AGENDA

Pledge of Allegiance

6:00  Budget Meeting

County Auditor’s Items

(This agenda is subject to change)
Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Justice Center Board Room in Thief River Falls, MN, on Tuesday, November 26th, 2019 at 5:00 p.m. Members Present: Donald Jensen, Bruce Lawrence, Cody Hempel, Neil Peterson, and Darryl Tveitbakk. Absent: None.

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

Human Service Director Julie Sjostrand presented the Human Services Consent Agenda recommendation from the November 19th, 2019 Human Services Committee meeting. On a motion by Commissioner Hempel, seconded by Commissioner Jensen, the following recommendations of the Pennington County Human Service Committee for November 19th, 2019 are hereby adopted. Motion carried.

SECTION A

I. To approve the October 15, 2019 Human Service Committee Meeting minutes.

II. To approve the agency’s personnel action as presented.

III. A. To approve the CY 2020 Rural Transportation Collaborative access transportation service contract with Tri-Valley Opportunity Council, Inc. as presented.

B. To approve the CY 2020 purchase of Service Agreement with the Occupational Development Center as presented.

C. To approve the CY 2020 Supervised Visitation and Visitation Exchange Purchase of Service Agreement between the Violence Intervention Project and Pennington County Human Services, as presented.

D. To approve the CY 2920 Children’s Mental Health Screening State of Minnesota Department of Human Services County Grant Contract.

SECTION B

I. To approve payment of the Agency’s bills.
It was noted that as part of the personnel items Charles Lundgren was approved to fill the position of Fiscal Officer.

County Engineer Mike Flaagan reviewed an updated snow plowing policy and map. Moved by Commissioner Peterson, seconded by Commissioner Jensen, to approve the snow plowing policy as presented. Motion carried.

County Sheriff Ray Kuznia recommends Wyatt Olson to fill the full-time Dispatcher/Jailer position moving from a part-time position. Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk, to transfer Wyatt Olson from a part-time Dispatcher/Jailer position to a full-time Dispatcher/Jailer position effective November 27th, 2019. Motion carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Jensen, to hire Robert Ole Haugen to fill the part-time Dispatcher/Jailer position. Motion carried.

The County Board reviewed the updated Operating Procedures Manual for the Pennington County Transfer Station. Solid Waste Officer Bill Craig has updated the policy with the current information. Commissioner Jensen moved, seconded by Commissioner Peterson, to approve the updated Operating Procedures Manual for the Pennington County Transfer Station, Permit #SW-285. Motion carried.

The County Board then read the resignation letter from Laura Brickson as the Pennington County Representative on the Northwest Regional Library Board. Commissioner Tveitbakk moved, seconded by Commissioner Jensen, to appoint Rob Burkel as Pennington County’s Representative on the Northwest Regional Library Board filling the unexpired term of Laura Brickson. After discussion was held the motion was unanimously carried.

County Auditor-Treasurer Ken Olson reviewed the Cyber Security Insurance options from the Minnesota Counties Intergovernmental Trust. Moved by Commissioner Hempel, seconded by Commissioner Tveitbakk, to purchase the $250,000.00 Cyber Security Coverage from MCIT. Motion carried.

Moved by Commissioner Peterson, seconded by Commissioner Hempel, to reappoint Caron Alten and Lorna Peterson to two-year terms on the Inter-County Nursing Service Board effective January 1st, 2020. Motion carried.

Commissioner Jensen moved, seconded by Commissioner Peterson, to move Danielle Miller from the Motor Vehicle Deputy Registrar position to the Motor Vehicle Deputy Registrar/Prorate Assistant position effective December 2nd, 2019. Motion carried.

Moved by Commissioner Hempel, seconded by Commissioner Tveitbakk, to approve the purchase of three HP Business Desktop computers from ReadiTech for the Motor Vehicle Department. Motion carried.
Moved by Commissioner Peterson, seconded by Commissioner Jensen, to purchase an HP Probook Notebook for the County Extension Office from ReadiTech. Motion carried.

Moved by Commissioner Tveitbakk, seconded by Commissioner Peterson, to purchase an HPE Proliant DL 380 G10 2U rack server from ReadiTech. Motion carried.

Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk, to purchase a V7 42U rack mount cabinet enclosure from ReadiTech. Motion carried.

Commissioner Jensen moved, seconded by Commissioner Peterson, to approve issuance of a replacement warrant for lost warrant #187283 issued to Don’s Sewing & Vacuum on October 25, 2019 for $93.49 without issuance of an indemnifying bond. Motion carried.

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

BE IT RESOLVED, that Northern State Bank be designated as a depository of said funds of Pennington County for the term of two years from date of approval, November 26, 2019.

Commissioner Peterson moved, seconded by Commissioner Hempel, to approve the issuance of the following licenses for 2020. Motion carried.

- Thief River Falls Golf Club: On Sale Liquor & Sunday Sales
- Petro Pumper, Inc.: 3.2 Off Sale Liquor License
- Falls Stay & Play: 3.2 On Sale Liquor License
- Petro Pumper, Inc.: Cigarette & Tobacco License
- Kruse In of St. Hilaire: Cigarette & Tobacco License
- Kruse In of St. Hilaire: 3.2 Off Sale Liquor License

The County Board then discussed a question regarding public hunting on county property. The question was referred to the Minnesota Counties Intergovernmental Trust.

Moved by Commissioner Peterson, seconded by Commissioner Jensen, to approve the minutes of November 12th, 2019 as written. Motion carried.

Motioned by Commissioner Hempel, seconded by Commissioner Tveitbakk, to approve payment of the Human Services warrants totaling $244,321.60 and the following Commissioner warrants.

<table>
<thead>
<tr>
<th>WARRANTS</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Revenue</td>
<td>$30,158.18</td>
</tr>
<tr>
<td>Solid Waste Facility</td>
<td>$3,368.18</td>
</tr>
</tbody>
</table>

Per diems and meal reimbursements in the amount of $1,162.25 were also approved.
Commissioner Tveitbakk then discussed signage for the Pennington County Government Center (former Courthouse). Universal Screenprint provided a quote of $2374.00 for metal letters to be placed above the east entrance. Moved by Commissioner Hempel, seconded by Commissioner Jensen, to approve the proposal of Universal Screenprint for signage for the Pennington County Government Center. Motion carried.

The Building Committee will meet on December 3rd, 2019 at 9:00 a.m.

Motioned by Commissioner Hempel, seconded by Commissioner Jensen, to adjourn the Pennington County Board Meeting to Tuesday, December 3rd, 2019 at 5:00 p.m. Motion carried.

ATTEST:

Kenneth Olson, Auditor-Treasurer
Pennington County

Bruce Lawrence, Chairman
Board of Commissioners
MEMORANDUM OF COOPERATIVE AGREEMENT
THIEF RIVER PLANNING GROUP

This cooperative agreement (Agreement) is made and entered into by and between:
   The Counties of Marshall, Beltrami, and Pennington (Counties) by and through their respective County Board of Commissioners, and
   The Marshall, Beltrami County, and Pennington Soil and Water Conservation Districts (SWCDs), by and through their respective Soil and Water Conservation District Board of Supervisors, and
   The Red Lake Watershed District (RLWD), by and through its Board of Managers,
Collectively referred to as the “parties.”

WHEREAS, the Counties of this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law; and

WHEREAS, the Soil and Water Conservation Districts of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provided by law; and

WHEREAS, the Watershed District of this Agreement is a political subdivision of the State of Minnesota, with statutory authority to conserve the natural resources of the state by land use planning, flood control, and other conservation projects by using sound scientific principles for the protection of the public health and welfare and the provident use of the natural resources, pursuant to Minnesota Statutes Chapter 103B, 103D, 103E and as otherwise provided by law; and

WHEREAS, the parties to this Agreement have a common interest and statutory authority to prepare, adopt, and assure implementation of a comprehensive watershed management plan in the Thief River Watershed to conserve soil and water resources through the implementation of practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to preserve natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters; and

WHEREAS, with matters that relate to coordination of water management authorities pursuant to Minnesota Statutes Chapters 103B, 103C, and 103D and with public drainage systems pursuant to Minnesota Statutes Chapter 103E, this Agreement does not change the rights or obligations of the public drainage system authorities; and

WHEREAS, pursuant to Minnesota Statutes Section 103B.101 Subd. 14, the Board of Water and Soil Resources (BWSR) “may adopt resolutions, policies, or orders that allow a comprehensive plan, local water management plan, or watershed management plan, developed or amended, approved and adopted, according to chapter 103B, 103C, or 103D to serve as substitutes for one another or be replaced with a comprehensive watershed management plan,” also known as the “One Watershed, One Plan”; and

WHEREAS, the parties previously entered into a Memorandum of Agreement for the purpose of planning the One Watershed, One Plan for the Thief River Watershed, and the parties have now formed this Agreement for the specific goal of implementing the One Watershed, One Plan for the Thief River Watershed.
NOW, THEREFORE, the parties hereto agree as follows:

1. **Purpose:** The parties to this Agreement recognize that a guiding principle of One Watershed, One Plan is that “One Watershed, One Plan implementation will be accomplished through formal agreements among participating local governments on how to manage and operate the watershed.” The parties to this Agreement acknowledge “that the purpose of this principle is to provide assurances that decision-making spanning political boundaries is supported by an in-writing commitment from participants.” [The quoted sections are from *One Watershed One Plan Operating Procedures for Pilot Watersheds*, Page 13 BWSR June 25, 2014 document.]

The parties working together for the purpose of planning the One Watershed, One Plan for the Thief River Watershed (Attachment A), known collectively as the “Thief River Planning Group” under the Memorandum of Agreement, now establish, through this Agreement, the process for governance of the implementation of the plan as they continue to recognize the importance of partnerships to plan and implement, protection and restoration efforts for the Thief River Watershed. Parties signing this Agreement will continue to be collectively referred to as the “Thief River Planning Group” and are partnering together in the form of this Agreement pursuant of the cooperative authority contained in Minnesota Statutes Section 471.59.

This Agreement does not establish a joint powers entity but sets out the terms and provisions by which the parties “may jointly or cooperatively exercise any power common to the contracting parties or any similar powers, including those which are the same except for the territorial limits within which they may be exercised.” Minnesota Statutes Section 471.59. As is permitted under the joint exercise of powers statute, Minnesota Statutes Section 471.59, the parties agree that under this Agreement, and as agreed upon and directed by the Policy Committee, one or more of the parties may exercise any power common to them on behalf of the other participating units, such as they have done under the Memorandum of Agreement where the Red Lake Watershed District is the fiscal agent and provide the day-to-day administrative duties of the Thief River Planning Group.

2. **Term:** This Agreement is effective upon signature of all parties in consideration of the BWSR Participation Requirements for One Watershed, One Plan; and will remain in effect until canceled according to the provisions of this Agreement, unless earlier terminated by law.

3. **Adding Additional Parties:** A qualifying party within the Thief River Watershed that is responsible for water planning and resource management according to Minnesota State Statutes desiring to become a member of this Agreement shall indicate its intent by adoption of a governing board resolution that includes a request to the Policy Committee to join the Thief River Planning Workgroup, a representative appointed to the Policy Committee, and a statement that the qualifying party agrees to abide by the terms and conditions of this Agreement; including but not limited to the bylaws, policies, and procedures adopted by the Policy Committee.

4. **Procedure for Parties to Leave Membership of the Agreement:** A party desiring to leave the membership of this Agreement shall indicate its intent in writing to the Policy Committee in the form of an official board resolution. Notice must be made 180 days in advance of leaving the Red Lake River Planning Group. A party that leaves the membership of the Agreement remains obligated to complying with the terms of any grants the Thief River Planning Workgroup has at the time of the party’s notice to leave membership and is obligated until the grant has ended.
5. **General Provisions:**

   a. **Compliance with Laws/Standards:** The parties agree to abide by all Federal, State or local laws; statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement.

   b. **Indemnification:** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466 and other applicable laws govern liability of the parties. To the full extent permitted by law, actions by the parties, their respective officers, employees and agents, pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of each party that this Agreement does not create any liability or exposure of one party for the acts or omissions of any other party pursuant to Minnesota Statutes Section 471.59, Subd. 1a. (a). If a party is found responsible for any liability associated with the actions of the Group, said party agrees to indemnify and hold harmless any of the other non-liable parties of the Group for any defense costs and expenses associated with any such claim.

   c. **Employee Status:** The parties agree that the respective employees or agents of each party shall remain the employees or agents of each individual respective party.

   d. **Data Practices and Records Retention:** The parties agree that each respective party will be responsible for complying with the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13), and the Official Records Act (Minnesota Statutes Section 15.17) for the data collected, created, received, maintained, disseminated or stored by each respective party pursuant to the terms of this Agreement. The Group will designate a responsible data official to collect and comply with all data requests associated with grants awarded or projects undertaken by the Group.

   e. **Timeliness:** The parties agree to perform obligations under this Agreement in a timely manner and keep each other informed about any delays that may occur.

   f. **Termination:** The parties anticipate that this Agreement will remain in full force and effect until canceled by all parties, unless otherwise terminated in accordance with law or other provisions of this Agreement. The parties acknowledge their respective and applicable obligations, if any, under Minnesota Statutes Section 471.59, Subd. 5 after the purpose of the Agreement has been completed.

   g. **Distribution of Property:** At the time of termination, any property acquired as the result of such cooperative exercise of powers and any surplus monies remaining shall be divided pro-rata in proportion to the contributions of the several contracting parties. If no contributions have been made, the assets and surplus monies shall be divided equally among the parties.
6. **Structure:** To carry out the planning, development, implementation and governance of the Thief River One Watershed, One Plan, the parties agree to continue the structure established under the Memorandum of Agreement, which includes the Policy Committee, the Advisory Committee, and the Planning Group.

   a. **Policy Committee.** The parties agree that the Policy Committee established under the Memorandum of Agreement for the purpose of developing the One Watershed, One Plan shall continue to operate cooperatively, but not as a single entity, for the purpose of implementation of the Thief River Watershed plan. Membership on the Policy Committee shall remain as each party’s designated representative. That individual who serves as their respective party’s designated representative must be an elected or appointed member of that party’s governing board. The governing boards may choose alternates to serve on the Policy Committee from their boards as needed. The Policy Committee will meet quarterly or as needed.

      i. **Authority of Policy Committee Members:** Each representative on the Policy Committee shall have one vote, and shall have the authority to act on behalf of the party they represent in the following matters: grant applications for grants the Policy Committee has voted to apply for/request on behalf of the Thief River Planning Group; report review and approval, payments under Thief River Planning Group grant(s), the implementation of the plan, plan amendments, and the governance of the plan. The Policy Committee will follow the bylaws adopted by the Policy Committee and will have the power to modify the bylaws.

      ii. **Policy Committee Member Duties:** Each Policy Committee member will serve as a liaison to their respective governing boards and has the responsibility to inform their governing board on actions taken by the Policy Committee.

   b. **The Advisory Committee.** The parties agree that the Advisory Committee shall continue to provide technical support on the plan implementation to the Planning Workgroup and Policy Committee, including identification of priorities. The Advisory Committee will remain as consisting of the local Planning Workgroup, the state’s main water agencies, citizens, and other identified stakeholders. The Advisory Committee will meet quarterly or as needed.

   c. **The Planning Workgroup.** The parties agree that the Planning Workgroup shall continue and shall consist of the One Watershed One Plan Coordinator, fiscal agent, local water planners, and the WD Administrator for the purposes of logistical and day-to-day decision-making in the implementation process. The Planning Workgroup will meet quarterly or as needed.

7. **Implementation of the Plan.** The parties agree to adopt and begin implementation of the plan within 120 days of state approval and provide notice of plan adoption pursuant to Minnesota Statutes Chapter 103B and 103D.
8. **Fiscal Agent.** The Policy Committee shall appoint annually one of the parties to the Agreement to be the Fiscal Agent for the Thief River One Watershed One Plan. The Fiscal Agent agrees to:

   a. Accept all fiscal responsibilities associated with grant agreements applied for and received by the Thief River Planning Group.

   b. Perform financial transactions as part of contract implementation.

   c. Pursuant to Minnesota Statutes Section 471.59, Subd. 3, provide for strict accountability of all funds and report of all receipts and disbursements and annually provide a full and complete audit report.

   d. Provide the Policy Committee and the Planning Workgroup with such records as are necessary to describe the financial condition of the grant agreements the Policy Committee oversees.

   e. Responsible for fiscal records retention consistent with the Fiscal Agent’s records retention schedule until termination of this Agreement. At that time, the fiscal records will be turned over to the One Watershed One Plan Coordinator.

9. **One Watershed One Plan Coordinator.** The Policy Committee shall appoint annually a “One Watershed One Plan Coordinator” to handle the administrative work of the Thief River One Watershed One Plan. “In the circumstance that the One Watershed One Plan Coordinator position is vacated, the Policy Committee shall appoint one of the parties to the Agreement to fill this role until the position is re-filled.” The party that is the One Watershed One Plan Coordinator handling the administration agrees to provide the following to the Thief River Planning Group for the purposes of this Agreement:

   a. Handle administrative responsibilities associated with the implementation of the Thief River One Watershed One Plan and any subsequent grant(s), if any, the Thief River Planning Group applies for and receives to implement the watershed-based plan.

   b. Be the contact for the Thief River One Watershed One Plan and grant agreements, if any, the Thief River Planning Group applies for/requests and receives.

   c. Be responsible for the BWSR and other grant reporting requirements.

   d. Assist the Policy Committee and the Planning Workgroup with the administrative details to oversee implementation of the watershed-based plan.

   e. Maintain the Thief River One Watershed One Plan webpage

   f. Perform other duties to keep the Policy Committee, the Advisory Committee, and the Planning Workgroup informed about the implementation of the watershed-based plan.
10. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

   Marshall County  
   County Auditor  
   208 E. Colvin Avenue  
   Warren, MN 56762  
   Telephone: (218) 745-4851  
   
   Marshall SWCD  
   District Manager  
   105 S. Division St. #6  
   Warren, MN 56762  
   Telephone: (218) 745-5010  

   Pennington County  
   County Auditor  
   101 Main Ave. North  
   Thief River Falls, MN 56701  
   Telephone: (218) 683-7000  
   
   Pennington SWCD  
   District Manager  
   201 Sherwood Ave. S  
   Thief River Falls, MN 55965  
   Telephone: (218) 683-7075  

   Beltrami County  
   County Administrator  
   701 Minnesota Ave. NW, Ste. 200  
   Bemidji, MN 56601  
   Telephone: (218) 745-5010  

   Beltrami SWCD  
   District Manager  
   701 Minnesota Ave NW, Ste. 113  
   Bemidji, MN 56601  
   Telephone: (218) 333-4158  

   Red Lake Watershed District  
   District Administrator  
   1000 Pennington Ave. South  
   Thief River Falls, MN 56701  
   Telephone: (218) 333-8478  

11. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.
IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

Partner: Marshall County

APPROVED:

BY:  

______________________________________________  
Board Chair  Date

BY:  

______________________________________________  
Auditor  Date

APPROVED AS TO EXECUTION

BY:  

______________________________________________  
County Attorney  Date
IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

Partner: Beltrami County

APPROVED:

BY: ____________________________________________
    Board Chair                        Date

BY: ____________________________________________
    Auditor                            Date

APPROVED AS TO EXECUTION

BY: ____________________________________________
    County Attorney                    Date
IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

Partner: Pennington County

APPROVED:

BY: ________________________________________
    Board Chair                                Date

BY: ________________________________________
    Auditor                                   Date

APPROVED AS TO EXECUTION

BY: ________________________________________
    County Attorney                           Date
IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

Partner: Pennington SWCD

APPROVED:

BY: ________________________________
    Board Chair                      Date

BY: ________________________________
    District Manager                 Date

APPROVED AS TO EXECUTION

BY: ________________________________
    County Attorney                 Date
IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

Partner: Marshall SWCD

APPROVED:

BY: 

______________________________________________

Board Chair 

Date 

BY: 

______________________________________________

District Manager 

Date 

APPROVED AS TO EXECUTION

BY: 

______________________________________________

County Attorney 

Date
IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

Partner: Beltrami SWCD

APPROVED:

BY:  
______________________________________________
Board Chair  Date

BY:  
______________________________________________
District Manager  Date

APPROVED AS TO EXECUTION

BY:  
______________________________________________
County Attorney  Date
IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

Partner: Red Lake Watershed District

APPROVED:

BY: __________________________________________
    Board Chair                          Date

BY: __________________________________________
    District Administrator                Date

APPROVED AS TO EXECUTION

BY: __________________________________________
    County Attorney                        Date
1.0 BACKGROUND INFORMATION

1.1 General Site Location

1.2 Site History

1.3 Land Use Information

2.0 FACILITY INFORMATION

2.1 Access, Traffic and Site Security

2.2 Personnel

2.3 Acceptable Wastes and Expected Quantities

2.4 Unacceptable Wastes

2.5 Facility Equipment

2.6 Frequency and Method of Waste Removal

3.0 OPERATIONS AND MAINTENANCE PLAN

3.1 Purpose and Scope

3.2 Facility Safety

3.3 Vector Control

3.4 Record Keeping

3.5 Reporting

3.6 Personnel Training

3.7 Litter Control

3.8 Emergency Procedures

3.9 Contingency Plan
1.0 BACKGROUND INFORMATION

1.1 General Site Location

The Pennington County Transfer Station is located on a 13 acre site owned by Pennington County. The site is on the south side of the city limits in Section 5 of Rocksby Township, Township 153N, Range 43W, at 1345 Barzan Avenue, Thief River Falls, Minnesota.

1.2 Site History

In 1985, the facility was permitted as a refuse derived fuel (RTDF) processing facility with the capability of processing 10,000 tons of MSW per year. The facility, consisting of the RDF processing building and an RDF pellet storage building, was constructed and owned by Pennington County, but was operated by Future Fuels, a privately owned company. A composting hangar was added to the facility in 1991, and the permit was modified to include this new waste activity.

In 1994, after several years of financial difficulties, Pennington County entered into a new waste management contract with Solid Waste Integrated Systems Corporation, forming a joint private/public solid waste management venture. The new company, Swispennco, constructed a new RDF processing building across Barzan Avenue from the old facility, and began operations in 1995. The operations included separating out recyclable materials, processing burnable MSW into RDF fuel pellets, composting the compostable fraction of the waste, and utilizing the facility as a transfer station for the remaining portion of the waste stream.

On July 3, 2003, Pennington County acquired ownership of the RDF processing part of the facility through tax forfeiture proceedings. The county will discontinue the composting operation at the facility on July 1, 2004, and will re-permit the processing building at 1345 Barzan Avenue as a transfer station and recycling center. The buildings on the east side of Barzan Avenue will either be utilized for county purposes, or sold to the private industry. Composting and RDF processing will no longer occur at this facility.

Currently MSW is brought to the Transfer Station from Pennington County where it is consolidated and hauled to a lined, permitted landfill. The Transfer Station also has designated areas where residents may deposit white goods, tires, demolition debris, scrap metal, waste oil and filters, household hazardous materials, batteries, fluorescent
tubes and recyclables.

1.3 Land Use Information

The Transfer Station property and surrounding land is zoned agricultural, industrial with a few residential parcels. The city is expanding its industrial use of this area.

2.0 FACILITY INFORMATION

2.1 Access, Traffic and Site Security

The Pennington County Transfer Station is easily accessible from State Highway 32 and Barzan Avenue. All roads are in good condition and maintained on a regular basis.

Vehicles utilizing the site include packer trucks, roll-off trucks, tandem axle trucks, pick up trucks and automobiles. There is often more than one vehicle at the Transfer Station at any given time. However, there is usually only one packer truck at the site at a time, the other vehicles being private citizens in cars or pick-ups or the county contracted semi-truck which hauls MSW to the landfill.

The facility has both concrete, asphalt and gravel road surfaces. The entire ten acres is enclosed by a security fence. The majority of the space enclosed by the security fence is gravel with the remaining area within the fence being grass which is routinely mowed.

Access to the Transfer Station is controlled by the Transfer Station Operator or staff during business hours. The Operator either inspects or acknowledges all loads which enter the facility.

Security control to the Transfer Station is provided by the earlier referenced fencing and locked overhead doors. The overhead doors and gate will be locked when an attendant is not on duty. Furthermore, signage directs customers to check with staff before unloading.

At this time, the Transfer Station is open to the public for disposal: Monday 8:00 a.m. - 4:00 p.m. Monday through Friday. A permanent sign indicated disposal hours and permit number of the site are posted. The hours may be extended for special circumstances if necessary, such as the City of Thief River Falls clean-up week when the Transfer Station is open on Saturday.

2.2 Personnel
On site personnel are employees of a private firm that has been contracted to manage the facility (Contract is Appendix A). These employees include the Transfer Station Operator and several facility operator. Facility staff operates the scale, inspect loads, sort recyclable materials and consolidate and load semi-trailers for shipment to the landfill.

The Transfer Station Operator is responsible to visually inspect waste being brought to the Transfer Station and to insure waste types and quantities are recorded. The Operator and/or office staff will insure the appropriate fees are collected. The Operator will direct vehicles to the disposal area and instruct users where to dump.

Scavenging of waste will not be permitted at the Transfer Station by the general public. Access to and movement while using the Transfer Station facilities will be restricted to prevent injury and to avoid interferences with handling and disposal operations.

2.3 Acceptable Wastes and Expected Quantities

The Transfer Station is currently permitted to accept 50 tons of MSW per day. All MSW is then transferred to either the Mar-Kit Sanitary Landfill, or to another lined, permitted landfill. Other wastes such as tires, white goods, batteries, waste oil and oil filters, household hazardous waste, agricultural pesticide wastes, fluorescent tubes, scrap iron, yard wastes and any other special waste brought to the site will be stored for recycling or transported to a permitted disposal site. Any incoming loads containing special wastes are directed to the appropriate disposal area at the Transfer Station or another appropriate disposal facility.

Construction waste delivered to the facility is handled as by-pass waste and taken to the Omega Demolition Landfill.

2.4 Unacceptable Wastes

The following is a listing of wastes that are not accepted at the facility. These include:

- Hazardous wastes or wastes that have not been evaluated to determine if they are hazardous;
- Sewage sludge or septic tank pumpings;
- Infectious wastes;
Waste oil;
Radioactive wastes;
Wastes containing free liquids or free liquids (unless they are treated)
Asbestos;
Wastes containing PCBs at concentrations greater than 50 mg/kg;
Rendering and slaughter house wastes unless special arrangements are made;
Wastes that could spontaneously combust or that could ignite other wastes because of high temperature;
Foundry sand;
Ash from incinerators, resource recovery facilities, and power plants;
Paint residues, paint filters, and paint dust from industrial sources;
Sludges;
Fiberglass, urethane, polyurethane, and epoxy resin waste from industrial sources unless special arrangements are made;
Spent activated carbon filters;
Wastes from spills of nonhazardous waste, i.e., absorbent pads or soil, will not be accepted at the facility.

If an attempt is made to dispose of an acutely hazardous waste at the facility, facility management will notify County personnel. County personnel will, in turn, notify MPCA to assure proper disposal.

If management practices are changed such that any of the above materials are accepted at the facility (other than those identified and described in this plan), the Industrial Solid Waste Management Plan for the Pennington County Facility will be amended accordingly. An
amendment to the plan will be submitted to the MPCA for review and approval.

2.5 Facility Equipment

The Pennington County Transfer Station has a commercial drive-on subgrade scale on the south side of the building. The scale is maintained and certified in accordance with standards set by the Minnesota Department of Weights and measures.

The Transfer Station owns a 2001 Volvo L90D front end loader which is used to load the semi-trailer with wastes, move roll-off containers in and out of the building, plow snow and move white goods to the storage site. In the event the Transfer Station loader is unavailable, the Facility has access to County Highway Department equipment or leased equipment from a local dealer.

2.6 Frequency and Method of Waste Removal

Pennington County has a contract with the Facility Operator to remove MSW and demolition materials from the Transfer Station for transport to the appropriate disposal facility. The current contract also covers the occasional hauling of special waste and recyclable materials, such as appliances during the annual appliance clean-up week.

The frequency of waste removal is dependant upon the quantities entering the facility. The Transfer Station Operator is in constant communication with the contract haulers to discuss quantities for removal. As many as three loads a day and as few as one are hauled from the Transfer Station daily during business hours.

The waste material is deposited on the tipping floor either by packer truck, by individual residents tossing or pushing the material in with the loader. The loader is used in all instances to compact the waste material. When the trailer is full, it is tarped and either pulled out of the building into the fenced-in area for short-term storage or hauled directly to the landfill. Rarely is a full trailer at the facility for more than four hours.

3.0 OPERATIONS AND MAINTENANCE PLAN

3.1 Purpose and Scope

This section describes the operational procedures and administrative controls for continued use of the facility in an efficient, safe and environmentally acceptable manner.
3.2 Facility Safety

The facility strives to maintain a safe work environment for customers and employees. Any emergency is communicated to the Environmental Services Department office which then summons the appropriate authorities. Emergency procedures at the site are described in the attached emergency procedures manual.

3.3 Vector Control

Flies, other insects, rodents and other vermin are not a problem at the Transfer Station, The County has a contract with a pest control firm that regularly visits the facility to spray for flies or set traps for rodents. These preventative measures have proven successful.

3.4 Record Keeping

The Transfer Station Operator will keep records of the waste amounts received at the Transfer Station. Records will include the weight and type of waste received for each day and any special management techniques used. The Pennington County Environmental Services Department office will serve as the official repository for all updated plans and reports which have been prepared for the facility in response to regulatory requirements. Records will be maintained for a minimum of 5 to 7 years or whatever state record keeping requirements dictate.

3.5 Reporting

An annual report of the Pennington County Transfer Station will be submitted to the MPCA Commissioner for the preceding calendar year. The annual report will detail the activities of the previous year.

3.6 Personnel Training

The Transfer Station Operator is and will be a certified Landfill Operator (or Certified Transfer Station Operator when state requirements are finalized). The Facility Operator will see that the Facility maintains the appropriate licensure through update training as necessary.

All employee training records will be maintained at the Transfer Station office.

3.7 Litter Control

Fences have been built to control litter leaving the site and a work crew regularly picks the site for wind blown debris. The idea of a site user surcharge for improperly tarped or
protected waste loads may be implemented with County Board approval in an effort to reduce or minimize the occurrence of litter on haul roads to the site.

3.8 Emergency Procedures

The Emergency Procedures Manual is intended to serve as a guide for facility personnel in the event of an emergency. (see Emergency Procedures Manual) The objective of formalized emergency response procedures is to limit the effect on human health and the environment in the event of a storm, fire, explosion, accident or personal injury to Transfer Station employees or members of the public using the facility.

The Transfer Station is equipped with telephones and two-way radios. The building is equipped with fire control equipment at multiple locations, all tested on a regular basis to ensure proper functioning.

The Pennington County Sheriff Department or Thief River Falls Police will respond to police calls. In the event of a medical emergency, the nearest hospital is the Sandford Medical Center in Thief River Falls, approximately three-quarters of a mile from the Transfer Station. The Transfer Station office is equipped with a first aid kit for minor medical treatment.

The basic emergencies that might occur would be: 1.) physical injury, 2.) fire/explosion relating to waste materials.

The recommend sequences of events in dealing with a medical emergency are as follows:

1.) Discovery of injury
2.) Emergency first aid at site
3.) Notification of authorities (911)
4.) Notification of Pennington County Solid Waste Administrator
5.) Notify MPCA Regional office
6.) Written report of accident and circumstances

The recommended sequences of events dealing with a fire are as follows:

1.) Discovery of event

2.) Account of all site personnel, and have them move to safety, if a medical emergency is associated with the event, see items 2 and 3 above.
3.) Extinguish fire or mitigate hazard

4.) Notification of Thief River Falls Fire Department

5.) Notification of Pennington County Solid Waste Administrator.

6.) Notify MPCA Regional office.

7.) Written report of event and corrective efforts.

After completion of the emergency actions, this emergency procedures plan will be evaluated to assess the adequacy. Changes to the plan will be made as appropriate.

3.9 Contingency Plan

If the Transfer Station were to be destroyed by any number of disasters (fire, flood, tornado, terrorist attack, etc.) the waste could be hauled directly to the landfill by the hauler. If necessary, a temporary transfer station would be located and operated with the oversight and cooperation of the MPCA.

If hazardous material was discovered in a load, the load would be segregated and removed from the building if necessary. If possible the waste would be identified and the appropriate hazardous chemical professionals would be called to the facility to suggest a safe handling and disposal method.

If the front-end loader breaks down, suitable equipment can be rented from either the County Highway Department or the local heavy equipment dealer. These alternatives are used regularly during routine maintenance of the loader.
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2.2 General Emergencies (Personal Injury, Fire, Explosion)

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3.4 Misc. Emergency Equipment and Phone Numbers

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5.9 Power Failure

5.10 Close Facility if Conditions are Unsafe

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6.1 Notification Following Pollutant Release

6.2 Reporting Follow-up Actions
1.0 INTRODUCTION

1.1 Purpose. Scope and Regulatory Requirements

This Emergency Procedures Manual (Manual) provides emergency response guidance to site personnel at the Pennington County Transfer Station in accordance with the Minnesota State Pollution Control Agency Solid Waste Management Rules (7035.2595).

This manual includes:

- A list of emergency telephone numbers;
- A list of on-site equipment; and
- Facility specific emergency procedures.

This manual must be kept at the Transfer Station office for use by facility personnel in times of an emergency.

Arrangements have been made with local authorities for emergencies. Prior agreements have been made with local police and fire departments for services that may be needed in an emergency.

1.2 Relationship to Contingency Action Plan

The Emergency Procedures Manual provides initial response guidance to site operators following an emergency. The Manual provides systematic procedures for providing extended care to remedial action following emergencies. For example, if a fire occurs, the Manual provides guidance in summoning help, containing the fire, and providing for the safety of others.

2.0 EMERGENCY TELEPHONE NUMBERS

2.1 The following information should be provided, as appropriate, when calling for emergency assistance:

<table>
<thead>
<tr>
<th>Site Information</th>
<th>Telephone Numbers</th>
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<tr>
<td>Name: Pennington County Transfer Station</td>
<td>(218) 201-1686</td>
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<tr>
<td>Location: 1345 Barzan Ave. Thief River Falls</td>
<td></td>
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<tr>
<td>Pennington Co. Solid Waste Administrator:</td>
<td></td>
</tr>
<tr>
<td>Bill Craig</td>
<td></td>
</tr>
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</table>
Pennington Co. T.S. Operator:
Jerry Skjerven (218) 791-0955

2.2 General Emergencies (Personal Injury, Fire, Explosion, etc.)

- Transfer Station Office 218-6817312
- Fire Department/Emergency Squad 911 or 681-3943
  Ambulance 911 or 681-7072
- Police 911 or 681-6161
- Pennington County Sheriff 911 or 681-6161
- Minnesota State Patrol 911 or 681-0942
- Poison Control Center 800-222-1222
- Hospitals/Clinics
  Sanford TRF Medical Center
  3001 Sanford Parkway 218-681-4240
- Minnesota Incident Response Hotline 800-422-0798

- Hazard Hotline
- MSDS Information 800-228-5635
- NWMNHHW 800-637-2090

2.3 Accidental Pollutant Release

- Minnesota Pollution Control Agency (MPCA)
  (Must be notified in writing within 48 hours of a pollutant release)
- Emergency line for spills (24 hours) 800-422-0798

MINNESOTA DUTY OFFICER 800-657-3864

Minnesota Pollution Control Agency
• MAIN OFFICE, St. Paul. MN 651-296-6300
• REGIONAL OFFICE, Detroit Lakes. MN 218-847-1519

Minnesota Dept. of Public Safety
Division of Emergency Management 800-422-0798

National Response Center
Washington D.C., for information only 800-424-8802

2.4 Utilities
Gopher State One Call 800-252-1166
Centurylink Telephone Co. 800-201-4099
Business Phone Repairs 800-954-1211
Buried Cable Location 800-252-1166
City of Thief River Falls Power & Utilities 218-681-5566
800-954-1211 800-252-1166 218-681-5566

2.5 Site Facility Owners
• Pennington County 218-683-7030
  Bill Craig, Pennington County Environmental Services Admin.
  101 Main Ave N,
  Thief River Falls, MN 56716

2.6 Miscellaneous County. State and Federal Agencies

Department of Transportation (Crookston) 218-281-3503

Minnesota Department of Natural Resources (D.L.) 218-847-1580

3.0 ON-SITE EMERGENCY EQUIPMENT
3.1 First Aid Kits

One first aid kit is located on site in:
Main Office

The large office first aid kit is restocked on an as-needed basis.

3.2 Fire Extinguisher

Multi-purpose fire extinguishers are located on-site, at the following locations:
- office area
- by overhead door into tipping room
- south door in tipping room
- exit door in boiler room
- west wall by baler
- West walk out door
* north walk out door
- east walk out door
  north exit door in break room

3 phones are located on-site. Emergency phone numbers will be posted near each

3.4 Miscellaneous Emergency Equipment and Phone Numbers

Eyewash Stations are located on-site in:
- main office
- door by electrical room

Front End Loader - located in T.S. garage

Telephone Repairs – Centurylink 800-954-1211
Heating - Brodin Sheet Metal 218-681-4433
After hours 218-681-4828

Thief River Falls Water Dept. 681-5816 (office)
681-3809 (plant)

Overhead Doors - Overhead Door Co. 800-555-7012
Electrical – Falls Electric 681-0073
Fire Panel - Nova. Fargo ND 701-282-0268
Building - Ram Builders 681-4324
Recycling - Bill Craig 681-7030
Bill Craig. Pennington Co. Coordinator 201-1686 (home)

3.5 Emer Power

Not available on-site

3.6 Transportation

Two pickups are available to transport accident victims to area hospitals in the case of an emergency.

4.1 Facility Coordinators

Site operator is the Transfer Station Operator responsible for implementing the emergency response procedures, summoning emergency assistance, and notify and coordinating with the Pennington County Environmental Services Administrator.

Transfer Station operators are responsible for making all site personnel aware of:
- locations and use of on-site emergency equipment
- location and contents of this Emergency Procedures Manual

The Transfer Station Operator will ensure that site personnel have an understanding of the site, its facilities and general operations, so that they may effectively inform emergency crews and assist in identifying and locating the source(s) of problems.

4.2 Prior Arrangements with Local Law Enforcement and Fire Authorities/Fire Control Contacts Pennington County has contacted police and fire departments who will respond to Transfer Station emergencies:
- The Pennington County Sheriff
- The Thief River Falls Fire Department
5.0 EMERGENCY PROCEDURES AND RESPONSE

5.1 Response Framework

When an emergency occurs, generally five actions are required during the response:

RECOGNIZE THE EMERGENCY including the situation, the players involved, and the characteristics which determine type and degree of hazard.

EVALUATE THE RISK to public health and the environment.

CONTROL OR LIMIT THE EMERGENCY by using methods to eliminate or reduce the impact of the incident.

PROVIDE INFORMATION to police, fire, and other responders about conditions or circumstances particular to an incident.

TAKE SAFETY PRECAUTIONS for human life, the environment, and lastly equipment and property.

5.2 Fire

RECOGNIZE AND EVALUATE THE EMERGENCY:

1. Smoke, flame or smell indicate a fire potential
2. Attempt to extinguish the fire only if:
   • The fire is small (flames less than 2 feet high and extends only over a limited area)
   • There is an easy access to at least one exit;
   • The fire is far away from large fuel sources such as oil or refuse;
   • The fire is far away from explosive sources such as gas pipes, or vents
   • The fire is near an available fire extinguisher and
   The fire extinguisher can be appropriately used for the type of fire. There are four classes of fires:
   CLASS A: Example fuels - paper, wood, and rubber.
   CLASS B: Example fuels - flammable liquids such as gasoline, diesel or waste oil.
   CLASS C: Example heat source – Electricity
   CLASS D: Example fuels- combustible metals arriving as shavings, dust or fine chips, graphite powder serving as an inerting agent should be used, it is generally dispensed by hand.

All four classifications of fire are possible at the transfer station; however, very high temperatures are required for most Class D fuels to combust. All purpose fire extinguisher for fire Classes A, B, and C are available on-site:

PROVIDE INITIAL INFORMATION TO RESPONDERS: . Call 911:
a. Tell them you are reporting a fire. From there, the call will be transferred to the fire dispatcher.
b. Give them the following information:
   • Facility Name: Pennington County Transfer Station
   • Location: 1345 Barzan Ave.
c. Describe the type, class (if possible), location on-site and size of fire. (EXAMPLE: Paper, plastic and other residential refuse is burning in a container. Flames are 2 to 3 feet high).
d. Do not hang up the telephone unless told to do so.

2. Contact the Solid Waste Administrator Bill Craig: (218) 683-7030

TAKE SAFETY PRECAUTIONS:
1. Account for and evacuate all users and site personnel from the vicinity of the fire in an orderly and calm fashion. 2. Provide first aid to any victims.

CONTROL OR LIMIT THE EMERGENCY:

1. If possible, and if safety allows: make an attempt to isolate, contain and prevent the spread of fire using berms and trenches. In general, if the fire is 2 feet high or lower, try to extinguish it. If it is higher, isolate the area and wait for help.
2. A fire can sustain itself as long as fuel, oxygen, and heat are present. If safety allows, one of these elements should be eliminated.
3. If necessary and if safety allows, move equipment to a safe location.

Note that under Minnesota rules, all liquids that come in contact with the waste during an emergency response action must be contained, recovered and treated.

5.3 Explosion

PROVIDE INFORMATION TO RESPONDERS:

1. Immediately call 911:

   a. Tell them you are reporting an emergency and fire. From there, the call will be transferred to the fire dispatcher.
b. Give them the following information:
   • Facility Name: Pennington County Transfer Station
   • Location: 1345 Barzan Ave.
c. Describe the location of the explosion/fire.
d. Do not hang up the telephone unless told to do so.

TAKE SAFETY PRECAUTIONS:

1. Account for and evacuate all users and site personnel from the vicinity of the fire in an orderly and calm fashion.
2. Provide first aid to any victims.

GENERALLY, DON'T ATTEMPT TO CONTROL THE EMERGENCY:
1. As a general rule, stay completely away from an explosive fire since the fire following an explosion may result in another explosion.

5.4 Accidental Releases of Liquids, such as Petroleum Products, Solvents, etc

RECOGNIZE AND EVALUATE THE EMERGENCY:

1. Determine amount of liquid, type of liquid, its characteristics (e.g., is it flammable?), and source of the spill.
2. Call the Minnesota Duty Officer (800-657-3864) and describe the spill and its location.
3. If possible, identify the spilled waste so as to improve the degree of safety and effectiveness of cleanup. Take proper precautions to avoid a dangerous, life-threatening or environmentally damaging situation.

TAKE SAFETY PRECAUTIONS:

1. Provide first aid to any victims
2. Call 911 if emergency assistance is required and provide the following information:

a. Tell them you are reporting a spill/exposure to potentially hazardous liquid.

b. Your call may be routed to another person. tell them:
   • Facility Name: Pennington County Transfer Station
   • Location: 1345 Barzan Ave.

c. Describe the exact location of the spill, number of persons, etc.

d. Do not hang up the telephone unless you are told to do so.

CONTROL OR LIMIT THE EMERGENCY:
I. Turn off the source, if applicable (e.g., cap or plug pipe lines, close valves, repair dikes) and CALL
2. Action must be performed by personnel appropriately trained to handle the spilled material.

Contain/prevent the liquid from spreading within the soils, and into the air and ground water using the following procedures:

• All Liquids:
  Use BERMS OR SANDBAGS TO PREVENT SUPERFICIAL SPREADING of the liquid.
  REMOVE CONTAMINATED SOILS to an approved location for treatment and disposal.

• Volatile liquids:
  Also cover with soil

5.5 Traffic Accident

TAKE SAFETY PRECAUTIONS:

1. Provide first aid to any victims.

2. Call 911 and provide them the following information:

a. Tell them you are reporting a traffic accident.
b. From there you may be routed to another person. Tell them:
   • Facility Name: Pennington County Transfer Station
   • Location: 1345 Barzan Ave.

c. Answer questions as completely as possible.

d. Follow all instructions carefully.

e. Do not hang up the telephone unless told to do so.

3. Isolate the area from other site users and nonessential personnel by directing traffic around the accident location or temporally closing the site to any incoming traffic.

PROVIDE INFORMATION:

i. Direct any emergency personnel to the proper location when they arrive. CONTROL OR LIMIT THE EMERGENCY:

   1. If necessary, and if safety allows, clear debris to allow continued access to the site.

5.6 Medical Emergency

TAKE SAFETY PRECAUTIONS:

1. Provide first aid to victim(s).

2. Isolate the area from other site users and nonessential personnel.

3. Call 911 and provide the following information:

   a. The nature of the medical emergency

   b. From there, your call may be routed to another person. Tell them:

      Facility Name: Pennington County Transfer Station
      Location: 1345 Barzan Ave

   c. Answer any questions as completely as possible.

   d. Follow all instructions carefully.

   e. Do not hang up the telephone unless told to do so.

PROVIDE INFORMATION:

   1. Direct the emergency personnel to the proper location when they arrive.

   2. FOLLOW NOTIFICATION PROCEDURES. (SEE 6.0)
5.7 Unlawful Behavior, Robbery, and Vandalism

PROVIDE INFORMATION:

1. Call 911 and ask for the police
2. Explain the circumstances and wait for instructions

5.8 Tornado

CONTROL OR LIMIT THE EMERGENCY

1. Prepare to respond to high winds and rains, if a storm seems imminent.

EVALUATE THE EMERGENCY:

1. Consult the Weather Service (1-701-235-2600) or listen to the radio:
   • Tornado Watch - Conditions are right for a tornado.
   • Tornado Warning - A tornado has been spotted.

TAKE SAFETY PRECAUTIONS:

1. Stay low:
   • In a ditch.
   • Away from overhead electrical wires, power poles, trees, and loose objects
2. Account for all persons known to have been on-site. Refer to medical emergencies, if necessary.

5.9 Power Failure

EVALUATE THE EMERGENCY:

1. Determine if there is another emergency and respond appropriately

PROVIDE INFORMATION:

1. Power may return on its own; otherwise, call the City of Thief River Falls Power and
Utilities (218) 681-5566 and notify repair personnel of the power failure.

5.10 Close Facility if Conditions are Unsafe

The Facility Operator and the County Solid Waste Administrator must decide whether or not to temporarily close the facility while making necessary repairs. If the Pennington County Transfer Station must be closed down for any reason, a sign must be posted at the facility directing users to an alternate waste disposal facility.

6.0 NOTIFICATION AND FOLLOW-UP ACTIONS

6.1 Notification Following Pollutant Release In the event of an accidental pollutant release these two agencies must be notified.

- The MPCA:
  - Minnesota Duty Officer 1-800-422-0798
  - Solid Waste Enforcement, Detroit Lakes Office (218) 846-8109

By law, the MPCA Commissioner must be informed in writing of all releases, explosions, or fires within 48 hours of the incident. If needed, the MPCA will provide immediate response guidance to the caller. The IV State Duty Officers function is to notify all required agencies of the release.

6.2 Reporting and Follow-up Actions

Within two weeks following an emergency, Pennington County will submit to the MPCA Commissioner a written report describing the emergency and the procedures followed to minimize potential hazards to human health and the environment.

After the emergency procedures have been completed, the County will refer to the contingency Action Plan to determine the necessary follow-up actions. The County will also assess the adequacy of this Emergency Procedures Manual and appropriate changes to correct any inadequacies.
Jennifer
12/3/19   2:00PM

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
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### COMMISSIONER'S VOUCHERS ENTRIES

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Copyright 2010-2019 Integrated Financial Systems
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*Copyright 2010-2019 Integrated Financial Systems*
## COMMISSIONER'S VOUCHERS ENTRIES

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Jennifer
12/3/19 2:00PM

Pennington County Financial System
Audit List for Board  COMMISSIONER'S VOUCHERS ENTRIES
Page 6

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133.97 UNIFORM ALLOWANCE REIMBURSE UNIFORMS N

20307 TVEITBAKK/DARRYL
130 01-003-000-0000-6631
12.99 BOARD ROOM SOFTWARE 100998746 FURNITURE & EQUIPMENT N

21332 ULINE
21332 ULINE
355.42 CHAIR MAT/UTILITY CART 113579853 JANITORIAL SUPPLIES - JAIL N
355.42

999999997 WELLMAN/TANNER
110 01-251-000-0000-6420
230.00 UNIFORM ALLOWANCE REIMBURSE JAILER UNIFORMS N
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County Revenue
1 Fund Total: 198,379.51
36 Vendors
96 Transactions
Pennington County Financial System

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Copyright 2010-2019 Integrated Financial Systems
### Commissioner's Vouchers Entries

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<th>Vendor Name/Formula</th>
<th>Account/Formula</th>
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*Copyright 2010-2019 Integrated Financial Systems*
### COMMISSIONER'S VOUCHERS ENTRIES

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**Audit List for Board**

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**Transactions**

- 17002: 3 Fund Total: 283,403.10
- 178.81

**2:00PM 12/3/19**

**Final Total:**

- 283,403.10
- 52 Vendors
- 130 Transactions

**Pennington County Financial System**

**DRAFT**
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Approved by,  

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DRAFT
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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
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<th>Vendor No.</th>
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Final Total: 513.24

County Revenue 3 Vendors 8 Transactions
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Approved by, .................................

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