

**OFFICIAL PROCEEDINGS**  
**PENNINGTON COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, JUNE 23<sup>rd</sup>, 2020, 5:00 P.M.**

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, June 23<sup>rd</sup>, 2020 at 5:00 p.m. Members Present: Darryl Tveitbakk, Cody Hempel, Donald Jensen, Bruce Lawrence, and Neil Peterson. Absent: None.

Also Present: Julie Sjostrand, Seamus Duffy, Ken Olson, Mary Jo Myklebust, and Gordon Myklebust. Present Via Zoom: Erik Beitel and April Schenoha.

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

Julie Sjostrand, Human Services Director, presented the consent agenda from the June 16<sup>th</sup>, 2020 Human Services Committee meeting and recommends its adoption. On a motion by Commissioner Jensen, and seconded by Commissioner Hempel, the following recommendations of the Pennington County Human Service Committee for June 16<sup>th</sup>, 2020 are hereby adopted. Motion carried.

**PENNINGTON COUNTY HUMAN SERVICES**  
**HUMAN SERVICE COMMITTEE**  
**CONSENT AGENDA**

**SECTION A**

- I. To approve the May 19, 2020 Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. To approve the Child Welfare opiate allocation-agency plan as presented.

**SECTION B**

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

Julie Sjostrand read a letter of support for Sanford Behavioral Health to create a Residential Substance Abuse Treatment Program in the former Northern Light Building. The letter was signed by the County Board Chairman and Human Services Director.

Mary Jo Myklebust and Gordon Myklebust met with the County Board to discuss the value of their property as they did not get to attend the County Board of Appeals and Equalization. They were of the opinion the meeting was not taking place and were asking the meeting to be reopened. The County Board stated that the meeting had been adjourned and referred the question to the County Attorney.

County Engineer Mike Flaagan stated that no bids were received for the addition to the cold storage building and recommends they rebid the project this Fall.

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

Pennington County Highway Department

Certificate of Final Acceptance

County Board Acknowledgement

Whereas: Contract No. 1901 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the Pennington County Highway Department and authorized final payment as specified herein.

Mike Flaagan asked to send another J.D. #13 meeting. It was decided the meeting be held on July 13<sup>th</sup>, 2020 or July 17<sup>th</sup>, 2020. This will need to be coordinated with Marshall County.

Mike Flaagan said work was progressing on the design for improving the C.D. #96 Outlet and recommends advertising for bids to be opened August 11<sup>th</sup>, 2020. Moved by Commissioner Peterson, seconded by Commissioner Lawrence, to authorize the Engineer and County Auditor to advertise for bids for the C.D. #96 Outlet Improvement Project to be opened on August 11<sup>th</sup>, 2020 in Meeting Room A in the Pennington County Government Center. Motion Carried.

We will be receiving quotes for paving the parking lots west of the Pennington County Judicial Center on June 26<sup>th</sup>, 2020 as agreed in the lease with School District #564.

The County Engineer then reviewed the progress on the bridge crossing on CSAH #8, the Roundabout Project on State Highway # 32, and the Roundabout Project at the intersection of the Airport Road and CSAH #8 near Challenger School.

Commissioner Lawrence asked about maintenance on 150<sup>th</sup> Avenue as it is getting used as a detour for the Airport Road. County Engineer Flaagan stated the County is working with Rocksbury Township on this maintenance.

County Sheriff Ray Kuznia presented a letter of resignation from Nancy Timm as part-time Dispatcher/Jailer.

Moved by Commissioner Jensen, seconded by Commissioner Lawrence, to advertise for applicants for two part-time Dispatcher/Jailers. Motion carried.

A discussion was held on the possibility of Northland College to provide Dispatcher Training.

Erik Beitel, Emergency Management Director, gave a COVID-19 update. Pennington County has seen no additional confirmed cases of COVID 19 and currently has no active cases. Inter County Nursing Service asks residents to not get a false sense of security and keep practicing social distancing and good hygiene.

County Auditor-Treasurer Ken Olson reviewed the letter from Widseth Smith Nolting (Widseth) regarding a structural review of the County Government Center, more specifically, the interior wall between the Motor Vehicle Department and the office used previously by the County Attorney. The structural engineer has determined that this wall is not a load bearing wall.

The County Board then discussed opening the County Government Center to the public to allow for absentee voting which begins June 26<sup>th</sup>, 2020. Moved by Commissioner Jensen, seconded by Commissioner Lawrence, to open the County Government Center to the public on June 26<sup>th</sup>, 2020 to allow for absentee voting. The other offices may also choose to open the public, open by appointment only, or remain closed. Motion carried.

Moved by Commissioner Jensen, seconded by Commissioner Hempel, to approve the County Board minutes of June 9<sup>th</sup>, 2020 and the County Board of Appeal and Equalization minutes from June 15<sup>th</sup>, 2020 as written. Motion carried.

Moved by Commissioner Lawrence, seconded by Commissioner Hempel, to approve payment of the Human Service Warrants in the amount of \$28,933.08 and also the following Commissioner warrants. Motion carried.

#### WARRANTS

County Revenue	\$ 139,697.23
Road & Bridge	\$ 111,546.66
Ditch Funds	\$ 31,247.72
Solid Waste Facility	\$ 258.83

Per diems and meal reimbursements in the amount of \$10.95 were also approved.

The Personnel Committee then recommended that Jennifer Herzberg be appointed as Interim County Auditor-Treasurer effective July 1<sup>st</sup>, 2020. Commissioner Jensen moved, seconded by Commissioner Peterson, to appoint Jennifer Herzberg to the position of Interim County Auditor-Treasurer to fill the unexpired term as a result of Ken Olson's retirement effective July 1<sup>st</sup>, 2020. Motion carried.

The County Board then discussed the County Coordinator job description. Moved by Commissioner Lawrence, seconded by Commissioner Hempel, to adopt the job description of County Coordinator as written. Motion carried.

Moved by Commissioner Peterson, seconded by Commissioner Hempel, to advertise to fill the County Coordinator position. Motion carried.

Moved by Commissioner Peterson, seconded by Commissioner Lawrence, to have the Personnel Committee meet with the existing Auditor-Treasurer staff to discuss staffing of the office and advertise as needed. Motion carried.

The Personnel Committee will be interviewing applicants for the County Assessor position Wednesday, June 24<sup>th</sup>, 2020.

Commissioner Hempel asked if another Commissioner was willing to be on the Economic Development Advisory Board. Commissioner Tveitbakk and Commissioner Lawrence volunteered to fill in when they can.

It was noted that there was a Ribbon Cutting Ceremony held at the Thief River Falls Regional Airport.

Moved by Commissioner Hempel, seconded by Commissioner Lawrence, to adjourn to 10:00 a.m., July 14<sup>th</sup>, 2020. Motion carried.

ATTEST:

Kenneth Olson, Auditor-Treasurer  
Pennington County

Darryl Tveitbakk, Chairman  
Board of Commissioners

**PENNINGTON COUNTY BOARD OF COMMISSIONERS  
RESOLUTION**

**WHEREAS**, the COVID-19 Pandemic requires additional efforts to make the election process safe, sanitary and effective; and,

**WHEREAS**, the Office of the Minnesota Secretary of State is currently soliciting grant applications from counties for grants pursuant to Laws 2020, Chapter 77, section 4 and the federal CARES Act; and,

**WHEREAS**, grants will be provided to each county pursuant to a formula set forth in Section H of the grant application provided by the Office of the Secretary of State; and,

**WHEREAS**, the funds provided by the Office of the Secretary of State are provided for the purpose of the uses set forth in the federal CARES Act and as further restricted by Laws 2020, chapter 77, section 4, subdivision 4; and,

**WHEREAS**, those purposes are primarily for the protection of persons involved with the election process including voters, as well as certain other purchases set forth in law; and,

**WHEREAS**, the county will work with the municipalities within the county to determine a fair, equitable, and mutually agreeable allocation of the funds within the County and between municipalities, and if an agreement cannot be reached, the funds will be distributed pursuant to the OSS identified default allocation as determined by the Secretary and provided in Section G of the grant application; and,

**WHEREAS**, the grant application is to be completed by the staff of the Auditor-Treasurer and other staff responsible for the administration of elections in this county; and,

**WHEREAS**, the grant application must be completed, certified by a county official, typically the chief county election official, returned to the Office of the Secretary of State and a grant agreement executed prior to the receipt of the funds to which the county is entitled pursuant to Section H of the grant application; and,

**WHEREAS**, Laws 2020, Chapter 77, section 4 requires a 20% match for the grant, with a 25% match for electronic roster purchases; and,

**WHEREAS**, the grant agreement will reflect the grant application for each county; and,

**WHEREAS**, additional assistance may be forthcoming later in this election cycle from state and federal funds, particularly those funds appropriated for these purposes by the Legislature; and,

**WHEREAS**, there are continuing needs throughout the election cycle for both COVID-19 and election security efforts and concomitant costs; and,

**THEREFORE, BE IT RESOLVED** that the grant application in the form presented to this Board and to be submitted to the Office of the Secretary of State is hereby approved; and,

**BE IT FURTHER RESOLVED**, that the Board hereby appropriates the required match amount as indicated in the application for the purposes set forth in the grant application; and,

**BE IT FURTHER RESOLVED**, that the chief elections officer of the County and staff are directed to submit this approved grant application at the earliest opportunity; and,

**BE IT FURTHER RESOLVED**, that when the grant agreement is provided to the chief elections officer of the county, that person is delegated the authority to execute that agreement and return it to the Office of the Secretary of State without further approval by this Board; and,

**BE IT FINALLY RESOLVED**, that the chief elections officer of the county is hereby authorized to apply for any additional funds made available by the state for the defrayment of costs of efforts to combat COVID-19 in the election process and for the enhancement of election security, and to execute any grant agreements required to access those funds from this date until the general election on November 3, 2020.

**STATE OF MINNESOTA  
COUNTY OF PENNINGTON**

I, Jennifer Herzberg, Auditor-Treasurer of Pennington County, do hereby certify that the above is a true and correct copy of a resolution moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and upon vote was unanimously carried.

Date: July 14<sup>th</sup>, 2020

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Jennifer Herzberg, Auditor-Treasurer  
Pennington County, MN

Jennifer  
7/9/20 3:25PM

# 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  
7/9/20 3:25PM  
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
1011	ACE HARDWARE						
28	01-111-000-0000-6300		22.99	ROUND UP FOR GROUNDS	44820	REPAIRS & MAINTENANCE	N
29	01-501-000-0000-6300		12.95	AUDITORIUM REPAIR BOILER	44820	REPAIRS & MAINTENANCE	N
30	01-111-000-0000-6403		8.59	GRAQBAGE CAN FOR NURSING	45203	JANITORIAL SUPPLIES - COURTHOL	N
32	01-218-000-0000-6300		2.99	KEY FOR JC TO WATER FLOWERS	45267	REPAIRS & MAINTENANCE	N
31	01-111-000-0000-6300		19.96	BULBS FOR GOV CENTER	45269	REPAIRS & MAINTENANCE	N
38	01-218-000-0000-6403		6.99	LEMON OIL WOOD POLISH - JC	45654	JANITORIAL SUPPLIES	N
33	01-501-000-0000-6631		17.99	TROUBLE LIGHT	45834	FURNITURE & EQUIPMENT	N
34	01-111-000-0000-6403		15.99	WINDOW CLEANING KIT	46047	JANITORIAL SUPPLIES - COURTHOL	N
37	01-111-000-0000-6300		15.09	CAULK GUN	46430	REPAIRS & MAINTENANCE	N
35	01-111-000-0000-6300		12.99	VALVE - GOVT CENTER	46440	REPAIRS & MAINTENANCE	N
36	01-501-000-0000-6300		6.79	PLUMBING SUPPLIES - AUDITORIUM	46450	REPAIRS & MAINTENANCE	N
39	01-111-000-0000-6300		8.37	REPAIR DOWN SPOUT- GOVT CENTER	46881	REPAIRS & MAINTENANCE	N
40	01-111-000-0000-6300		25.99	TOLIET SEAT - GOVT CENTER	47407	REPAIRS & MAINTENANCE	N
41	01-111-000-0000-6300		2.99	FUNNEL FOR OIL FOR MOWER	47407	REPAIRS & MAINTENANCE	N
42	01-111-000-0000-6300		9.99	CORD REPAIR - GOVT CENTER	47407	REPAIRS & MAINTENANCE	N
1011	ACE HARDWARE		190.66	15 Transactions			
1324	ACTIVE911, INC						
98	01-223-000-0000-6801		1,312.50	YEARLY RENEWAL/ACTIVE 911	180203	MISCELLANEOUS EXPENSE-E911	N
1324	ACTIVE911, INC		1,312.50	1 Transactions			
1316	AP TECHNOLOGY LLC						
26	01-070-000-0000-6263		195.00	SECURE CHK SIGNATURE DIGITIZAT	IN0256548	COMPUTER SERVICES - DP	N
1316	AP TECHNOLOGY LLC		195.00	1 Transactions			
2510	BELTRAMI COUNTY VETERANS HOME						
73	01-003-000-0000-6901		10,000.00	3RD APPROPRIATION/ BELTRAMI CT	16751	APPROPRIATIONS	N
2510	BELTRAMI COUNTY VETERANS HOME		10,000.00	1 Transactions			
3311	COLE PAPERS, INC.						
79	01-111-000-0000-6300		60.00	SANITIZER DISPENSERS - COVID	9834589	REPAIRS & MAINTENANCE	N
78	01-111-000-0000-6403		49.42	HAND SANITIZER - COVID	9834589	JANITORIAL SUPPLIES - COURTHOL	N
80	01-801-000-0000-6401		1,235.00	COPY PAPER	9844947	SUPPLIES-UNALLOCATED	N
77	01-218-000-0000-6403		113.00	LINERS	9850215	JANITORIAL SUPPLIES	N
3311	COLE PAPERS, INC.		1,457.42	4 Transactions			
4310	D & T VENTURES						
43	01-070-000-0000-6301		450.00	PROPERTY TAX WEBSITE SUPPORT	300337	MAINTENANCE AGREEMENT	N

# Pennington County Financial System



Jennifer  
7/9/20 3:25PM  
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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4310	D & T VENTURES		450.00	1 Transactions			
99999997	DAKOTA BUSINESS SOLUTIONS						
74	01-801-000-0000-6401		50.00	POSTAGE TAPES	AR1089	SUPPLIES-UNALLOCATED	N
99999997	DAKOTA BUSINESS SOLUTIONS		50.00	1 Transactions			
6313	FALLS TOWING						
99	01-201-000-0000-6262		100.00	FLAT TIRE SQUAD #4	13512	OTHER SERVICES	Y
6313	FALLS TOWING		100.00	1 Transactions			
6372	FAMILY ADVOCACY CENTER						
6	01-091-000-0000-6262		954.55	SEXUAL ASSULT EXAM	2020125T	OTHER SERVICES	6
6372	FAMILY ADVOCACY CENTER		954.55	1 Transactions			
6305	FLAAGAN/JODI						
47	01-013-000-0000-6853		1,347.50	38.5 HRS @ \$35 TZD GRANT		TOWARD ZERO DEATH GRANT	Y
6305	FLAAGAN/JODI		1,347.50	1 Transactions			
7420	Government Forms and Supplies						
19	01-061-000-0000-6401		155.16	THERMAL PAPER	0322063	SUPPLIES-ELECTION	N
18	01-061-000-0000-6401		2,109.51	ELECTION ENVELOPES	0322150	SUPPLIES-ELECTION	N
7420	Government Forms and Supplies		2,264.67	2 Transactions			
8385	HEARTLAND PAPER CO						
76	01-111-000-0000-6403		47.44	ROLL TOWEL	696138-0	JANITORIAL SUPPLIES - COURTHOU	N
75	01-111-000-0000-6403		154.00	SOAP & DISPENSERS - COVID	696138-1	JANITORIAL SUPPLIES - COURTHOU	N
8385	HEARTLAND PAPER CO		201.44	2 Transactions			
8125	HEPPNER CONSULTING						
14	01-070-000-0000-6263		1,980.00	INSTALL NEW SYSTEM	2915	COMPUTER SERVICES - DP	N
8125	HEPPNER CONSULTING		1,980.00	1 Transactions			
8315	HUBERT OUTDOOR POWER						
25	01-111-000-0000-6300		15.95	OIL FILTER FOR LAWN MOWER	174954	REPAIRS & MAINTENANCE	Y
8315	HUBERT OUTDOOR POWER		15.95	1 Transactions			
8014	HUGOS #7						
46	01-003-000-0000-6330		8.98	FOOD FOR MEETING	1155	TRAVEL & EXPENSE	N
45	01-061-000-0000-6330		30.16	FOOD FOR ELECTION TRAINING	1155	TRAVEL & EXPENSE	N



# Pennington County Financial System



Jennifer  
7/9/20 3:25PM  
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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							Paid On Bhf #	On Behalf of Name	
8014	HUGOS #7			39.14		2 Transactions			
27	9001	INTER COUNTY NURSING 01-003-000-0000-6901		13,100.25	3RD QTR ALLOCATION		1130	APPROPRIATIONS	N
	9001	INTER COUNTY NURSING		13,100.25		1 Transactions			
90	10301	JDM INC 01-201-000-0000-6304		180.00	30 SQUAD CAR WASHES		2500	REPAIR & MAINTENANCE - SQUAD	N
	10301	JDM INC		180.00		1 Transactions			
22	12037	LEE PLUMBING & HEATING 01-218-000-0000-6300		11.88	DRAIN FOR WATER FOUNTAIN		81097	REPAIRS & MAINTENANCE	N
	12037	LEE PLUMBING & HEATING		11.88		1 Transactions			
4	13498	MARCO TECHNOLOGIES LLC 01-132-000-0000-6301		39.98	EQ465509 MAINTENANCE		INV7698647	MAINTENANCE AGREEMENT	N
5		01-801-000-0000-6301		391.62	EQ238936 MAINTENANCE		INV7701791	MAINTENANCE AGREEMENT	N
70		01-091-000-0000-6301		84.98	EQ767167 MAINTENANCE		INV7720905	MAINTENANCE AGREEMENT	N
	13498	MARCO TECHNOLOGIES LLC		516.58		3 Transactions			
23	13352	MARSHALL COUNTY AUDITOR'S OFFICE 01-601-000-0000-6837		25,260.00	SALARY & BENEFITS/BC		62420	REFUNDS & REIMBURSEMENTS	N
	13352	MARSHALL COUNTY AUDITOR'S OFFICE		25,260.00		1 Transactions			
72	13403	MESABI GLASS, DOOR & WINDOW 01-218-000-0000-6636		25,603.70	APPLICATION # 13 & 14 JTC CTR			BUILDING IMPROVEMENTS	N
	13403	MESABI GLASS, DOOR & WINDOW		25,603.70		1 Transactions			
15	99999997	MN ALLIANCE ON CRIME 01-270-000-0000-6401		150.00	FY2021 ANNUAL MEMBERSHIP DUES			SUPPLIES - CRIME	N
	99999997	MN ALLIANCE ON CRIME		150.00		1 Transactions			
71	99999997	MN COALITION AGAINST SEXUAL ASSAU 01-270-000-0000-6401		250.00	PARTNER PROGRAM MEMBERSHIP DUE		PCVS	SUPPLIES - CRIME	N
	99999997	MN COALITION AGAINST SEXUAL ASSAU		250.00		1 Transactions			
86	99999997	MORRIS ELECTRONICS INC 01-220-000-0000-6263		160.00	REMOTE WORK/ LETG LINK		20157888	COMPUTER SERVICES & SUPPLIES	N
	99999997	MORRIS ELECTRONICS INC		160.00		1 Transactions			

# Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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82	14033 NORTHERN STATE BANK 01-201-000-0000-6405		28.88	REIMBURSE PETTY CASH - BUG SPR		GENERAL SUPPLIES	N
81	01-201-000-0000-6801		3.85	REIMBURSE PETTY CASH - USPS		MISCELLANEOUS EXPENSE	N
83	01-201-000-0000-6801		18.34	REIMBURSE PETTY CASH - IN ERROR		MISCELLANEOUS EXPENSE	N
84	01-251-000-0000-6300		23.48	REIMBURSE PETTY CASH - CLEANER		REPAIRS & MAINTENANCE	N
85	01-251-000-0000-6300		37.37	REIMBURSE PETTY CASH - CLEANER		REPAIRS & MAINTENANCE	N
	14033 NORTHERN STATE BANK		75.24	5 Transactions			
44	14123 NORTHWEST BEVERAGE INC 01-801-000-0000-6801		53.50	WATER	5447	MISCELLANEOUS EXPENSE	N
	14123 NORTHWEST BEVERAGE INC		53.50	1 Transactions			
69	14321 NORTHWEST REGIONAL LIBRARY 01-003-000-0000-6820		28,973.64	2020 3RD QUARTER ALLOCATION	540	NORTHWEST REGIONAL LIBRARY	N
	14321 NORTHWEST REGIONAL LIBRARY		28,973.64	1 Transactions			
63	15323 OFFICE DEPOT 01-061-000-0000-6401		8.79	LABELS - COVID	101445474001	SUPPLIES-ELECTION	N
64	01-061-000-0000-6401		8.79	LABELS - COVID	101445474001	SUPPLIES-ELECTION	N
58	01-091-000-0000-6401		25.19	FORAY BOARD	101445474001	SUPPLIES	N
59	01-801-000-0000-6401		40.99	PAPER	101445474001	SUPPLIES-UNALLOCATED	N
60	01-801-000-0000-6401		26.59	PACKING TAPE	101445474001	SUPPLIES-UNALLOCATED	N
61	01-801-000-0000-6401		13.22	6 PACK TAPE	101445474001	SUPPLIES-UNALLOCATED	N
62	01-801-000-0000-6401		17.65	LABELS	101445474001	SUPPLIES-UNALLOCATED	N
65	01-801-000-0000-6401		7.84	SHARPIES	101445474001	SUPPLIES-UNALLOCATED	N
66	01-091-000-0000-6401		49.99	USB FLASHDRIVE	101449135001	SUPPLIES	N
67	01-041-000-0000-6401		133.89	PRINTER CARTRIDGE	101692666001	SUPPLIES - AUDITOR	N
68	01-041-000-0000-6401		229.89	PRINTER CARTRIDGE	103347459001	SUPPLIES - AUDITOR	N
	15323 OFFICE DEPOT		562.83	11 Transactions			
87	15329 OIL BOYZ EXPRESS LUBE 01-201-000-0000-6304		42.96	OIL CHANGE #4	156619	REPAIR & MAINTENANCE - SQUAD	N
88	01-201-000-0000-6304		81.13	OIL CHANGE #2	157030	REPAIR & MAINTENANCE - SQUAD	N
89	01-221-000-0000-6801		48.00	MOUNT & BALANCE #11	157069	MISCELLANEOUS EXPENSE	N
	15329 OIL BOYZ EXPRESS LUBE		172.09	3 Transactions			
12	16313 PENNINGTON COUNTY AUDITOR 01-601-000-0000-6209		94.10	APRIL POSTAGE	4023	POSTAGE	N
13	01-601-000-0000-6209		254.25	MAY POSTAGE	4023	POSTAGE	N

# Pennington County Financial System



Jennifer  
7/9/20 3:25PM  
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
16313	PENNINGTON COUNTY AUDITOR		348.35		2 Transactions		
20	14347 QUADIENT INC. 01-801-000-0000-6301		879.80	APR 20 TO JULY 20 METER RENTAL	1130	MAINTENANCE AGREEMENT	N
	14347 QUADIENT INC.		879.80		1 Transactions		
24	18340 RIVER WALK PUBLIC HOUSE 01-290-000-0000-6401		160.00	CLEANING WIPES - COVID		Supplies	N
	18340 RIVER WALK PUBLIC HOUSE		160.00		1 Transactions		
91	19352 STATE OF MN-DEPT OF PUBLIC SAFETY 01-220-000-0000-6203		270.00	CJDN CHARGES - 2ND QTR CONNECT	14091	TELETYPE	N
	19352 STATE OF MN-DEPT OF PUBLIC SAFETY		270.00		1 Transactions		
10	19354 STENNES/JULIE 01-106-000-0000-6801		49.79	RETIREMENT SUPPLIES - AO		MISCELLANEOUS EXPENSE	N
9	01-111-000-0000-6801		49.79	RETIREMENT SUPPLIES - KO		MISCELLANEOUS EXPENSE	N
	19354 STENNES/JULIE		99.58		2 Transactions		
2	19362 SUNDBY CLEANING, LLC 01-800-000-0000-6262		1,800.00	JUNE CLEANING - SS	LEC620	OTHER SERVICES-WELFARE BUILDI	Y
1	01-111-000-0000-6262		1,300.00	JUNE CLEANING - LEC	SS620	OTHER SERVICES - COURTHOUSE	Y
	19362 SUNDBY CLEANING, LLC		3,100.00		2 Transactions		
96	20027 THE TIMES 01-220-000-0000-6232		67.50	AD - DISPATCH - WATCH	284	ADVERTISING	N
97	01-220-000-0000-6232		10.00	INTERNET JOB PAGE	284	ADVERTISING	N
92	01-251-000-0000-6801		55.50	AD - CORRECTIONS - TIMES	284	MISCELLANEOUS EXPENSE - JAIL	N
93	01-251-000-0000-6801		67.50	AD - CORRECTIONS - WATCH	284	MISCELLANEOUS EXPENSE - JAIL	N
94	01-251-000-0000-6801		10.00	INTERNET JOB PAGE	284	MISCELLANEOUS EXPENSE - JAIL	N
95	01-251-000-0000-6801		55.50	AD - CORRECTIONS - TIMES	284	MISCELLANEOUS EXPENSE - JAIL	N
55	01-041-000-0000-6231		46.25	AD - AUDITOR/TREAS - TIMES	61020	PUBLISHING/ADVERTISING - AUDIT	N
56	01-003-000-0000-6231		292.56	PROCEEDINGS OF 5/12/20	61720	PUBLISHING - BOARD	N
57	01-003-000-0000-6231		272.32	PROCEEDINGS OF 5/26/20	61720	PUBLISHING - BOARD	N
49	01-041-000-0000-6231		46.25	AD - AUDITOR/TREAS - TIMES	6320	PUBLISHING/ADVERTISING - AUDIT	N
50	01-041-000-0000-6231		136.00	TIMES - OFFICE NUMBERS	6320	PUBLISHING/ADVERTISING - AUDIT	N
52	01-041-000-0000-6231		306.00	TIMES - COVID	6320	PUBLISHING/ADVERTISING - AUDIT	N
51	01-061-000-0000-6232		178.50	TIMES - BALLOT PROCEDURES	6320	ADVERTISING - ELECTION	N
48	01-106-000-0000-6231		55.50	AD - ASSESSOR - TIMES	6320	PUBLISHING - ASSESSOR	N
53	01-106-000-0000-6231		67.50	AD - ASSESSOR - WATCH	6620	PUBLISHING - ASSESSOR	N

# Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Descripti	1099 On Behalf of Name
54	20027	01-106-000-0000-6231 THE TIMES		55.50 1,722.38	AD - ASSESSOR - TIMES	16 Transactions	6620	PUBLISHING - ASSESSOR	N
999999997	102	01-221-000-0000-6801 TIRE SOLUTIONC INC		183.54	TIRES # 11 TASK FORCE	1 Transactions	371701	MISCELLANEOUS EXPENSE	N
999999997	20001	01-003-000-0000-6814 TRI-VALLEY OPPORTUNITY COUNCIL		1,800.00	2020 APPROPRIATION	1 Transactions		TRI-VALLEY SERVICES	N
21	20001	01-003-000-0000-6814 TRI-VALLEY OPPORTUNITY COUNCIL		1,800.00					
16	20361	01-102-000-0000-6301 TYLER TECHNOLOGIES, INC		1,447.31	IDOC 5 MAINTENANCE		025-29989	MAINTENANCE AGREEMENT	N
17	20361	01-102-000-0000-6844 TYLER TECHNOLOGIES, INC		1,608.12 3,055.43	IDOC WEB HOSTING	2 Transactions	025-29989	TECHNOLOGY - RECORDER	N
8	21008	01-106-000-0000-6801 UNIVERSAL SCREEN PRINT		80.16	RETIREMENT CLOCK - AO		38984	MISCELLANEOUS EXPENSE	N
7	21008	01-111-000-0000-6801 UNIVERSAL SCREEN PRINT		80.15 160.31	RETIREMENT CLOCK - KO	2 Transactions	38984	MISCELLANEOUS EXPENSE	N
100	22350	01-223-000-0000-6631 VESTA SOLUTIONS		5,000.00	911 PHONE SYSTEM - EQUIPMENT		PINV00001592	FURNITURE & EQUIPMENT	N
101	22350	01-223-000-0000-6631 VESTA SOLUTIONS		11,082.00 16,082.00	911 PHONE SYSTEM - ALA CARTE	2 Transactions	PINV00001592	FURNITURE & EQUIPMENT	N
1 Fund Total:				143,489.93	County Revenue		41 Vendors	100 Transactions	

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
160	1011 ACE HARDWARE 03-330-000-0000-6554		38.36	PLUMBING SUPPLIES		ENGINEERING & SURVEYING SUPPLI	N
	1011 ACE HARDWARE		38.36		1 Transactions		
159	1350 AMERIPRIDE SERVICES, INC 03-320-000-0000-6262		737.71	SHOP 500 RUGS		OTHER SERVICES	N
	1350 AMERIPRIDE SERVICES, INC		737.71		1 Transactions		
156	1364 AUTO VALUE 03-350-000-0000-6564		52.29	AIR COIL SET		EQUIPMENT REPAIR PARTS	N
157	03-350-000-0000-6564		8.09	FILTER		EQUIPMENT REPAIR PARTS	N
158	03-350-000-0000-6564		84.87	TOOLS		EQUIPMENT REPAIR PARTS	N
	1364 AUTO VALUE		145.25		3 Transactions		
155	2496 BREILAND LANDSCAPING 03-350-000-0000-6553		228.00	SPRING APPLICATION SHOP 500		BRUSH & WEED CONTROL CHEMICA	N
	2496 BREILAND LANDSCAPING		228.00		1 Transactions		
153	3307 COMMISSIONER OF TRANSPORTATION-S 03-330-000-0000-6274		2,178.33	LAB TESTING		LAB TESTING	N
154	03-330-000-0000-6274		624.97	LAB TESTING		LAB TESTING	N
	3307 COMMISSIONER OF TRANSPORTATION-S		2,803.30		2 Transactions		
148	6006 FARMERS UNION OIL 03-350-000-0000-6560		5,626.37	GAS & DIESEL SHOP 500		GAS & DIESEL	N
149	03-350-000-0000-6560		1,513.39	DIESEL SHOP 212		GAS & DIESEL	N
150	03-350-000-0000-6560		4,100.53	DIESEL SHOP 211		GAS & DIESEL	N
152	03-350-000-0000-6560		45.57	GAS		GAS & DIESEL	N
151	03-350-000-0000-6562		255.60	GREASE & OIL		MOTOR OIL & LUBRICANTS	N
	6006 FARMERS UNION OIL		11,541.46		5 Transactions		
147	7322 GILSON COMPANY INC 03-330-000-0000-6554		203.56	SIEVES		ENGINEERING & SURVEYING SUPPLI	N
	7322 GILSON COMPANY INC		203.56		1 Transactions		
146	7384 GOPHER STATE ONE CALL 03-320-000-0000-6240		4.05	EMAIL TICKETS		SUBSCRIPTIONS	N
	7384 GOPHER STATE ONE CALL		4.05		1 Transactions		
	8331 HARDWARE HANK						

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
145	03-350-000-0000-6556		8.99	EXT BAR IMPACT 1/2"		SHOP SUPPLIES	N
144	03-350-000-0000-6564		16.99	PRUNER UNIT 308		EQUIPMENT REPAIR PARTS	N
8331	HARDWARE HANK		25.98		2 Transactions		
8356	HOUSTON ENGINEERING INC						
143	03-330-000-0000-6261		9,533.42	PROJECT DEVELOPMENT NEW BRIDGE		CONSULTING & LEGAL SERVICES	N
8356	HOUSTON ENGINEERING INC		9,533.42		1 Transactions		
8014	HUGOS #7						
141	03-350-000-0000-6556		29.82	SHOP SUPPLIES		SHOP SUPPLIES	N
8014	HUGOS #7		29.82		1 Transactions		
8409	HUMBOLDT MFG CO.						
142	03-330-000-0000-6554		24.93	AIR TESTER REPAIR PARTS		ENGINEERING & SURVEYING SUPPLI	N
8409	HUMBOLDT MFG CO.		24.93		1 Transactions		
12325	L & M SUPPLY, INC.						
137	03-350-000-0000-6556		44.89	PT SOAP		SHOP SUPPLIES	N
139	03-350-000-0000-6556		16.95	TOOLS - SHOP 500		SHOP SUPPLIES	N
140	03-350-000-0000-6556		23.97	PT TP - SHOP 500		SHOP SUPPLIES	N
136	03-350-000-0000-6564		9.99	HAND SANITIZER - #317 - COVID		EQUIPMENT REPAIR PARTS	N
138	03-350-000-0000-6564		4.99	PIPE UNIT 232		EQUIPMENT REPAIR PARTS	N
12325	L & M SUPPLY, INC.		100.79		5 Transactions		
13393	MINNESOTA NORTHERN RAILROAD						
161	03-330-000-0000-6269		103,828.26	SURFACE UPGRADE		GENERAL CONTRACTS	N
13393	MINNESOTA NORTHERN RAILROAD		103,828.26		1 Transactions		
13033	MN COUNTIES INTERGOVERNMENTAL TF						
3	03-803-000-0000-6355		848.00	MOTOR GRADERS INSURANCE	3637	INSURANCE - PROPERTY CASUALT'	N
13033	MN COUNTIES INTERGOVERNMENTAL TF		848.00		1 Transactions		
14324	NAPA AUTO PARTS						
132	03-350-000-0000-6556		5.98	WIPER BLADE		SHOP SUPPLIES	N
131	03-350-000-0000-6564		57.48	BRAKE CLEANER		EQUIPMENT REPAIR PARTS	N
133	03-350-000-0000-6564		12.49	EAR MUFF		EQUIPMENT REPAIR PARTS	N
134	03-350-000-0000-6564		113.98	BRAKE CONTROL		EQUIPMENT REPAIR PARTS	N
135	03-350-000-0000-6564		9.48	HEATER HOSE		EQUIPMENT REPAIR PARTS	N
14324	NAPA AUTO PARTS		199.41		5 Transactions		

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Descripti	1099
							Paid On Bhf #	On Behalf of Name	
128	14316	NELSON EQUIPMENT OF TRF INC		43.36	HOSE & FITTING			EQUIPMENT REPAIR PARTS	N
129		03-350-000-0000-6564		8.75	HYDRAULIC TIP			EQUIPMENT REPAIR PARTS	N
130		03-350-000-0000-6564		431.22	CLUTCH			EQUIPMENT REPAIR PARTS	N
	14316	NELSON EQUIPMENT OF TRF INC		483.33		3 Transactions			
127	14123	NORTHWEST BEVERAGE INC		16.25	WATER			SUPPLIES	N
	14123	NORTHWEST BEVERAGE INC		16.25		1 Transactions			
126	15323	OFFICE DEPOT		279.99	CHAIR			SUPPLIES	N
	15323	OFFICE DEPOT		279.99		1 Transactions			
121	16027	PENNINGTON COUNTY TREASURER		33.96	HOSTED EXCNAGE - MAY 2020			COMPUTER SERVICES	N
122		03-320-000-0000-6263		12.00	POP EMAIL - MAY 2020			COMPUTER SERVICES	N
123		03-320-000-0000-6263		445.71	IT GLOBAL - MAY 2020			COMPUTER SERVICES	N
124		03-320-000-0000-6263		61.25	HOSTED OFFICE - MAY 2020			COMPUTER SERVICES	N
125		03-320-000-0000-6263		34.70	EMAIL ARCHIVING - MAY 2020			COMPUTER SERVICES	N
	16027	PENNINGTON COUNTY TREASURER		587.62		5 Transactions			
119	16379	POLK COUNTY HIGHWAY DEPARTMENT		360.42	INSPECT - SAP 57-608-008			CONSULTING & LEGAL SERVICES	N
120		03-350-000-0000-6551		116.00	SPEED LIMIT SIGNS			SIGNS	N
	16379	POLK COUNTY HIGHWAY DEPARTMENT		476.42		2 Transactions			
117	16419	PRECISE MRM LLC		229.56	MONTHLY GPS - MAY			EQUIPMENT REPAIR PARTS	N
	16419	PRECISE MRM LLC		229.56		1 Transactions			
118	17003	QUICK PRINT CENTER		445.00	VOUCHERS, LETTERHEAD, AR CARDS			SUPPLIES	N
	17003	QUICK PRINT CENTER		445.00		1 Transactions			
115	18440	READITECH IT SOLUTIONS		134.00	HOSTED EXCHANGE - JUN/JULY			TELEPHONE	N
116		03-320-000-0000-6202		80.00	BACKUP MANAGER - JUN/JULY			COMPUTER SERVICES	N
	18440	READITECH IT SOLUTIONS		214.00		2 Transactions			

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
18106 RED LAKE COUNTY COOP					
112 03-350-000-0000-6418		324.48	PROPANE		PROPANE FOR HEATING SHOPS N
113 03-350-000-0000-6418		597.06	PROPANE - SHOP - 213		PROPANE FOR HEATING SHOPS N
114 03-350-000-0000-6418		124.53	PROPANE - SHOP - 215		PROPANE FOR HEATING SHOPS N
18106 RED LAKE COUNTY COOP		1,046.07		3 Transactions	
18439 ROCKSBURY TRUCK REPAIR					
111 03-350-000-0000-6564		972.00	DOT INSPECTIONS		EQUIPMENT REPAIR PARTS N
18439 ROCKSBURY TRUCK REPAIR		972.00		1 Transactions	
18319 RT VISION, INC.					
110 03-320-000-0000-6263		550.00	PERMIT FEE		COMPUTER SERVICES N
18319 RT VISION, INC.		550.00		1 Transactions	
19351 S & S TRUCK REPAIR LLC					
104 03-350-000-0000-6564		165.04	DOT INSPECTION UNIT 243		EQUIPMENT REPAIR PARTS Y
105 03-350-000-0000-6564		214.36	DOT INSPECTION UNIT 242		EQUIPMENT REPAIR PARTS Y
106 03-350-000-0000-6564		432.59	DOT INSPECTION UNIT 306		EQUIPMENT REPAIR PARTS Y
19351 S & S TRUCK REPAIR LLC		811.99		3 Transactions	
20027 THE TIMES					
109 03-320-000-0000-6232		51.00	AD DUST CONTROL		ADVERTISING N
20027 THE TIMES		51.00		1 Transactions	
20309 TRUE NORTH STEEL					
107 03-350-000-0000-6549		21,623.95	CULVERT INVENTORY		CULVERTS N
108 03-350-000-0000-6549		5,076.00	CULVERT INVENTORY		CULVERTS N
20309 TRUE NORTH STEEL		26,699.95		2 Transactions	
22315 VALLEY TRUCK					
103 03-350-000-0000-6564		97.76	LIGHT UNIT 244		EQUIPMENT REPAIR PARTS N
22315 VALLEY TRUCK		97.76		1 Transactions	
3 Fund Total:		163,253.24	Road & Bridge		31 Vendors 60 Transactions



# Pennington County Financial System



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32 Solid Waste Facility

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
18314 RAINY LAKE OIL					
11 32-390-000-0000-6262		125.00	USED OIL FILTERS	28056	OTHER SERVICES-SCORE ACCOUNT N
18314 RAINY LAKE OIL		125.00	1 Transactions		
32 Fund Total:		125.00	Solid Waste Facility	1 Vendors	1 Transactions
Final Total:		306,868.17	73 Vendors	161 Transactions	

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# 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	143,489.93	County Revenue
	3	163,253.24	Road & Bridge
	32	125.00	Solid Waste Facility
	All Funds	306,868.17	Total

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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
8352	HEMPEL/CODY						
26	01-003-000-0000-6103		75.00	PER DIEM - ECON DEVELOP - TRF	42420	PER DIEMS - BOARD	N
24	01-003-000-0000-6103		75.00	PER DIEM - CHAMBER - TRF	51420	PER DIEMS - BOARD	N
25	01-003-000-0000-6103		75.00	PER DIEM - JOBS INC - TRF	52020	PER DIEMS - BOARD	N
27	01-003-000-0000-6103		75.00	PER DIEM - ECON DEVELOP - TRF	5720	PER DIEMS - BOARD	N
21	01-003-000-0000-6103		75.00	PER DIEM - CHAMBER - TRF	61120	PER DIEMS - BOARD	N
22	01-003-000-0000-6103		75.00	PER DIEM - EQUALIZATION - TRF	61520	PER DIEMS - BOARD	N
23	01-003-000-0000-6103		75.00	PER DIEM - JOBS INC - TRF	61720	PER DIEMS - BOARD	N
20	01-003-000-0000-6103		75.00	PER DIEM - TECH COMMITTEE -TRF	6820	PER DIEMS - BOARD	N
8352	HEMPEL/CODY		600.00	8 Transactions			
12323	LAWRENCE/BRUCE						
3	01-003-000-0000-6103		75.00	PER DIEM - NWEBC - ZOOM	61020	PER DIEMS - BOARD	N
4	01-003-000-0000-6103		75.00	PER DIEM - AMC DISTRICT - ZOOM	61120	PER DIEMS - BOARD	N
1	01-003-000-0000-6103		75.00	PER DIEM - NWEBC GRANT - ZOOM	6120	PER DIEMS - BOARD	N
5	01-003-000-0000-6103		75.00	PER DIEM - EQUALIZATION - TRF	61520	PER DIEMS - BOARD	N
6	01-003-000-0000-6103		75.00	PER DIEM - CCO METG - WEBEX	61720	PER DIEMS - BOARD	N
7	01-003-000-0000-6103		75.00	PER DIEM - WSN/DMV - TRF	61820	PER DIEMS - BOARD	N
8	01-003-000-0000-6103		75.00	PER DIEM - HISTORICAL SO - TRF	62220	PER DIEMS - BOARD	N
9	01-003-000-0000-6103		75.00	PER DIEM - BUILDING COM - TRF	62320	PER DIEMS - BOARD	N
2	01-003-000-0000-6103		75.00	PER DIEM - TECHNOLOGY - TRF	6820	PER DIEMS - BOARD	N
12323	LAWRENCE/BRUCE		675.00	9 Transactions			
20307	TVEITBAKK/DARRYL						
12	01-003-000-0000-6103		75.00	PER DIEM - AMC DISTRICT - TRF	61120	PER DIEMS - BOARD	N
13	01-003-000-0000-6103		75.00	PER DIEM - DANCING SKY - TRF	61520	PER DIEMS - BOARD	N
14	01-003-000-0000-6103		75.00	PER DIEM - AIRPORT AUTH - TRF	61720	PER DIEMS - BOARD	N
15	01-003-000-0000-6103		75.00	PER DIEM - PERSONNEL COM - TRF	61820	PER DIEMS - BOARD	N
16	01-003-000-0000-6103		75.00	PER DIEM - AIRPORT/DAC - TRF	61920	PER DIEMS - BOARD	N
17	01-003-000-0000-6103		75.00	PER DIEM - BUILDING COM - TRF	62320	PER DIEMS - BOARD	N
18	01-003-000-0000-6103		75.00	PER DIEM - PERSONNEL COM - TRF	62420	PER DIEMS - BOARD	N
19	01-003-000-0000-6103		75.00	PER DIEM - PERSONNEL COM - TRF	63020	PER DIEMS - BOARD	N
10	01-003-000-0000-6103		75.00	PER DIEM - PERSONNEL COM - TRF	6420	PER DIEMS - BOARD	N
11	01-003-000-0000-6103		75.00	PER DIEM - PERSONNEL COM - TRF	6520	PER DIEMS - BOARD	N
20307	TVEITBAKK/DARRYL		750.00	10 Transactions			
1 Fund Total:			2,025.00	County Revenue		3 Vendors	27 Transactions
Final Total:			2,025.00	3 Vendors		27 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	2,025.00	County Revenue
All Funds		2,025.00	Total

Approved by, .....

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