJERVEN/MELISSA 01-201-000-0000-6330		12.17	MEAL - FORENS INT - BEMIDJI	090414	TRAVEL & EXPENSE
10	01-251-000-0000-6330		7.25	MEAL - TRANSPORT	090614	TRAVEL & EXPENSE
7	01-201-000-0000-6330		20.00	MEAL - FOREN INTERVIEW - BEM	090914	TRAVEL & EXPENSE
	19343 SKJERVEN/MELISSA		39.42	3 Transactions		
1	20307 TVEITBAKK/DARRYL 01-003-000-0000-6103		100.00	PER DIEM - LEC COMM - TRF	080614	PER DIEMS - BOARD
2	01-003-000-0000-6103		100.00	PER DIEM - LEC COMM - TRF	081114	PER DIEMS - BOARD
3	01-003-000-0000-6103		65.00	PER DIEM - PERS COMM - TRF	081214	PER DIEMS - BOARD
4	01-003-000-0000-6103		65.00	PER DIEM - PINE 2 PRAIRIE - TR	081414	PER DIEMS - BOARD
5	01-003-000-0000-6103		100.00	PER DIEM - PERS COMM - TRF	082114	PER DIEMS - BOARD
6	01-003-000-0000-6103		65.00	PER DIEM - NCTC COMM - TRF	082714	PER DIEMS - BOARD
	20307 TVEITBAKK/DARRYL		495.00	6 Transactions		
1 Fund Total:			541.45	County Revenue	3 Vendors	10 Transactions
Final Total:			541.45	3 Vendors	10 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	541.45	County Revenue
	All Funds	541.45	Total

Approved by, .....

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