

**PENNINGTON COUNTY  
BOARD OF COMMISSIONER'S MEETING  
JUSTICE CENTER - COUNTY BOARD ROOM  
TUESDAY, NOVEMBER 26<sup>TH</sup>, 2019, 5:00 P.M.**

**AGENDA**

Pledge of Allegiance

5:00 Julie Sjostrand – Human Services Director  
- Consent Agenda

5:05 Mike Flaagan – County Engineer

5:20 Ray Kuznia – County Sheriff

County Auditor's Items

- NW Regional Library Board  
resignation/appointment
- Cyber Security Insurance
- DMV Prorate Assistant
- Wetland at Airport

**(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 November 19, 2019 (detailed minutes on  
record) are hereby adopted:

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 2020 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.

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Aye

Nay

Chairperson

Date

# OPERATING PROCEDURES MANUAL

Pennington County Transfer Station  
Permit #SW-285  
Thief River Falls, Minnesota

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## 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 Rocksbury 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 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 Sanford 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 recommended 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.

# EMERGENCY PROCEDURES MANUAL

Pennington County Transfer Station  
Thief River Falls, Minnesota

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# TRANSFER STATION PENNINGTON COUNTY, MINNESOTA

## 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:

<u>Site Information</u>	<u>Telephone Numbers</u>
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Name: Pennington County Transfer Station

Location: 1345 Barzan Ave. Thief River Falls

Pennington Co. Solid Waste Administrator:

Bill Craig

(218) 201-1686



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 spill (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  
Heating - Brodin Sheet Metal

800-954-1211  
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:

1. 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 BERTS 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 temporarily 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.

**OFFICIAL PROCEEDINGS**  
**PENNINGTON COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, NOVEMBER 12<sup>th</sup>, 2019, 10:00 A.M.**  
**PENNINGTON COUNTY BOARD ROOM JUSTICE CENTER**

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 12<sup>th</sup>, 2019 at 10:00 a.m. Members Present: Donald Jensen, Bruce Lawrence, Neil Peterson, Cody Hempel, and Darryl Tveitbakk. Members absent: None.

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

Bryan Malone, SWCD Administrator, introduced Bryanna Grefthen as the new SWCD District Technician. After introductions Bryanna and Bryan reviewed the MPCA County Feedlot Program Delegation Agreement Work Plan. The revised rules updated in January 2015 require the County to prepare a Delegation Agreement describing the County's plans and goals for implementing the Feedlot Program. Commissioner Peterson moved, seconded by Commissioner Tveitbakk, to approve the MPCA County Feedlot Program Delegation Agreement Work Plan that covers the period of January 1<sup>st</sup>, 2020 to December 31<sup>st</sup>, 2021. Motion carried.

Peter Nelson, Soil & Water Conservation District, presented the FY 2020 and 2021 State of Minnesota Board of Water and Soil Resources, Natural Resources Block Grant Agreement (NRBG). The NRBG includes funds for the local water management, Wetland Conservation Act, shoreland, septic treatment systems, and septic treatment systems upgrade totaling \$127,666. Moved by Commissioner Peterson, seconded by Commissioner Hempel, to approve the fiscal years 2020 and 2021 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement as presented. Motion carried.

County Engineer Mike Flaagan reported that work continues on the CSAH #8 road & bridge project. They will continue to work on the bridge through the winter. Mike Flaagan presented the Minnesota Department of Employment & Economic Development Transportation Economic Development Infrastructure Grant Agreement (TEDI Grant); Grant # TEDP-17-0005-O-FY18. These grant funds of one million dollars will be used to pay for the CSAH #8 bridge construction.

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

BE IT RESOLVED; That the Pennington County Board of Commissioners does hereby approve the Grant Agreement – Construction Grant for the Pennington County TEDI Project – Grant #TEDP – 17 – 0005 – O – FY18.

BE IT FURTHER RESOLVED; That the County Board Chairman and the Pennington County Auditor-Treasurer are authorized to sign the agreement on behalf of Pennington County.

Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk, to approve the minutes of October 22<sup>nd</sup>, 2019 as written. Motion carried.

Motioned by Commissioner Tveitbakk, seconded by Commissioner Hempel, to approve the Human Services warrants totaling \$180,649.64 and the following Commissioner warrants, less the final payments to C.L. Linfoot and Balancing Professionals. Motion carried.

WARRANTS

County Revenue	\$160,586.77
Road & Bridge	\$ 63,658.22
Ditch Funds	\$ 38,606.50

Per diems and meal reimbursements in the amount of \$2,330.57 were also approved.

Moved by Commissioner Jensen, seconded by Commissioner Peterson, to discontinue the Justice Center Building Committee, placing the Justice Center under the Building Committee. Motion carried.

County Sheriff Ray Kuznia met with the County Board with two personnel issues.

Moved by Commissioner Hempel, seconded by Commissioner Jensen, to transfer Jodi Mae Olson from a part-time corrections officer to a full-time corrections officer position effective November 13<sup>th</sup>, 2019. Motion carried.

Moved by Commissioner Jensen, seconded by Commissioner Peterson, to transfer Shadron Cooper to the dispatch supervisor position effective November 1<sup>st</sup>, 2019. Motion carried.

Commissioner Hempel moved, seconded by Commissioner Peterson, to adjourn the Pennington County Board Meeting to Tuesday, November 26<sup>th</sup>, 2019 at 5:00 p.m. Motion carried.

ATTEST:

Kenneth Olson, Auditor-Treasurer  
Pennington County

Bruce Lawrence, Chairman  
Board of Commissioners

Jennifer  
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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

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# Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
1028	ASSOCIATION OF MN COUNTIES						
1	01-003-000-0000-6241		35.00	AMC DISTRICT 3 MEETING - DT		DUES - BOARD	N
2	01-003-000-0000-6241		35.00	AMC DISTRICT 3 MEETING - BL		DUES - BOARD	N
3	01-003-000-0000-6241		35.00	AMC DISTRICT 3 MEETING - DJ		DUES - BOARD	N
4	01-003-000-0000-6241		35.00	AMC DISTRICT 3 MEETING - NP		DUES - BOARD	N
5	01-003-000-0000-6241		375.00	ANNUAL CONFERENCE REG. - DJ		DUES - BOARD	N
6	01-003-000-0000-6241		375.00	ANNUAL CONFERENCE REG. - DT		DUES - BOARD	N
7	01-003-000-0000-6241		375.00	ANNUAL CONFERENCE REG. - NP		DUES - BOARD	N
8	01-003-000-0000-6241		375.00	ANNUAL CONFERENCE REG. - BL		DUES - BOARD	N
1028	ASSOCIATION OF MN COUNTIES		1,640.00	8 Transactions			
1323	AUCHENPAUGH/FAYE						
95	01-501-000-0000-6801		30.00	REIMB COPIES	1171	MISCELLANEOUS EXPENSE	N
1323	AUCHENPAUGH/FAYE		30.00	1 Transactions			
2050	BREDESON SUPPLY						
9	01-091-000-0000-6401		9.95	DESK CALENDAR	0473990	SUPPLIES	N
2050	BREDESON SUPPLY		9.95	1 Transactions			
20007	CITY OF THIEF RIVER FALLS						
74	01-218-000-0000-6300		50.00	SWEEP PARKING LOT	3271	REPAIRS & MAINTENANCE	N
75	01-201-000-0000-6801		92.50	FIX RUTS/ 19-3749	3272	MISCELLANEOUS EXPENSE	N
20007	CITY OF THIEF RIVER FALLS		142.50	2 Transactions			
99999997	CUMMINS SALES & SERVICE						
62	01-218-000-0000-6300		1,379.31	GENERATOR MAINTENANCE - J CTR	F1-12491	REPAIRS & MAINTENANCE	N
99999997	CUMMINS SALES & SERVICE		1,379.31	1 Transactions			
4313	DEPARTMENT OF MOTOR VEHICLES						
83	01-255-000-0000-6330		178.75	TRANSFER/REGISTRATION 2014 TRL		TRAVEL & EXPENSE	N
4313	DEPARTMENT OF MOTOR VEHICLES		178.75	1 Transactions			
4303	DON'S SEWING & VACUUM SERV						
67	01-111-000-0000-6403		23.99	VACUUM BAGS	21138	JANITORIAL SUPPLIES - COURTHOL	Y
4303	DON'S SEWING & VACUUM SERV		23.99	1 Transactions			
4348	DUFFY/SEAMUS						
40	01-091-000-0000-6241		252.00	LAWYER REGISTRATION		DUES	Y
4348	DUFFY/SEAMUS		252.00	1 Transactions			

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
99999997	EMBLEM ENTERPRISES, INC						
50	01-251-000-0000-6420		70.25	SERGEANT PATCHES	772230	JAILER UNIFORMS	N
99999997	EMBLEM ENTERPRISES, INC		70.25	1 Transactions			
5322	ERICKSON/COREEN						
93	01-601-000-0000-6330		65.00	PER DIEM - EXT COMM - TRF	112119	TRAVEL & EXPENSE	Y
94	01-601-000-0000-6330		6.96	PER DIEM - EXT COMM - TRF	112119	TRAVEL & EXPENSE	Y
5322	ERICKSON/COREEN		71.96	2 Transactions			
5301	EVANS STEEL COMPANY						
78	01-218-000-0000-6300		170.57	RAILINGS/JUSTICE CENTER	30902	REPAIRS & MAINTENANCE	N
5301	EVANS STEEL COMPANY		170.57	1 Transactions			
6001	FALLS DIVERSE ABILITIES CORPORATION						
10	01-218-000-0000-6262		132.60	CLEAN JUSTICE CENTER	17151	OTHER SERVICES	N
12	01-111-000-0000-6262		163.20	CLEAN COURTHOUSE	17152	OTHER SERVICES - COURTHOUSE	N
14	01-501-000-0000-6262		99.45	CLEAN AUDITORIUM	17157	OTHER SERVICES	N
11	01-218-000-0000-6262		275.60	CLEAN JUSTICE CENTER	17166	OTHER SERVICES	N
13	01-111-000-0000-6262		334.80	CLEAN COURTHOUSE	17167	OTHER SERVICES - COURTHOUSE	N
15	01-501-000-0000-6262		65.80	CLEAN AUDITORIUM	17172	OTHER SERVICES	N
6001	FALLS DIVERSE ABILITIES CORPORATION		1,071.45	6 Transactions			
7317	GALLS, LLC						
55	01-251-000-0000-6420		236.30	NEW EMPLOYEE UNIFORMS	14147298	JAILER UNIFORMS	N
56	01-251-000-0000-6420		261.93	NEW EMPLOYEE UNIFORMS	14181057	JAILER UNIFORMS	N
57	01-251-000-0000-6420		579.08	NEW EMPLOYEE UNIFORMS	14212095	JAILER UNIFORMS	N
7317	GALLS, LLC		1,077.31	3 Transactions			
7336	GCR TIRES & SERVICE						
42	01-255-000-0000-6300		386.05	3 TIRES/REPAIR	511-83704	REPAIRS & MAINTENANCE	N
7336	GCR TIRES & SERVICE		386.05	1 Transactions			
8340	HALVERSON/MARC						
49	01-255-000-0000-6420		53.61	UNIFORM ALLOWANCE REIMBURSE		UNIFORMS	N
8340	HALVERSON/MARC		53.61	1 Transactions			
8331	HARDWARE HANK						
41	01-218-000-0000-6403		20.81	SWEEPING COMPOUND/BASEMENT	24146089	JANITORIAL SUPPLIES	N
8331	HARDWARE HANK		20.81	1 Transactions			



# Pennington County Financial System



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Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Descripti	1099
							Paid On Bhf #	On Behalf of Name	
61	8303	HEIN-KOLO, PSYD LP/NANCY		1,750.00	PSYCHOSEXUAL EVAL-57-CR-19-266			FAMILY EVALUATIONS	6
	8303	HEIN-KOLO, PSYD LP/NANCY		1,750.00		1 Transactions			
85	8351	HELGELAND/LINDA		65.00	PER DIEM - EXT COMM - TRF		112119	TRAVEL & EXPENSE	N
86		01-601-000-0000-6330		8.70	MILEAGE- EXT COMM - TRF		112119	TRAVEL & EXPENSE	N
	8351	HELGELAND/LINDA		73.70		2 Transactions			
100	8413	HERZBERG/JENNIFER		7.42	BASKETS - WELLNESS			MISCELLANEOUS EXPENSE	N
97		01-041-000-0000-6330		28.53	MEAL - IFS MTG - ST. CLOUD		112119	TRAVEL & EXPENSE	N
98		01-041-000-0000-6330		104.74	LODGING - IFS MTG - ST. CLOUD		112119	TRAVEL & EXPENSE	N
99		01-041-000-0000-6330		267.96	MILEAGE - IFS MTG - ST. CLOUD		112119	TRAVEL & EXPENSE	N
96		01-041-000-0000-6330		21.07	MEAL - IFS MTG - ST. CLOUD		112219	TRAVEL & EXPENSE	N
	8413	HERZBERG/JENNIFER		429.72		5 Transactions			
16	8014	HUGOS #7		9.99	FOOD FOR MEETING		1155	TRAVEL & EXPENSE	N
17		01-003-000-0000-6330		78.98	FRUIT/SNACKS WELLNESS		1155	MISCELLANEOUS EXPENSE	N
	8014	HUGOS #7		88.97		2 Transactions			
46	10450	JENSEN PLUMBING		250.00	AUGER SEWER/JAIL & KITCHEN		1543	REPAIRS & MAINTENANCE	Y
	10450	JENSEN PLUMBING		250.00		1 Transactions			
18	11315	KILEN/CYNTHIA		25.52	MILEAGE - CLOVERBUDS			TRAVEL & EXPENSE	N
	11315	KILEN/CYNTHIA		25.52		1 Transactions			
20	13498	MARCO TECHNOLOGIES LLC		9.62	EQ442257 MAINTENANCE AGREEMENT		INV6953385	MAINTENANCE AGREEMENT	N
84		01-101-000-0000-6301		159.07	COPIER CONTRACT 8/19-11/19		INV7013766	REPAIRS & MAINTENANCE	N
	13498	MARCO TECHNOLOGIES LLC		168.69		2 Transactions			
21	13031	MAYO CLINIC MEDICAL SOCIAL SERVICES		150.00	SERVICES		73687-IN	CONSULTING & LEGAL SERVICES-A	N
	13031	MAYO CLINIC MEDICAL SOCIAL SERVICES		150.00		1 Transactions			
	13341	MINNESOTA CLE							

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Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Descripti	1099
							Paid On Bhf #	On Behalf of Name	
22		01-016-000-0000-6242		6.00	PROBATE & TRUST BOOK -SHIPPING		INV1013992	SUBSCRIPTIONS - LAW LIBRARY	N
	13341	MINNESOTA CLE		6.00		1 Transactions			
999999997	MINNESOTA HISTORICAL SOCIETY								
107		01-501-000-0000-6801		286.85	AUDITORIUM NATIONAL REGISTER			MISCELLANEOUS EXPENSE	N
999999997	MINNESOTA HISTORICAL SOCIETY			286.85		1 Transactions			
58	13324	MN SHERIFFS ASSOCIATION							
		01-252-000-0000-6330		50.00	BLUE LINE TRAUMA #10 & #04		202600	TRAVEL & EXPENSE	N
	13324	MN SHERIFFS ASSOCIATION		50.00		1 Transactions			
87	14305	NATVIK/BARB							
		01-601-000-0000-6330		65.00	PER DIEM - EXT COMM - TRF		112119	TRAVEL & EXPENSE	N
88		01-601-000-0000-6330		1.16	MILEAGE - EXT COMM - TRF		112119	TRAVEL & EXPENSE	N
	14305	NATVIK/BARB		66.16		2 Transactions			
59	14371	NELSON/KURT							
		01-201-000-0000-6420		119.94	UNIFORM ALLOWANCE REIMBURSE			UNIFORMS	N
60		01-201-000-0000-6420		88.18	UNIFORM ALLOWANCE REIMBURSE			UNIFORMS	N
	14371	NELSON/KURT		208.12		2 Transactions			
23	14347	NEOPOST USA - MAILFINANCE							
		01-801-000-0000-6401		140.00	INK CARTRIDGE		15903278	SUPPLIES-UNALLOCATED	N
	14347	NEOPOST USA - MAILFINANCE		140.00		1 Transactions			
77	14440	NORTHDALE OIL INC.							
		01-218-000-0000-6300		13.40	GAS/MOWER		1016087	REPAIRS & MAINTENANCE	N
	14440	NORTHDALE OIL INC.		13.40		1 Transactions			
43	14315	NORTHERN MOTORS INC							
		01-201-000-0000-6304		54.00	REPAIR #5		174083	REPAIR & MAINTENANCE - SQUADS	N
	14315	NORTHERN MOTORS INC		54.00		1 Transactions			
80	14033	NORTHERN STATE BANK							
		01-251-000-0000-6330		50.00	REIMB PETTY CASH - SCHELL FUEL			TRAVEL & EXPENSE	N
81		01-251-000-0000-6420		130.00	REIMB PETTY CASH - SEW PATCHES			JAILER UNIFORMS	N
79		01-251-000-0000-6801		12.48	REIMB PETTY CASH - HUGO'S			MISCELLANEOUS EXPENSE - JAIL	N
82		01-255-000-0000-6330		15.50	REIMB PETTY CASH - DMV/REG			TRAVEL & EXPENSE	N
	14033	NORTHERN STATE BANK		207.98		4 Transactions			

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Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Descripti	1099
							Paid On Bhf #	On Behalf of Name	
24	14123	NORTHWEST BEVERAGE INC		34.50	WATER - OCTOBER			SUPPLIES - EXTENSION	N
	14123	NORTHWEST BEVERAGE INC		34.50		1 Transactions			
44	15323	OFFICE DEPOT		133.78	2 HP TONERS		396170083001	GENERAL SUPPLIES	N
45		01-201-000-0000-6405		33.68	ACER MONITOR		396171833001	GENERAL SUPPLIES	N
25		01-601-000-0000-6401		57.36	OFFICE SUPPLIES		4100059501001	SUPPLIES - EXTENSION	N
	15323	OFFICE DEPOT		224.82		3 Transactions			
52	15329	OIL BOYZ EXPRESS LUBE		154.23	BATTERY #16		152471	REPAIR & MAINTENANCE - SQUAD!	N
53		01-201-000-0000-6304		45.09	OIL CHANGE & SERVICE #01		152597	REPAIR & MAINTENANCE - SQUAD!	N
76		01-201-000-0000-6304		122.51	OIL CHANGE/MOUNT & BALANCE #06		152985	REPAIR & MAINTENANCE - SQUAD!	N
	15329	OIL BOYZ EXPRESS LUBE		321.83		3 Transactions			
102	15302	OLSON/ADELINE		20.00	REGION 8 DUES			DUES - ASSESSOR	N
104		01-106-000-0000-6241		20.00	REGION 8 DUES			DUES - ASSESSOR	N
101		01-106-000-0000-6300		20.88	MILEAGE - REGION 8 MTG - FOSST		110119	REPAIRS & MAINTENANCE	N
103		01-106-000-0000-6300		34.80	MILEAGE - REGION 8 MTG -WARREN		110719	REPAIRS & MAINTENANCE	N
	15302	OLSON/ADELINE		95.68		4 Transactions			
73	16056	PAINT & GLASS INTERIORS		39.98	COVE BASE/ADHESIVE		116479	REPAIRS & MAINTENANCE	N
	16056	PAINT & GLASS INTERIORS		39.98		1 Transactions			
26	16313	PENNINGTON COUNTY AUDITOR		107.45	SEPTEMBER POSTAGE		3980	POSTAGE	N
48		01-601-000-0000-6209		250.00	REIMBURSE READITECH - AUDIOLOG		3983	COMPUTER SERVICES & SUPPLIES	N
	16313	PENNINGTON COUNTY AUDITOR		357.45		2 Transactions			
27	16359	PENNINGTON COUNTY CRIME VICTIM		93.39	VICTIMS CELL PHONE HELD			OTHER SERVICES-CRIME VICTIM	N
	16359	PENNINGTON COUNTY CRIME VICTIM		93.39		1 Transactions			
51	99999997	PRIME MEDIA		181.53	THERMAL PAPER		0215309-IN	GENERAL SUPPLIES	N
	99999997	PRIME MEDIA		181.53		1 Transactions			

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
18440	READITECH IT SOLUTIONS						
70	01-251-000-0000-6405		78.00	AC ADAPTOR/TABLETS	102519	GENERAL SUPPLIES - JAIL	N
68	01-259-000-0000-6801		5,520.00	5 DESK TOP COMPUTERS/INSTALL	102552	MISCELLANEOUS EXPENSE - CANTE	N
69	01-220-000-0000-6263		876.00	IT GLOBAL CARE/ OCTOBER	103054	COMPUTER SERVICES & SUPPLIES	N
18440	READITECH IT SOLUTIONS		6,474.00	3 Transactions			
19369	SANFORD PATIENT FINANCIAL SERVICES						
64	01-270-000-0000-6262		274.07	DOCTOR VISIT	88983461	OTHER SERVICES-CRIME VICTIM	6
63	01-270-000-0000-6262		88.44	DOCTOR VISIT	89895354	OTHER SERVICES-CRIME VICTIM	6
65	01-270-000-0000-6262		55.00	DOCTOR VISIT	94681998	OTHER SERVICES-CRIME VICTIM	6
19369	SANFORD PATIENT FINANCIAL SERVICES		417.51	3 Transactions			
19189	STREICHER'S						
71	01-201-000-0000-6420		1,140.00	REMAINING BODY ARMOUR BALANCE	11394076	UNIFORMS	N
19189	STREICHER'S		1,140.00	1 Transactions			
19423	SWANSON/DEB						
89	01-601-000-0000-6330		65.00	PER DIEM - EXT COMM - TRF	112119	TRAVEL & EXPENSE	N
90	01-601-000-0000-6330		24.36	MILEAGE- EXT COMM - TRF	112119	TRAVEL & EXPENSE	N
19423	SWANSON/DEB		89.36	2 Transactions			
20358	TOTALFUNDS BY HASLER						
28	01-801-000-0000-6209		3,000.00	POSTAGE		POSTAGE	N
20358	TOTALFUNDS BY HASLER		3,000.00	1 Transactions			
11039	TRF RADIO						
30	01-041-000-0000-6231		93.00	AD 2ND 1/2 TAXES	24805-1	PUBLISHING/ADVERTISING - AUDIT	N
31	01-041-000-0000-6231		227.00	AD 2ND 1/2 TAXES	24806-1	PUBLISHING/ADVERTISING - AUDIT	N
32	01-041-000-0000-6231		227.00	AD 2ND 1/2 TAXES	24806-2	PUBLISHING/ADVERTISING - AUDIT	N
29	01-106-000-0000-6231		50.00	EMPLOYMENT AD - DDPTY ASSESSOR	24826-1	PUBLISHING - ASSESSOR	N
47	01-251-000-0000-6801		50.00	CORRECTIONS - NOW HIRING - 1WK	25057-1	MISCELLANEOUS EXPENSE - JAIL	N
11039	TRF RADIO		647.00	5 Transactions			
20307	TVEITBAKK/DARRYL						
33	01-003-000-0000-6330		112.52	OCTOBER MILEAGE		TRAVEL & EXPENSE	N
20307	TVEITBAKK/DARRYL		112.52	1 Transactions			
20431	TVEITEN/SETH						
72	01-255-000-0000-6420		132.60	UNIFORM ALLOWANCE REIMBURSE		UNIFORMS	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
20431	TVEITEN/SETH		132.60	1 Transactions			
20361	TYLER TECHNOLOGIES, INC						
105	01-106-000-0000-6301		512.95	DOCU PRO ADD USER SUPPORT		MAINTENANCE AGREEMENT	N
106	01-106-000-0000-6301		170.17	DOCU PRO FULL USER SUPPORT		MAINTENANCE AGREEMENT	N
20361	TYLER TECHNOLOGIES, INC		683.12	2 Transactions			
21008	UNIVERSAL SCREEN PRINT						
34	01-218-000-0000-6636		315.00	DIRECTORY BOARD FOR JUST CTR	38252	BUILDING IMPROVEMENTS	N
21008	UNIVERSAL SCREEN PRINT		315.00	1 Transactions			
21338	UNIVERSITY OF NORTH DAKOTA						
54	01-206-000-0000-6262		2,000.00	MEDICAL EXAM SERVICES	A19-304/116185	OTHER SERVICES-CORONER	N
21338	UNIVERSITY OF NORTH DAKOTA		2,000.00	1 Transactions			
22304	VFW POST 2793						
35	01-121-000-0000-6846		1,141.44	VET TRANSPORT TO VA	10/01-10/31/19	CVSO GRANT EXPENSE	N
22304	VFW POST 2793		1,141.44	1 Transactions			
23075	WEINRICH/GRETCHEN						
66	01-271-000-0000-6330		30.84	FOOD FOR JURY TRIAL	112119	TRAVEL & EXPENSE	N
23075	WEINRICH/GRETCHEN		30.84	1 Transactions			
23303	WEST GROUP PAYMENT CENTER						
36	01-016-000-0000-6242		982.00	OCTOBER WEST LAW ACCESS	841223681	SUBSCRIPTIONS - LAW LIBRARY	N
37	01-091-000-0000-6240		651.99	OCTOBER WEST LAW ACCESS	841229358	SUBSCRIPTIONS	N
39	01-016-000-0000-6242		307.74	OCTOBER SUBSCRIPTIONS	841313511	SUBSCRIPTIONS - LAW LIBRARY	N
38	01-091-000-0000-6240		59.66	OCTOBER SUBSCRIPTIONS	841319216	SUBSCRIPTIONS	N
23303	WEST GROUP PAYMENT CENTER		2,001.39	4 Transactions			
23337	WOLD/TOM						
91	01-601-000-0000-6330		65.00	PER DIEM - EXT COMM - TRF	112119	TRAVEL & EXPENSE	N
92	01-601-000-0000-6330		11.60	MILEAGE - EXT COMM - TRF	112119	TRAVEL & EXPENSE	N
23337	WOLD/TOM		76.60	2 Transactions			
1 Fund Total:			30,158.18	County Revenue		56 Vendors	106 Transactions

# Pennington County Financial System



Jennifer  
 11/26/19 1:18PM  
 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 Descripti</u>	<u>1099</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					
19 32-390-000-0000-6801		3,368.18	RECYCLE TV/COMPUTERS		MISCELLANEOUS EXPENSE-SCORE / N
12123 LES'S SANITATION SERVICE		3,368.18	1 Transactions		
32 Fund Total:		3,368.18	Solid Waste Facility	1 Vendors	1 Transactions
Final Total:		33,526.36	57 Vendors	107 Transactions	

DRAFT

# 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	30,158.18	County Revenue	
	32	3,368.18	Solid Waste Facility	
All Funds		33,526.36	Total	Approved by, .....
				.....
				.....

DRAFT

Jennifer  
11/27/19 9:29AM

# 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

draft



# Pennington County Financial System



Jennifer  
11/27/19 9:29AM  
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
99999997	BERG/CHRIS						
15	01-251-000-0000-6330		17.25	MEAL - TRANSPORT- WILLMAR	112019	TRAVEL & EXPENSE	N
99999997	BERG/CHRIS		17.25	1 Transactions			
8352	HEMPEL/CODY						
13	01-003-000-0000-6103		100.00	PER DIEM - JOBS INC - TRF	101619	PER DIEMS - BOARD	N
8352	HEMPEL/CODY		100.00	1 Transactions			
19343	LARSON/MELISSA						
14	01-251-000-0000-6330		20.00	MEAL- TRANSPORT- WILMAR	112019	TRAVEL & EXPENSE	N
19343	LARSON/MELISSA		20.00	1 Transactions			
20307	TVEITBAKK/DARRYL						
1	01-003-000-0000-6103		75.00	PER DIEM - PERSONNEL COMM - TRF	100119	PER DIEMS - BOARD	N
2	01-003-000-0000-6103		75.00	PER DIEM - SENATE COMM - TRF	100219	PER DIEMS - BOARD	N
3	01-003-000-0000-6103		100.00	PER DIEM - PERSONNEL COMM - TRF	100719	PER DIEMS - BOARD	N
4	01-003-000-0000-6103		100.00	PER DIEM - DANCING SKY - EGF	101019	PER DIEMS - BOARD	N
5	01-003-000-0000-6103		75.00	PER DIEM - AMC PLANNING - TRF	101419	PER DIEMS - BOARD	N
6	01-003-000-0000-6103		100.00	PER DIEM - AIRPORT/PERS - TRF	101619	PER DIEMS - BOARD	N
7	01-003-000-0000-6103		75.00	PER DIEM - NWRL BOARD - TRF	101719	PER DIEMS - BOARD	N
8	01-003-000-0000-6103		75.00	PER DIEM - PERSONNEL COMM- TRF	102219	PER DIEMS - BOARD	N
9	01-003-000-0000-6103		100.00	PER DIEM - AMC/JC INSPECT-FOSS	102419	PER DIEMS - BOARD	N
10	01-003-000-0000-6103		100.00	PER DIEM - BOUTIQUE/PERS - TRF	102519	PER DIEMS - BOARD	N
11	01-003-000-0000-6103		75.00	PER DIEM - JC TOUR - TRF	102819	PER DIEMS - BOARD	N
12	01-003-000-0000-6103		75.00	PER DIEM - HWY TOUR - TRF	102919	PER DIEMS - BOARD	N
20307	TVEITBAKK/DARRYL		1,025.00	12 Transactions			
1 Fund Total:			1,162.25	County Revenue		4 Vendors	15 Transactions
Final Total:			1,162.25	4 Vendors		15 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	1,162.25	County Revenue
All Funds		1,162.25	Total

Approved by, .....  
.....  
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draft