

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
COUNTY BOARD ROOM
TUESDAY, SEPTEMBER 27TH, 2016, 5:00 P.M.**

AGENDA

Pledge of Allegiance

- 5:00 Ken Yutrzenka – Human Services Director
 - Consent Agenda

- 5:05 Kip Fontaine – State Senate Candidate

- 5:15 Ray Kuznia – County Sheriff
 - E911 system quote

- 5:30 Mike Flaagan – County Engineer
 - Highway Dept. Items

- County Auditor's Items
 - 2017 Budgets
 - Set 2017 Proposed Levy

(This agenda is subject to change)

PENNINGTON COUNTY HUMAN SERVICES

HUMAN SERVICE COMMITTEE

CONSENT AGENDA

On a motion by Commissioner _____ and seconded by
Commissioner _____, the following recommendations of the
Pennington County Human Service Committee for September 20, 2016 (detailed minutes on
record) are hereby adopted:

SECTION A

- I. To approve the August 16, 2016 Human Service Committee meeting minutes.
- II. To approve the Agency's personnel action, as presented.

SECTION B

- I. To approve payment of the agency's bills.

Aye Nay Chairperson Date

SECTION A

The regular meeting of the Pennington County Human Service Committee was held at 7:00 pm. August 16, 2016 at Pennington County Human Services.

COMMITTEE MEMBERS PRESENT

Don Jensen
Oliver Swanson
Cody Hempel

STAFF MEMBERS PRESENT:

Ken Yutrzenka
Kathleen Herring
Julie Sjostrand

- I. **MINUTES:** The July 19, 2016 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 efforts to fill vacant staff positions.
 - B. Anna Barth, Social Worker, tendered her resignation effective August 26, 2016. A recommendation to accept Ms. Barth’s resignation was forwarded to the Consent Agenda.
 - C. The Director requested approval to post/advertise, interview and hire a replacement for the upcoming Social Worker vacancy noted by the aforementioned resignation. Committee members recommended this item be forwarded to the Consent Agenda.

III. **GENERAL**

- A. Sandi Bentley and Elizabeth Jensen representing Violence Intervention Project met with the committee to update and discuss supervised visitation services provided through the Umbrella Tree visitation program. As of the end of June supervised visitations have exceeded the \$4,000.00 annual service cap. The Director and Social Service Supervisor reviewed with Committee members that the funding cap does not reflect current service need. Due to anticipated ongoing need for supervised visitations, a request was made to exceed the funding cap. Upon completion of the presentation a recommendation to continue to purchase services was forwarded to the Consent Agenda with a stipulation that agency staff will periodically report on service usage and ongoing service need.
- B. An updated Pennington County Pre-Petition Screening Team list of approved screeners was presented to the Committee for consideration. Individuals recommended for appointment to the screening team include;

Mitch Anderson	Human Services
Alissa Jones	Human Services
Judy Graff	Human Services
Amy Nelson	Human Services
Julie Sjostrand	Human Services
Marcie Wallace	Human Services
Ken Yutrzenka	Human Services
Anita Cardinal	Public Health
Patty Anderson	Public Health
Tawna McGregor	Public Health
Ray Kuznia	County Sheriff
Jill Kruta	Sanford Health

Upon completion of the presentation, recommendation was made to forward this item to the Consent Agenda.

- C. Committee members were informed of a visit by a team member of the Human Service Performance Management System (HSPMS) on 08/16/2016. Purpose of the meeting was to share information between the County and DHS regarding HSPMS processes and upcoming measurement areas.
- D. Committee members and staff were provided a report detailing automobile usage and expenditures for the previous 12 month period. The requested report was a basis for discussion in consideration of the purchase of another vehicle for staff use. This item will be re-visited at a future Committee meeting.

- E. The Out-of-Home cost report as of July 2016 was presented for review.
- F. Month's end cash balance for July 2016 stands at \$2,367,725.88.

SECTION B

- I. Julie Sjostrand reported on the results of a recent UCare Care Coordination compliance audit. The agency received a 100% compliance rating on fulfilling MSHO/MSC+ care coordination requirements.
- II. Kathleen Herring presented the crisis assistance activity report and the most recent Income Maintenance caseload report. Current open case load count stands at 1,766.
- 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 moved 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 20, 2016 at 7:00pm.

Pennington County Highway Department

ADA Transition Plan

Introduction

Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, Pennington County Highway Department must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, “...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” (42 USC. Sec. 12132; 28 CFR. Sec. 35.130)

As required by Title II of ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150, Pennington County Highway Department has conducted a self-evaluation of its facilities within public rights of way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals.

ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the Architectural Barriers Acts of 1968 and Section 504 of the Rehabilitation Act of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

Agency Requirements

Under Title II, Pennington County Highway Department must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities (28 C.F.R. Sec. 35.150).
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability (28 C.F.R. Sec. 35.130 (a)).
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result (28 C.F.R. Sec. 35.130(b) (7)).
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective (28 C.F.R. Sec. 35.130(b)(iv) & (d)).
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others (29 C.F.R. Sec. 35.160(a)).
- Must designate at least one responsible employee to coordinate ADA compliance [28 CFR Sec. 35.107(a)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [28 CFR Sec. 35.107(a)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [28 CFR Sec. 35,106]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [28 CFR Sec. 104.8(a)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [28 CFR Sec. 35.107(b)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

This document has been created to specifically cover accessibility within the public rights of way and does not include information on County programs, practices, or building facilities not related to public rights of way.

Self-Evaluation

Overview

The Pennington County Highway Department is required, under Title II of the Americans with Disabilities Act (ADA) and 28CFR35.105, to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the County implements these policies. The goal of the self-evaluation is to verify that, in implementing the County's policies and practices, the department is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The self-evaluation also examines the condition of the County's Pedestrian Circulation Route/Pedestrian Access Route) (PCR/PAR) and identifies potential need for PCR/PAR infrastructure improvements. This will include the sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and transit facilities that are located within the County rights of way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

Summary

In April 2015 Pennington County Highway Department conducted an inventory of pedestrian facilities within its public right of way consisting of the evaluation of the following facilities:

- .14 miles of sidewalks
- 9 curb ramps
- 0 miles of trails
- 0 traffic control signals
- 0 bus stops

A detailed evaluation on how these facilities relate to ADA standards is found in Appendix A and will be updated periodically.

Policies and Practices

Previous Practices

Since the adoption of the ADA, Pennington County Highway Department has striven to provide accessible pedestrian features as part of the County's capital improvement projects. As additional information was made available as to the methods of providing accessible pedestrian features, the County updated their procedures to accommodate these methods.

Policy

Pennington County Highway Department's goal is to continue to provide accessible pedestrian design features as part of the County capital improvement projects. The County has established ADA design standards and procedures as listed in Appendix F. These standards and procedures will be kept up to date with nationwide and local best management practices.

The County will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. The County will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the County jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public right of way will continue to follow the policies set forth by the Pennington County Highway Department. Maintenance projects are prioritized based on benefit, cost and budget available.

Requests for accessibility improvements can be submitted to the County Engineer. Contact information for County Engineer is located in Appendix E.

Improvement Schedule

Priority Areas

Pennington County Highway Department has identified specific locations as priority areas for planned accessibility improvement projects. These areas have been selected due to their proximity to specific land uses such as schools, government offices and medical facilities, as well as from the receipt of public comments. The priority areas as identified in the 2015 self-evaluation are as follows:

- Within the City of Goodridge

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of Pennington County. The County will coordinate with those agencies to track and assist in the facilitation of the elimination of accessibility barriers along their routes.

Schedule

Pennington County Highway Department currently meets ADA requirements. All future projects will implement ADA requirements for improving the accessibility of its pedestrian facilities within the County jurisdiction.

ADA Coordinator

In accordance with 28 CFR 35.107(a), the Pennington County Highway Department has identified an ADA Title II Coordinator to oversee the County policies and procedures. Contact information for this individual is located in Appendix E.

Implementation Schedule

Methodology

Pennington County Highway Department will utilize two methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the two methods are the scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method is the stand alone sidewalk and ADA accessibility improvement project. All future projects will implement ADA requirements within the plans. Contact the Pennington County Highway Department for more information regarding a specific project.

Public Outreach

Pennington County Highway Department recognizes that public participation is an important component in the development of this document. The County will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. Requests for accessibility improvements can be submitted to the County Engineer.

Grievance Procedure

If users of Pennington County Highway Department facilities and services believe the County has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with 28 CFR 35.107(b), the County has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. This grievance procedure is outlined in Appendix D.

Monitor the Progress

This document will continue to be updated as conditions within the County evolve.

The appendices in this document will be updated periodically, while the main body of the document will be updated when major revisions are required. With each main body update, a public comment period will be established to continue the public outreach.

Appendices

A. Self-Evaluation Results

B. Schedule / Budget Information

C. Public Outreach

D. Grievance Procedure

E. Contact Information

F. Agency ADA Design Standards and Procedures

G. Glossary of Terms

Appendix A – Self-Evaluation Results

This initial self-evaluation of pedestrian facilities in 2015 yielded the following results:

- 100% of sidewalks met accessibility criteria
- 100% of curb ramps met accessibility criteria
- 100% of intersections with sidewalks has curb ramps
- 0 trails
- 0 traffic control signals
- 0 bus stops

Pennington County currently meets ADA requirements.

Pennington County does not own any trails.

There are no designated bus stops along County roads.

There are no traffic control signals.

Appendix B – Schedule / Budget Information

Cost Information

Unit Prices

Construction costs for upgrading facilities can vary depending on each individual improvement and conditions of each site. Costs can also vary on the type and size of project the improvements are associated with. Listed below are representative 2011 costs for some typical accessibility improvements based on if the improvements are included as part of a retrofit type project, or as part of a larger comprehensive capital improvement project.

Intersection corner ADA improvement retrofit: +/- \$4,000 per corner

Intersection corner ADA improvement as part of adjacent capital project: +/- \$1,500 per corner

Traffic control signal APS upgrade retrofit: +/- \$ 15,000

Traffic control signal APS upgrade as part of full traffic control signal installation: +/- \$10,000

Sidewalk / Trail ADA improvement retrofit: +/- \$5.00 per SF

Sidewalk / Trail ADA improvement as part of adjacent capital project: +/- \$3.50 per SF

Bus Stop ADA improvement retrofit: +/- \$400 per stop

Bus Stop ADA improvement as part of adjacent capital project: +/- \$250 per stop

Priority Areas

Based on the results of the self-evaluation, Pennington County meets ADA requirements.

Entire Jurisdiction

Based on the results of the self-evaluation, the estimate costs associated with providing ADA accessibility within the entire jurisdiction will be calculated into future projects.

Appendix C – Public Outreach

Requests for accessibility improvements can be submitted to the ADA Coordinator or the County Engineer. Contact information can be found in Appendix E.

Appendix D – Grievance Procedure

As part of the ADA requirements the Pennington County Highway Department has posted the following notice outlining its ADA requirements:

Public Notice

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, the Pennington County Highway Department will not discriminate against qualified individuals with disabilities on the basis of disability in Pennington County services, programs, or activities.

Employment: Pennington County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

Effective Communication: Pennington County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Pennington County programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Pennington County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all Pennington County programs, services, and activities. For example, individuals with service animals are welcomed in Pennington County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a Pennington County program, service, or activity, should contact the Pennington County Highway Department as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Pennington County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Pennington County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Pennington County
Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Pennington County Highway Department. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to the ADA Coordinator. Contact information can be found in Appendix E of this document.

Within 15 calendar days after receipt of the complaint, *the ADA Coordinator or their designee* will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, *the ADA Coordinator or their designee* will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the County and offer options for substantive resolution of the complaint.

If the response by *the ADA Coordinator or their designee* does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 30 calendar days after receipt of the response to the County Administrator or designee.

Within 30 calendar days after receipt of the appeal, the County Administrator or *their designee* will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days after the meeting, the County Administrator or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by *the ADA Coordinator or their designee*, appeals to the County Administrator or their designee, and responses from these two offices will be retained by the County in accordance with state and federal law.

Pennington County Grievance Procedure

Those wishing to file a formal written grievance with Pennington County may do so by one of the following methods:

Internet

Visit the Pennington County website <http://co.pennington.mn.us/> and click the “ADA” link to the ADA Grievance Form. A copy of The ADA Grievance Form is included in this Appendix.

Telephone

Contact the pertinent County staff person listed in the **Contact Information** section of Appendix E to submit an oral grievance. The staff person will prepare and submit the grievance form on behalf of the person filing the grievance.

Paper Submittal

Contact the pertinent County staff person listed in the **Contact Information** section of Appendix E to request a paper copy of the County’s grievance form, complete the form, and submit it to the Responsible Party. A staff person will submit the grievance on behalf of the person filing the grievance.

The ADA Grievance Form will ask for the following information:

The **name, address, telephone number, and email address** for the person filing the grievance

The **name, address, telephone number, and email address** for the person alleging an ADA violation (if different than the person filing the grievance)

A **description and location of the alleged violation and the nature of a remedy sought**, if known by the complainant.

If the complainant has filed the same complaint or grievance with the United States Department of Justice (DOJ), another federal or state civil rights agency, a court, or others, the **name of the agency or court where the complainant filed it and the filing date**.

If the grievance filed does not concern a Pennington County facility, the County will work with the complainant to contact the agency that has jurisdiction.

Within 60 calendar days of receipt, a Pennington County staff person will conduct an investigation necessary to determine the validity of the alleged violation. As a part of the investigation, the staff person would conduct an engineering study to help determine the County’s response. The staff person will take advantage of department resources and use

engineering judgment, data collected, and any information submitted by the resident to develop a conclusion. A staff person will be available to meet with the complainant to discuss the matter as a part of the investigation and resolution of the matter. The County will document each resolution of a filed grievance and retain such documentation in the department's ADA Grievance File in accordance with state and federal law.

The County will consider all specific grievances within its particular context or setting. Furthermore, the County will consider many varying circumstances including: 1) the nature of the access to services, programs, or facilities at issue; 2) the specific nature of the disability; 3) the essential eligibility requirements for participation; 4) the health and safety of others; and 5) the degree to which an accommodation would constitute a fundamental alteration to the program, service, or facility, or cause an undue hardship to Pennington County.

Accordingly, the resolution by Pennington County of any one grievance does not constitute a precedent upon which the County is bound or upon which other complaining parties may rely.

File Maintenance

The County shall maintain ADA grievance files in accordance with state and federal law.

Complaints of Title II violations may also be filed with the DOJ within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the Department of Justice (DOJ). The DOJ may bring a lawsuit where it has investigated a matter and has been unable to resolve violations.

For more information, contact:

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, N.W.
Disability Rights Section - NYAV
Washington, D.C. 20530
www.ada.gov
(800) 514-0301 (voice – toll free)
(800) 514-0383 (TTY)

Title II may also be enforced through private lawsuits in Federal court. It is not necessary to file a complaint with the DOJ or any other Federal agency, or to receive a "right-to-sue" letter, before going to court.

Pennington County Grievance Form

Complainant Name:

Address:

City, State, Zip:

Telephone:

Email:

Person discriminated against (if other than complainant):

Address:

City, State, Zip:

Telephone:

Email:

Government, or organization, or institution which you believe has discriminated:

Name:

Address:

City, State, Zip:

Telephone:

Date issue was discovered/when did the problem occur?

Describe the issue in detail and location (add additional pages if necessary):

Have prior efforts been made to resolve this complaint through the Pennington County grievance procedure?

Yes _____ No _____

If yes, what is the status of the grievance?

Has the complaint been filed with another bureau of the Department of Justice or any other Federal, State, or local civil rights agency or court?

Yes _____ No _____

If yes, please provide agency/court, contact person name, address, city, state, zip, telephone and date filed:

Do you intend to file with another agency or court?

Yes _____ No _____

If yes, please provide agency/court, address, city, state, zip, and telephone

Appendix E – Contact Information

ADA Title II Coordinator

Name: Kevin Erickson, Deputy Auditor-Treasurer-Payroll Manager
Address: Pennington County Courthouse
101 North Main
PO Box 616
Thief River Falls, MN 56701
Phone: (218) 683-7000
Fax: (218) 683-7026
E-mail: kwerickson@co.pennington.mn.us

Pennington County Engineer

Name: Michael Flaagan, Pennington County Engineer
Address: 250 125th Ave NE
Thief River Falls, MN 56701
Phone: (218) 683-7017
Fax: (218) 683-7016
E-mail: mlflaagan@co.pennington.mn.us

Appendix F – Agency ADA Design Standards and Procedures

Design Procedures

Intersection Corners

Curb ramps or blended transitions will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each intersection corner shall be made as compliant as possible in accordance with the judgment of Pennington County staff.

Sidewalks / Trails

Sidewalks and trails will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of any project. Those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, every sidewalk or trail shall be made as compliant as possible in accordance with the judgment of Pennington County staff.

Traffic Control Signals

Traffic control signals will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of Pennington County staff.

Bus Stops

Bus stops will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future

work. Regardless on if full compliance can be achieved or not, each bus stop location shall be made as compliant as possible in accordance with the judgment of Pennington County staff.

Other Transit Facilities

The Pennington County Highway Department will work with transit providers to ensure that those facilities meet all appropriate accessibility standards.

Other policies, practices and programs

Policies, practices and programs not identified in this document will follow the applicable ADA standards.

Design Standards

The Pennington County Highway Department has PROWAG, as adopted by the Minnesota Department of Transportation (MnDOT), as its design standard. A copy of this document is included in the following pages of this appendix.

Appendix G – Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: Mn/DOT's transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Statewide Transportation Improvement Program (STIP), and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

Accessible: A facility that provides access to people with disabilities using the design requirements of the ADA.

Accessible Pedestrian Signal (APS): A device that communicates information about the WALK phase in audible and vibrotactile formats.

Alteration: A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): The Americans with Disabilities Act; Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

Americans with Disabilities Act Accessibility Guidelines (ADAAG): contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

APS: See Accessible Pedestrian Signal.

Architectural Barriers Act (ABA): Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Capital Improvement Program (CIP): The CIP for the Transportation Department includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the county's transportation system.

Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

DOJ: See United States Department of Justice

Federal Highway Administration (FHWA): A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FHWA: See Federal Highway Administration

Pedestrian Access Route (PAR): A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

Pedestrian Circulation Route (PCR): A prepared exterior or interior way of passage provided for pedestrian travel.

PROWAG: An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U. S. Access Board. This guidance addresses roadway design practices, slope, and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.

Right of Way: A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

Section 504: The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

Uniform Accessibility Standards (UFAS): Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

United States Access Board: An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally funded facilities.

United States Department of Justice (DOJ): The United States Department of Justice (often referred to as the Justice Department or DOJ), is the United States federal executive department responsible for the enforcement of the law and administration of justice.

OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 13TH, 2016, 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 13th, 2016 at 10:00 A.M. Members present: Cody Hempel, Donald Jensen, Neil Peterson Darryl Tveitbakk and Oliver “Skip” Swanson. Members absent: None.

The meeting was called to order by Chairman Commissioner Jensen and the Pledge of Allegiance was recited.

Lee Meier, Executive Director of the Northwest Minnesota Multi-County Housing & Redevelopment Authority and Kermit Genereux, HRA Board Chair, met with the County Board to give an update of activities the HRA is involved with in the county. The HRA has levied a portion of the taxable market value since 2008 with a goal to use the levy funds to add leverage when applying to various funding sources that may benefit the county and cover development costs associated with the HRA operations. They then gave a brief overview of the HRA programs operated in the region. The County Board thanked them for the report.

Colleen Hoffman, representing Hoffman, Philipp and Knutson, presented the audited 2015 county financial statement. Colleen also discussed the GASB changes that require counties to show unfunded pension as a liability on the financial statement. She noted that the county staff does an excellent job in providing the information required.

Larry Kruse submitted an off-sale liquor license application for the Kruse In. Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson to hold a public hearing on the issuance of an off-sale liquor license for Kruse In at 9:00 A.M. on October 11th, 2016. Motion carried.

Building and Grounds Supervisor Jim Seibel presented a proposal from Sundby Cleaning to contract for cleaning services at the Human Service building and Law Enforcement Center. Motion by Commissioner Swanson, seconded by Commissioner Tveitbakk to approve the proposal of Sundby Cleaning upon the signing of a contract approved by the County Attorney. Motion carried.

County Engineer Mike Flaagan presented the MNDOT 2017 to 2020 construction plan for District 2.

The County Engineer then asked to have the following construction projects finalized.

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

Whereas; Contract No. 1602 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the Pennington County Highway Department and authorize final payment as specified herein.

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

Whereas; Contract No. 1601 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the Pennington County Highway Department and authorize final payment as specified herein.

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

Whereas; Contract No. 1604 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the Pennington County Highway Department and authorize final payment as specified herein.

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

Whereas; Contract No. 1502 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the Pennington County Highway Department and authorize final payment as specified herein.

Mike Flaagan reviewed the Goose Lake draft management plan presented by the MNDNR. Motioned by Commissioner Peterson, seconded by Commissioner Hempel to support the MNDNR plan to draw down Goose Lake to allow for removal of vegetation. Motion carried.

Motion by Commissioner Peterson, seconded by Commissioner Tveitbakk to post and advertise to fill the vacant Highway Equipment Operator position. Motion carried.

Mark Johnson, Republican candidate for Minnesota State Senator District 1 introduced himself to the County Board.

County Assessor Adeline Olson reviewed an application for abatement for James and Kim Johnsrud due to a fire that destroyed a detached garage on August 24th, 2016. Motioned by Commissioner Swanson, seconded by Commissioner Hempel to approve the abatement of \$5,400 in value for taxes payable 2017 on parcel number 20.02913701 owned by James and Kim Johnsrud as a result of a fire on August 24th, 2016. Motion carried.

The County Assessor also reviewed an abatement application for Robert C. Homme for taxes payable 2016 as he qualifies for the Market Value Exclusion for Disabled Veterans. Motioned by Commissioner Swanson, seconded by Commissioner Tveitbakk to grant an abatement of 2016 taxes on parcel number M 22.09101600 owned by Robert C. Homme as the parcel should have been classified under the Market Value Exclusion for Disabled Veterans. Motion carried.

County Assessor Adeline Olson then reviewed the 2017 budget for the County Assessor's office.

The County Board then reviewed the parking lot lease between the Independent School District #564 and Pennington County. The lease is for three years ending September 12th, 2019 and includes the E1/2 of Lots 24 through 32 Block 64 Original Townsite of Thief River Falls, the E1/2 of vacated railroad right of way and Lots 17 through 20 Block 3 Porter's Addition. Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson to approve the parking lot lease agreement as presented and authorize the Chairman to sign the same. Motion unanimously carried.

The County Board then reviewed the lease between Pennington County and Independent School District #564 for use of the gymnasium in the Auditorium for a period of one year ending September 1st, 2017. Motioned by Commissioner Tveitbakk, seconded by Commissioner Swanson to approve the Auditorium gymnasium lease with Independent School District #564 as presented. Motion unanimously carried.

Misty Manderud, Sheriff's Secretary, presented a letter of resignation from Deputy Sheriff Jamison Steer effective September 24th, 2016. Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson to accept the resignation of Deputy Sheriff Jamison Steer. Motion carried.

Motioned by Commissioner Hempel, seconded by Commissioner Tveitbakk to authorize the County Sheriff to advertise for a part-time Deputy Sheriff. Motion carried

It was also recommended to hire Howard Goethe for the position of full-time Corrections Officer. Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson to hire Howard Goethe for the position of full-time Corrections Officer. Motion carried.

The County Board then reviewed the sheriff, jail and other related budgets for 2017.

Two change orders for the Justice Center Project have been presented for County Board review and action. Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson to approve change order No. 1 to the Johnson-Nelson Masonry, Inc. contract changing the foundation walls from CMV to poured per alternate No. 5 resulting in a reduction of \$230,000. Motion carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson to approve change order No. 1 to the Pauly Jail Building Company, Inc. contract adding sales tax for modular steel detention cells resulting in an increase of \$45,154. Motion carried.

A refund will be requested from the State of Minnesota for this sales tax.

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

RESOLUTION APPROVING PERA POLICE AND FIRE COVERAGE PART-TIME DEPUTY SHERIFF

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the Board of Commissioners of Pennington County hereby declares that Party-Time Deputy Sheriff position currently held by Brady Meunier meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest; and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

The County Board then discussed moving offices to allow for Inter County Nursing to be housed in the lower level of the Courthouse. Motioned by Commissioner Tveitbakk, seconded by Commissioner Swanson to move the Assistant County Attorney currently located on the first floor of the Courthouse into the County Attorney space on the second floor, and to relocate the Emergency Manager's office to the Highway Department. Motion carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson to approve the Board minutes of August 23rd, 2016 as written. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Swanson to approve payment of the Human Services warrants totaling \$95,076.46 and the following Commissioner warrants. Motion unanimously carried.

WARRANTS

County Revenue	\$157,497.95
Road & Bridge	\$ 45,584.53
Capital Improvement	\$ 18,465.00

Per diems and meal reimbursements in the amount of \$2,599.19 were also approved.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Peterson to adjourn to 5:00 P.M. on Tuesday, September 27th, 2016. Motion carried.

ATTEST:

Kenneth Olson, Auditor-Treasurer
Pennington County

Donald Jensen, Chairman
Board of Commissioners

Jennifer
9/27/16 1:02PM

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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
1011	ACE HARDWARE					
87	01-219-000-0000-6300		19.99	RATCHET STRAPS	211850	REPAIRS & MAINTENANCE
85	01-219-000-0000-6300		15.49	BELTS	212141	REPAIRS & MAINTENANCE
86	01-219-000-0000-6300		11.99	12 FOOT TAPE	212208	REPAIRS & MAINTENANCE
82	01-219-000-0000-6300		32.96	FUSES	212364	REPAIRS & MAINTENANCE
84	01-219-000-0000-6300		5.99	BELT/ROOFTOP	212388	REPAIRS & MAINTENANCE
83	01-219-000-0000-6300		5.99	BELT/ROOFTOP	212391	REPAIRS & MAINTENANCE
1011	ACE HARDWARE		92.41	6 Transactions		
110	1314 ACE RENT-ALL					
	01-501-000-0000-6300		78.00	DRILL/SAW RENTAL		REPAIRS & MAINTENANCE
	1314 ACE RENT-ALL		78.00	1 Transactions		
103	1327 ALOFT MINNEAPOLIS					
	01-799-000-0000-6330		765.45	LODGING-ECON DEVEL TRNG-MPLS		TRAVEL & EXPENSE
	1327 ALOFT MINNEAPOLIS		765.45	1 Transactions		
77	1321 ANDERSON/CHRISTINE					
	01-799-000-0000-6330		57.24	MILEAGE-ANGER MGMT SEMINAR-GFK	091516	TRAVEL & EXPENSE
78	01-799-000-0000-6330		204.12	MILEAGE-AIRPORT MTG-BRAINERD	091616	TRAVEL & EXPENSE
	1321 ANDERSON/CHRISTINE		261.36	2 Transactions		
150	1308 ASSOCIATION MINNESOTA COUNTIES					
	01-003-000-0000-6241		150.00	POLICY MTG - D TVEITBAKK	45064	DUES - BOARD
151	01-003-000-0000-6241		150.00	POLICY MTG - S SWANSON	45064	DUES - BOARD
152	01-003-000-0000-6241		150.00	POLICY MTG - D JENSEN	45064	DUES - BOARD
153	01-003-000-0000-6241		150.00	POLICY MTG - N PETERSON	45064	DUES - BOARD
	1308 ASSOCIATION MINNESOTA COUNTIES		600.00	4 Transactions		
76	1364 AUTO VALUE					
	01-255-000-0000-6300		43.21	BRAKE DRUMS REPAIR	9282816	REPAIRS & MAINTENANCE
	1364 AUTO VALUE		43.21	1 Transactions		
147	2338 BEITEL/ERIK					
	01-290-000-0000-6330		185.76	MILEAGE-AMEM CONFERENCE-BREEZY		Travel & Expense
	2338 BEITEL/ERIK		185.76	1 Transactions		
89	2348 BERGAN TRAVEL, INC					
	01-251-000-0000-6330		1,185.80	AIRFARE - TEXAS TRANSPORT	6975	TRAVEL & EXPENSE

Pennington County Financial System



Jennifer
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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
	2348 BERGAN TRAVEL, INC			1,185.80			
	2337 BKV GROUP INC				1 Transactions		
105	01-218-000-0000-6801			2,946.78	1892.05 JUSTICE CENTER PLANNIN	42370	MISCELLANEOUS EXPENSE
	2337 BKV GROUP INC			2,946.78	1 Transactions		
	2307 BRODIN COMFORT SYSTEMS						
101	01-219-000-0000-6300			146.00	SERVICE ROOFTOPS KITCHEN UNIT	45303	REPAIRS & MAINTENANCE
	2307 BRODIN COMFORT SYSTEMS			146.00	1 Transactions		
	2322 BRUZEK/CARL						
9	01-106-000-0000-6330			8.10	ASSESSING THIEF RIVER FALLS		TRAVEL & EXPENSE
10	01-106-000-0000-6330			1.62	ASSESSING THIEF RIVER FALLS		TRAVEL & EXPENSE
11	01-106-000-0000-6330			15.66	ASSESSING ROCKSBURY & WYANDOTT		TRAVEL & EXPENSE
12	01-106-000-0000-6330			3.24	ASSESSING THIEF RIVER FALLS		TRAVEL & EXPENSE
13	01-106-000-0000-6330			1.62	ASSESSING THIEF RIVER FALLS		TRAVEL & EXPENSE
14	01-106-000-0000-6330			124.74	ASSESSING KTKA, HCKRY,STAR,RNR		TRAVEL & EXPENSE
15	01-106-000-0000-6330			120.42	ASSESSING KTKA,GDRDG,CLVLF,HL		TRAVEL & EXPENSE
16	01-106-000-0000-6330			30.24	ASSESSING WNDTTE,RFLS,BLK RVR,		TRAVEL & EXPENSE
	2322 BRUZEK/CARL			305.64	8 Transactions		
	3306 CITY OF THIEF RIVER FALLS						
146	01-252-000-0000-6330			75.00	RENTAL RALPH DAKOTA ROOM/TRAIN	399-1	TRAVEL & EXPENSE
	3306 CITY OF THIEF RIVER FALLS			75.00	1 Transactions		
	4355 DACOTAH PAPER						
3	01-801-000-0000-6401			1,196.00	40 CASES COPY PAPER	37957	SUPPLIES-UNALLOCATED
	4355 DACOTAH PAPER			1,196.00	1 Transactions		
	4313 DEPARTMENT OF MOTOR VEHICLES						
88	01-201-000-0000-6304			11.00	LICENSE 08 TAURUS		REPAIR & MAINTENANCE - SQUADS
	4313 DEPARTMENT OF MOTOR VEHICLES			11.00	1 Transactions		
	6001 FALLS DIVERSE ABILITIES CORPORATION						
1	01-501-000-0000-6262			67.50	CLEAN AUDITORIUM	15350	OTHER SERVICES
2	01-501-000-0000-6262			58.50	CLEAN AUDITORIUM	15368	OTHER SERVICES
	6001 FALLS DIVERSE ABILITIES CORPORATION			126.00	2 Transactions		
	6315 FALLS RADIATOR SERVICE						
67	01-201-000-0000-6631			124.90	BATTERY,GREASE LOWER UNIT/SO B	40749	FURNITURE & EQUIPMENT

Pennington County Financial System



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1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
6315	FALLS RADIATOR SERVICE				124.90		1 Transactions				
65	6306	FLEET DISTRIBUTING			277.85	TOW ROPES		6161		GENERAL SUPPLIES - S.T.S.	
	6306	FLEET DISTRIBUTING			277.85		1 Transactions				
102	7336	GCR TIRES & SERVICE			225.25	2 TIRES REPLACED		51161187		REPAIR & MAINTENANCE - SQUADS	
	7336	GCR TIRES & SERVICE			225.25		1 Transactions				
148	7314	GOVERNMENT MANAGEMENT GROUP			2,850.00	15 PREP COUNTY COST		1546		CONSULTING & LEGAL SERVICES - BOAR	
	7314	GOVERNMENT MANAGEMENT GROUP			2,850.00		1 Transactions				
93	8331	HARDWARE HANK			64.10	LIFE VEST		19796		SUPPLIES	
106		01-501-000-0000-6300			29.90	FLOOR FLANGE		19931		REPAIRS & MAINTENANCE	
107		01-501-000-0000-6300			10.22	NUTS, BOLTS, SCREWS		19992		REPAIRS & MAINTENANCE	
	8331	HARDWARE HANK			104.22		3 Transactions				
71	8014	HUGOS #7			14.92	FOOD FOR MEETING				TRAVEL & EXPENSE	
100		01-203-000-0000-6801			49.07	SUPPLIES/GUN LAWS, DATA TRNG				GUN PERMIT - MISC	
144		01-252-000-0000-6330			37.44	SUPPLIES/CIVIL TRAINING				TRAVEL & EXPENSE	
99		01-251-000-0000-6405			43.68	WIPES, DISINFECTANT WIPES, TOI		1161		GENERAL SUPPLIES - JAIL	
	8014	HUGOS #7			145.11		4 Transactions				
111	9306	ILS			45.00	WELD HOOKS				REPAIRS & MAINTENANCE	
	9306	ILS			45.00		1 Transactions				
38	9304	INCONTACT INC			9.71	AUGUST 800 PHONE BILL		466782		TELEPHONE - EXTENSION	
	9304	INCONTACT INC			9.71		1 Transactions				
114	9017	INSIGHT TECHNOLOGIES			2,200.00	EMAIL MIGRATION AS400 TO HOSTE		83127		COMPUTER SERVICES - DP	
115		01-070-000-0000-6263			42.45	HOSTED EXCHANGE - AUGUST		83217		E-MAIL SERVICES	
116		01-041-000-0000-6210			8.49	HOSTED EXCHANGE - AUGUST		83217		E-MAIL SERVICES	
125		01-041-000-0000-6210			20.82	ARCHIVING AUGUST - AUD/TREAS		83217		E-MAIL SERVICES	

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	Accr	Rpt Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	Paid On Bhf #	On Behalf of Name
117		01-070-000-0000-6210		178.29	HOSTED EXCHANGE - AUGUST		83217	E-MAIL SERVICES		
118		01-070-000-0000-6210		25.47	HOSTED EXCHANGE - AUGUST		83217	E-MAIL SERVICES		
126		01-070-000-0000-6210		34.70	ARCHIVING AUGUST - HIGHWAY		83217	E-MAIL SERVICES		
127		01-070-000-0000-6210		27.76	ARCHIVING AUGUST - ICN		83217	E-MAIL SERVICES		
128		01-070-000-0000-6210		156.15	ARCHIVING AUGUST - WELFARE		83217	E-MAIL SERVICES		
129		01-070-000-0000-6210		6.94	ARCHIVING AUGUST - DATA		83217	E-MAIL SERVICES		
130		01-070-000-0000-6210		17.35	ARCHIVING AUGUST - DATA		83217	E-MAIL SERVICES		
119		01-091-000-0000-6210		42.45	HOSTED EXCHANGE - AUGUST		83217	E-MAIL SERVICES		
131		01-091-000-0000-6210		17.35	ARCHIVING AUGUST - ATTORNEY		83217	E-MAIL SERVICES		
132		01-101-000-0000-6300		6.94	ARCHIVING AUGUST - RECORDER		83217	REPAIRS & MAINTENANCE		
133		01-106-000-0000-6300		10.41	ARCHIVING AUGUST - ASSESSOR		83217	REPAIRS & MAINTENANCE		
120		01-121-000-0000-6210		8.49	HOSTED EXCHANGE - AUGUST		83217	E-MAIL SERVICES		
134		01-121-000-0000-6210		3.47	ARCHIVING AUGUST - VET SERVICE		83217	E-MAIL SERVICES		
135		01-132-000-0000-6300		20.82	ARCHIVING AUGUST - MV		83217	REPAIRS & MAINTENANCE		
121		01-201-000-0000-6210		50.94	HOSTED EXCHANGE - AUGUST		83217	E-MAIL SERVICES		
140		01-201-000-0000-6210		128.39	ARCHIVING AUGUST - SHERIFF		83217	E-MAIL SERVICES		
122		01-270-000-0000-6202		8.49	HOSTED EXCHANGE - AUGUST		83217	TELEPHONE		
136		01-270-000-0000-6300		6.94	ARCHIVING AUGUST-CRIME VICTIM		83217	REPAIRS & MAINTENANCE		
123		01-290-000-0000-6210		8.49	HOSTED EXCHANGE - AUGUST		83217	E-MAIL SERVICES		
137		01-290-000-0000-6210		3.47	ARCHIVING AUGUST - EMER MGMT		83217	E-MAIL SERVICES		
138		01-601-000-0000-6300		3.47	ARCHIVING AUGUST - EXTENSION		83217	REPAIRS & MAINTENANCE		
124		01-799-000-0000-6210		8.49	HOSTED EXCHANGE - AUGUST		83217	E-MAIL SERVICES		
139		01-799-000-0000-6210		3.47	ARCHIVING AUGUST - ECON DEV		83217	E-MAIL SERVICES		
165		01-270-000-0000-6401		1,717.00	COMPUTER & INSTALLATION		83267	SUPPLIES - CRIME		
166		01-270-000-0000-6401		490.00	PRINTER & INSTALLATION		83275	SUPPLIES - CRIME		
58		01-220-000-0000-6263		876.00	IT GLOBAL CARE/SEPTEMBER		83315	COMPUTER SERVICES & SUPPLIES		
59		01-251-000-0000-6631		1,309.00	1 HP DESKTOP COMPUTER W/OFFICE		83382	FURNITURE & EQUIPMENT - JAIL		
60		01-201-000-0000-6210		9.50	HOSTED EXCHANGE FEE		83435	E-MAIL SERVICES		
9017	INSIGHT TECHNOLOGIES			7,452.00		32 Transactions				
11003	K-MART									
81		01-251-000-0000-6405		33.06	FLASHLIGHT, BATTERIES			GENERAL SUPPLIES - JAIL		
145		01-252-000-0000-6330		11.10	SUPPLIES/CIVIL TRAINING			TRAVEL & EXPENSE		
40		01-601-000-0000-6401		69.37	TOTES			SUPPLIES - EXTENSION		
11003	K-MART			113.53		3 Transactions				
12037	LEE PLUMBING & HEATING									
108		01-501-000-0000-6300		76.32	BLK S/T FULL COUPLING		71723	REPAIRS & MAINTENANCE		
109		01-501-000-0000-6300		122.00	BRASS CLEAN OUT COVERS/COUPLIN		71732	REPAIRS & MAINTENANCE		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formu Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
12037	LEE PLUMBING & HEATING			198.32			
					2 Transactions		
4	13498 MARCO TECHNOLOGIES LLC			8.00	EQ442257	INV3589931	MAINTENANCE AGREEMENT
154	01-101-000-0000-6301			227.04	EQ238936 MAINTENANCE AGREEMENT	INV3641661	MAINTENANCE AGREEMENT
	13498 MARCO TECHNOLOGIES LLC			235.04			
					2 Transactions		
47	13322 MINNESOTA STATE TREASURER			12.00	REGISTERED LAND		MISCELLANEOUS EXPENSE - RECORDER
43	01-101-000-0000-6801			810.00	MARRIAGE SURCHARGE		MARRIAGE SURCHARGES MN - RECORDER
46	01-101-000-0000-6825			2,572.50	RECORDER & REGISTRAR FEES		STATE SURCHARGES
42	01-101-000-0000-6827			282.00	CHILDREN'S SURCHARGE		CHILDREN SURCHARGE MN - RECORDER
44	01-101-000-0000-6829			648.00	BIRTH/DEATH SURCHARGE		BIRTH/DEATH CERTIF SURCHARGE - REC
45	01-101-000-0000-6831			940.00	BIRTH RECORD SURCHARGE		BIRTH DEFECT SURCHARGE
	13322 MINNESOTA STATE TREASURER			5,264.50			
					6 Transactions		
113	13329 MN ENTERPRISE TECHNOLOGY SHARED :			133.00	AUGUST SPAM FILTER	16080490	COMPUTER SERVICES - DP
112	01-070-000-0000-6263			1,300.00	AUGUST FIBER USAGE	DV16080455	COMPUTER SERVICES - DP
	13329 MN ENTERPRISE TECHNOLOGY SHARED :			1,433.00			
					2 Transactions		
36	13324 MN SHERIFFS ASSOCIATION			60.00	PERMIT TO PURCHASE CARDS	16-0324	GUN PERMIT - MISC
	13324 MN SHERIFFS ASSOCIATION			60.00			
					1 Transactions		
51	999999997 MORRIS ELECTRONICS			318.75	VPN PREP/WORK ON SERVER	20139723	COMPUTER SERVICES & SUPPLIES
	01-220-000-0000-6263			318.75			
	999999997 MORRIS ELECTRONICS			318.75			
					1 Transactions		
37	14411 NANCY HEIN-KOLO, PSYD, LP			1,750.00	PSYCHOSEXUAL EVAL 57-CR-16-326		FAMILY EVALUATIONS
	01-011-000-0000-6276			1,750.00			
	14411 NANCY HEIN-KOLO, PSYD, LP			1,750.00			
					1 Transactions		
61	14328 NELSON/BRANDY			9.66	JAIL CONFERENCE - MEAL	9/12 CRAGUNS	CONTINUING EDUCATION
63	01-251-000-0000-6245			20.00	JAIL CONFERENCE - MEAL	9/13 BRCK HSE	CONTINUING EDUCATION
62	01-251-000-0000-6245			12.71	JAIL CONFERENCE - MEAL	9/13 PERKINS	CONTINUING EDUCATION
64	01-251-000-0000-6245			40.64	JAIL CONFERENCE-GAS, MEAL	NRTHN LGTS EXP	CONTINUING EDUCATION
	14328 NELSON/BRANDY			83.01			
					4 Transactions		

Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
39	15323 OFFICE DEPOT				
39	01-601-000-0000-6401		211.28	OFFICE SUPPLIES	846945177001 SUPPLIES - EXTENSION
90	01-220-000-0000-6401		29.99	MOUSE - WIRELESS	86101095000 SUPPLIES
91	01-251-000-0000-6405		11.19	MICROFIBER CLOTH	86268966800 GENERAL SUPPLIES - JAIL
92	01-251-000-0000-6405		64.98	MICROFIBER CLOTH/HP INK	86269128400 GENERAL SUPPLIES - JAIL
162	01-091-000-0000-6401		3.74	CD ENVELOPES	864684255001 SUPPLIES
161	01-101-000-0000-6401		23.99	PAPER	864684255001 SUPPLIES - RECORDER
155	01-132-000-0000-6401		8.40	ENVELOPES	864684255001 SUPPLIES - MOTOR VEHICLE
158	01-132-000-0000-6401		2.29	SCISSORS	864684255001 SUPPLIES - MOTOR VEHICLE
156	01-801-000-0000-6401		5.69	DISH SOAP	864684255001 SUPPLIES-UNALLOCATED
157	01-801-000-0000-6401		2.96	SPONGE	864684255001 SUPPLIES-UNALLOCATED
159	01-801-000-0000-6401		5.78	POST-IT NOTES	864684255001 SUPPLIES-UNALLOCATED
160	01-801-000-0000-6401		10.92	POST-IT NOTES	864684255001 SUPPLIES-UNALLOCATED
167	01-801-000-0000-6401		8.40	10 x 13 ENVELOPES	864684255001 SUPPLIES-UNALLOCATED
15323	OFFICE DEPOT		389.61	13 Transactions	
68	15329 OIL BOYZ EXPRESS LUBE				
68	01-201-000-0000-6304		107.35	OIL CHANGE/SERVICE #5	127132 REPAIR & MAINTENANCE - SQUADS
69	01-201-000-0000-6304		14.95	HEALDLIGHT #6	127141 REPAIR & MAINTENANCE - SQUADS
70	01-201-000-0000-6304		49.60	OIL CHANGE/SERVICE, LIGHT BULB	127313 REPAIR & MAINTENANCE - SQUADS
15329	OIL BOYZ EXPRESS LUBE		171.90	3 Transactions	
50	15302 OLSON/ADELINE				
50	01-106-000-0000-6241		20.00	REGION 8 DUES	DUES - ASSESSOR
48	01-106-000-0000-6330		109.08	MILEAGE-REGION 8 MTG-ITASCA ST	TRAVEL & EXPENSE
49	01-106-000-0000-6330		5.00	PARKING-DAY PASS-ITASCA STATE	TRAVEL & EXPENSE
15302	OLSON/ADELINE		134.08	3 Transactions	
66	16067 PEMBERTON, SORLIE, RUFER & KERSHNEI				
66	01-251-000-0000-6801		300.50	GRIEVANCE EMPLOYEE MATTERS	MISCELLANEOUS EXPENSE - JAIL
16067	PEMBERTON, SORLIE, RUFER & KERSHNEI		300.50	1 Transactions	
41	16313 PENNINGTON COUNTY AUDITOR				
41	01-601-000-0000-6209		56.64	AUGUST POSTAGE	3624 POSTAGE
52	01-201-000-0000-6300		306.00	REIMB INSIGHT	82787 REPAIRS & MAINTENANCE
53	01-201-000-0000-6300		200.00	REIMB INSIGHT	82913 REPAIRS & MAINTENANCE
54	01-255-000-0000-6300		250.00	REIMB INSIGHT/STS COMPUTER	82933 REPAIRS & MAINTENANCE
55	01-251-000-0000-6300		160.00	REIMB INSIGHT/BOOKING COMPUTER	82997 REPAIRS & MAINTENANCE
56	01-201-000-0000-6300		1,230.00	REIMB INSIGHT/3 INSTALLS	83010 REPAIRS & MAINTENANCE
57	01-251-000-0000-6300		210.00	REIMBURSE INSIGHT/BETTY'S BROW	83129 REPAIRS & MAINTENANCE

Pennington County Financial System



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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
16313	PENNINGTON COUNTY AUDITOR		2,412.64		7 Transactions	
16314	PENNINGTON FAST LUBE					
95	01-201-000-0000-6304		326.79	REPLACE ABS UNIT/#10	36288	REPAIR & MAINTENANCE - SQUADS
96	01-201-000-0000-6304		41.00	TIRE REPAIR	36353	REPAIR & MAINTENANCE - SQUADS
94	01-201-000-0000-6304		74.76	OIL CHANGE/SERVICE #13	54164	REPAIR & MAINTENANCE - SQUADS
97	01-201-000-0000-6304		34.68	OIL CHANGE/SERVICE TAURUS	54402	REPAIR & MAINTENANCE - SQUADS
98	01-201-000-0000-6304		37.35	OIL CHANGE/SERVICE #10	54410	REPAIR & MAINTENANCE - SQUADS
16314	PENNINGTON FAST LUBE		514.58		5 Transactions	
15324	PERSONAL BEST					
149	01-801-000-0000-6801		702.60	2017 TOP HEALTH NEWSLETTER	602513	MISCELLANEOUS EXPENSE
15324	PERSONAL BEST		702.60		1 Transactions	
19426	SANDAHL'S					
141	01-111-000-0000-6300		26.72	BUSINESS HOURS CHANGED ON DOOR	042326	REPAIRS & MAINTENANCE
19426	SANDAHL'S		26.72		1 Transactions	
19326	SATHER LAW LTD					
18	01-011-000-0000-6261		255.00	ATTORNEY FEES 57-PR-12-665		COURT APPOINTED ATTORNEYS
19	01-011-000-0000-6261		163.90	ATTORNEY FEES 57-PR-16-554		COURT APPOINTED ATTORNEYS
20	01-011-000-0000-6261		147.17	ATTORNEY FEES 57-FA-14-897		COURT APPOINTED ATTORNEYS
21	01-011-000-0000-6261		277.21	ATTORNEY FEES 57-FA-15-792		COURT APPOINTED ATTORNEYS
22	01-011-000-0000-6261		172.36	ATTORNEY FEES 57-F7-01-34		COURT APPOINTED ATTORNEYS
23	01-011-000-0000-6261		138.54	ATTORNEY FEES 57-F1-02-735		COURT APPOINTED ATTORNEYS
24	01-011-000-0000-6261		272.00	ATTORNEY FEES 57-P5-89-62		COURT APPOINTED ATTORNEYS
25	01-011-000-0000-6261		172.18	ATTORNEY FEES 57-FA-13-533		COURT APPOINTED ATTORNEYS
19326	SATHER LAW LTD		1,598.36		8 Transactions	
19309	SPRINGSTED INCORPORATED					
142	01-218-000-0000-6801		29,423.00	PRE SERV-JAIL BND SERIES 2016A	1	MISCELLANEOUS EXPENSE
143	01-218-000-0000-6801		23,192.76	PRE SERV-CAP IMP BND SER 2016B	1	MISCELLANEOUS EXPENSE
19309	SPRINGSTED INCORPORATED		52,615.76		2 Transactions	
19310	STONE'S MOBILE RADIO					
80	01-201-000-0000-6202		336.00	DATA PLAN/SERVICE	404569	Telephone
79	01-201-000-0000-6631		496.95	STONECAM	404569	FURNITURE & EQUIPMENT
19310	STONE'S MOBILE RADIO		832.95		2 Transactions	
19413	STONE/STEVE					

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Vendor Name	Account/Formula	Accr	Rpt Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
							Paid On Bhf #	On Behalf of Name
26		01-121-000-0000-6330		37.90	3 PIZZAS FOR PTSD GROUP MTG			TRAVEL & EXPENSE
27		01-121-000-0000-6330		3.00	6 CANS POP FOR PTSD GROUP MTG			TRAVEL & EXPENSE
28		01-121-000-0000-6330		37.90	3 PIZZAS FOR PTSD GROUP MTG			TRAVEL & EXPENSE
29		01-121-000-0000-6330		3.50	7 CANS POP FOR PTSD GROUP MTG			TRAVEL & EXPENSE
30		01-121-000-0000-6330		40.00	2016 DUES NAT ASSOC OF CVSO'S			TRAVEL & EXPENSE
31		01-121-000-0000-6330		49.64	4 PIZZAS FOR PTSD GROUP MTG			TRAVEL & EXPENSE
32		01-121-000-0000-6330		3.50	7 CANS POP FOR PTSD GROUP MTG			TRAVEL & EXPENSE
33		01-121-000-0000-6330		193.00	MILEAGE-CVSO ANNUAL CONF-NISSW			TRAVEL & EXPENSE
	19413	STONE/STEVE		368.44		8 Transactions		
	20358	TOTALFUNDS BY HASLER						
104		01-801-000-0000-6209		1,000.00	POSTAGE			POSTAGE
	20358	TOTALFUNDS BY HASLER		1,000.00		1 Transactions		
	21338	UNIVERSITY OF NORTH DAKOTA						
34		01-206-000-0000-6262		2,000.00	AUTOPSY - WW			OTHER SERVICES-CORONER
35		01-206-000-0000-6262		2,000.00	AUTOPSY - MB			OTHER SERVICES-CORONER
	21338	UNIVERSITY OF NORTH DAKOTA		4,000.00		2 Transactions		
	23075	WEINRICH/GRETCHEN						
163		01-271-000-0000-6330		14.58	REIMB FOOD FOR TRIAL			TRAVEL & EXPENSE
164		01-271-000-0000-6330		8.08	REIMB FOOD FOR TRIAL			TRAVEL & EXPENSE
	23075	WEINRICH/GRETCHEN		22.66		2 Transactions		
	23303	WEST GROUP PAYMENT CENTER						
6		01-016-000-0000-6242		870.01	AUGUST WEST LAW ACCESS		834629962	SUBSCRIPTIONS - LAW LIBRARY
7		01-091-000-0000-6240		511.00	AUGUST WEST LAW ACCESS		834644889	SUBSCRIPTIONS
5		01-016-000-0000-6242		260.87	AUGUST SUBSCRIPTIONS		834712182	SUBSCRIPTIONS - LAW LIBRARY
8		01-091-000-0000-6240		50.57	AUGUST SUBSCRIPTIONS		834720230	SUBSCRIPTIONS
	23303	WEST GROUP PAYMENT CENTER		1,692.45		4 Transactions		
1 Fund Total:				95,491.85	County Revenue		49 Vendors	162 Transactions

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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
72	6320 FIRST LAB 03-320-000-0000-6801		90.70	RANDOM DRUG SCREEN		MISCELLANEOUS EXPENSE
	6320 FIRST LAB		90.70	1 Transactions		
73	16067 PEMBERTON, SORLIE, RUFER & KERSHNEI 03-350-000-0000-6261		216.00	EMPLOYEE INVESTIGATION		CONSULTING & LEGAL SERVICES
	16067 PEMBERTON, SORLIE, RUFER & KERSHNEI		216.00	1 Transactions		
74	19327 STATE OF MN RISK MANAGEMENT 03-803-000-0000-6355		3,168.00	SHOP 500 PROP INSURANCE		INSURANCE - PROPERTY CASUALTY
	19327 STATE OF MN RISK MANAGEMENT		3,168.00	1 Transactions		
75	20308 THYGESON CONSTRUCTION 03-330-000-0000-6341		52,969.44	REGRAVELING		EQUIPMENT RENTAL
	20308 THYGESON CONSTRUCTION		52,969.44	1 Transactions		
3 Fund Total:			56,444.14	Road & Bridge	4 Vendors	4 Transactions

Pennington County Financial System



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32 Solid Waste Facility

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
12123 LES'S SANITATION SERVICE				
17 32-390-000-0000-6262		1,372.50		68X00368 OTHER SERVICES-SCORE ACCOUNT
12123 LES'S SANITATION SERVICE		1,372.50	1 Transactions	
32 Fund Total:		1,372.50	Solid Waste Facility	1 Vendors 1 Transactions
Final Total:		153,308.49	54 Vendors	167 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	95,491.85	County Revenue	
	3	56,444.14	Road & Bridge	
	32	1,372.50	Solid Waste Facility	
	All Funds	153,308.49	Total	Approved by,
			
			

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Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Pennington County Financial System



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1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5	8313 HALBASCH/CHRISTI 01-251-000-0000-6330		9.29	01251.6330	091316	TRAVEL & EXPENSE
	8313 HALBASCH/CHRISTI		9.29	1 Transactions		
3	99999997 MEUNIER/BRADY 01-251-000-0000-6330		12.50	TRANSPORT MEAL	091316	TRAVEL & EXPENSE
4	01-251-000-0000-6330		12.89	TRANSPORT MEAL	091316	TRAVEL & EXPENSE
	99999997 MEUNIER/BRADY		25.39	2 Transactions		
1 Fund Total:			34.68	County Revenue	2 Vendors	3 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 # On Behalf of Name</u>
1	6350 FLAAGAN/MIKE 03-320-000-0000-6330		11.26	MEAL-CNTY ENGINEER MTG-BEMIDJI	090816 TRAVEL & EXPENSE
	6350 FLAAGAN/MIKE		11.26	1 Transactions	
2	13330 STENNES/MIKE 03-330-000-0000-6330		8.54	MEAL-CNTY ENGINEER MTG-BEMIDJI	090816 TRAVEL & EXPENSE
	13330 STENNES/MIKE		8.54	1 Transactions	
3 Fund Total:			19.80	Road & Bridge	2 Vendors 2 Transactions
Final Total:			54.48	4 Vendors	5 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	34.68	County Revenue
	3	19.80	Road & Bridge
All Funds		54.48	Total

Approved by,

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