

**PENNINGTON COUNTY  
BOARD OF COMMISSIONER'S MEETING  
JUSTICE CENTER – COUNTY BOARD ROOM  
TUESDAY, APRIL 27<sup>TH</sup>, 2021, 5:00 P.M.**

**AGENDA**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Amendments to the Agenda**

**4. Recognition of Citizens** – Individuals present may address the Board about items not on the regular agenda; no action on these items is required at this time.

**5. Approval of the Board minutes; bills**

**6. Regular Agenda**

5:05	Julie Sjostrand – Human Services Director
5:10	Peter Nelson – Pennington County SWCD
5:20	Kayla Jore – Inter County Nursing Director
5:30	Mike Flaagan – County Engineer
5:45	Ray Kuznia – County Sheriff

**7. Committee Reports / Commissioner Updates**

**8. County Auditor-Treasurer Items**

**9. County Coordinator Items**

**10. County Attorney Items**

## **11. Adjournment**

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

**Note: Due to COVID-19 and social distancing, ZOOM invites will be sent to those on the agenda and the agenda email list.**

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 April 20, 2021 (detailed minutes on record)  
are hereby adopted:

SECTION A

- I. To approve the March 16, 2020 Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve and re-authorize the Pennington County Pre-Petition Screening Team and the list of screeners as presented.

SECTION B

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

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Aye

Nay

Chairperson

Date

**OFFICIAL PROCEEDINGS  
PENNINGTON COUNTY BOARD OF COMMISSIONERS  
TUESDAY, APRIL 13<sup>TH</sup>, 2021, 10:00 A.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, April 13<sup>th</sup>, 2021 at 10:00 a.m. Members Present: Darryl Tveitbakk, Seth Nelson, Bruce Lawrence, and Neil Peterson. Members present via Zoom: David Sorenson. Members Absent: None.

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

Chairman Peterson asked if there were any amendments to the agenda. Hearing none, Commissioner Darryl motioned, seconded by Commissioner Bruce to approve the Board agenda as written. Upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye. Motion carried.

Recognition of Citizens: None present

Motioned by Commissioner Darryl, seconded by Commissioner Nelson, to approve the County Board minutes of March 23<sup>rd</sup>, 2021 as written. Upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye. Motion carried.

Motioned by Commissioner Bruce, seconded by Commissioner Seth, to approve the Human Services warrants totaling \$120,980.18 and the following Commissioner warrants. Motion carried.

County Revenue	\$89,103.16
Road & Bridge	\$79,595.99
Ditch Funds	\$ 263.78

Per diems and meal reimbursements in the amount of \$2,362.93 were also approved.

Pennington County Extension Educator/4-H Youth Development Ashley Nerhus presented an update to the Board. Despite the pandemic the 4-H program is alive and well. Many events have been held virtually, such as the 2020 fair, annual banquet, and the Cloverbud program. Other items reported on include: the Ambassador program, B.I.O. Girls (Beautiful Inside and Out) program, and the shooting and archery sports program. They are also working with Les's Sanitation on a 4-H recycling team so kids understand the recycling process. Both Extension and 4-H hope to hold a normal fair this summer.

Pennington County Ag Services and SW Coordinator Kyle Jore stated that the 2020 solid waste report has been submitted. There were 3,215 tons of recyclables in the County in 2020, amounting to 26% of total municipal waste. There were 10 participants in the household hazardous waste program and a total of 36 tons of waste collected. Kyle noted that the spring cleanup date is May 1<sup>st</sup>, 2021 from 8:00 - 12:00 p.m. Lately he has fielded calls on land rent, helped others navigate the state and federal farm programs, worked with plant/bug identification, and wrote a grant for the 2022 solid waste and 4-H program. Other current duties include weed inspections, a proposed weed management program, seed testing, and working with pesticide licensing and exams.

Pennington County Extension Office Manager Cindi Kilen stated that she has been assisting in the office and working with the Master Gardener program and other groups, which are still meeting via Zoom but

are slowly moving back to in-person. She is excited to work on upcoming events such as the fair and assisting with the BIO Girls program.

Pennington County SWCD Water Resource Specialist Bryanna Grefthen met with the Board and stated that they received a grant in 2020 from BWSR to start a county weed management program. Mapping of the county has begun and should be complete this year. Some of the entities invited to join the program include the City of TRF, the DNR, and Pheasants Forever. She has met with Kyle Jore from Extension and Engineer Flaagan regarding the County's participation, and the County Attorney has reviewed the draft M.O.U. with no revisions suggested. Highlights of the M.O.U. include:

- Establish a coop effort to control and manage weeds in the county
- Goals: education and awareness of the invasive weeds in the county, how to prevent and control weeds, cooperation with other entities to reach the listed goals
- Develop a strategic management plan to identify priorities and manage the process
- Descriptions of the role of each participant in the group
- Participants can leave the group with a written notice
- Once two or more groups elect to join the program, the SWCD must be included for fiscal administration.

Commissioner Lawrence asked Ms. Grefthen about weeds found on private land, to which she stated that the program is more about outreach to landowners - what to watch for, how to control and prevent weeds, etc. Other questions included what weeds would be targeted and if this group will coordinate with other counties. Motioned by Commissioner Lawrence, seconded by Commissioner Tveitbakk, to approve a Memorandum of Understanding between Pennington County and the Pennington County SWCD regarding the establishing of a Cooperative Weed Management Area in an effort to manage and control invasive plants and noxious weeds in the County. Upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye. Motion carried.

County Engineer Mike Flaagan stated that the following bids for SAP 057-598-054, a box culvert project south of the TRF Regional Airport, were opened electronically on April 12<sup>th</sup>, 2021 as duly advertised.

Taggart Excavating	\$137,197.00
Davidson Construction	\$155,570.00
Triple D Construction, Inc.	\$159,071.50
Olson Construction TRF, Inc.	\$165,403.50
Gladden Construction, Inc.	\$171,387.00

Mr. Flaagan stated that the bid of Taggart Excavating was complete and he recommends its approval. Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve the \$137,197.00 bid by Taggart Excavating for SAP 057-598-054 as the lowest and best bid received. Upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye. Motion carried.

Mr. Flaagan stated that the following two quotes were received for county-wide striping:

AAA Striping Service Co.	\$14,434.41
Traffic Marking Services	\$16,357.93

Motioned by Commission Tveitbakk, seconded by Commissioner Sorenson, to approve the quote of \$14,434.41 by AAA Striping Service Co. for county-wide striping services in 2021. Upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye. Motion carried.

Mr. Flaagan stated that two quotes were received to pave the parking lot west of the Justice Center. This project was part of an agreement made with I.S.D. 564 for our use of the parking lot during the Justice Center construction project.

Agassiz Asphalt	\$86,310.00
R.J. Zavoral & Sons, Inc.	\$94,600.00

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve the quote of \$86,310.00 by Agassiz Asphalt to pave the ISD #564 parking lot west of the Justice Center. Discussion was held with Commissioner Lawrence questioning if the curb and gutter will be removed at the south end of the lot. Mr. Flaagan stated both will be removed prior to paving. Commissioner Tveitbakk questioned if the paving the south end is justified as the lot is rarely full. Chairman Peterson responded that the lot will most likely be fully utilized once all students are back to school. Upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye. Motion carried. Agassiz Asphalt plans to begin the project on July 12<sup>th</sup>, 2021.

Mr. Flaagan stated that a box culvert was installed under the airport road some years ago and a bump has formed in the road, a common occurrence following a culvert install, and he would like to mill the road and patch that spot. The following two quotes were received:

Agassiz Asphalt	\$10,255.00
R.J. Zavoral Construction	\$13,115.00

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the quote of \$10,255.00 by Agassiz Asphalt for milling and patching of a portion of the airport road where a box culvert was installed in the past. Upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye. Motion carried.

Mr. Flaagan asked for approval to request an advance of state aid funds for three state projects - the two roundabouts, the bridge, and the road in between those projects. The advance would be from the 2022 allotment and would total \$613,748.83. Motioned by Commissioner Lawrence, seconded by Commissioner Tveitbakk, to authorize a request to advance state aid funds from the 2022 allotment totaling \$613,748.83. Discussion was held with Mr. Flaagan stating the projects will start in mid-May once road restrictions are lifted. Other related projects that will be completed include paving of the walking/bike trail, topsoil seeding, and painting on the bridge. Upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye. Motion carried.

Engineer Flaagan stated that the Township agreements are slowly being received and need to be signed by the Chairman. It was noted that these agreements are made for the services provided by the County, such as road grading. Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to authorize the Chairman to sign the Township Agreements as they are received from the townships. Upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye. Motion carried.

Mr. Flaagan stated that the Public Hearing regarding the vacating of old easements on the former airport road was held this morning at 9:00 a.m. These easements must be vacated for the new airport hangar project. The following resolution was introduced by Commissioner Lawrence and seconded by Commissioner Tveitbakk, and upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye, the motion was carried.

**RESOLUTION APPROVING A VACATION OF AN EASEMENT FOR TRANSPORTATION AND HIGHWAY PURPOSES**

**WHEREAS**, The County Board of Pennington County did by unanimous resolution propose to vacate an existing Highway Easement for transportation and highway purposes as set forth in that

certain document dated May 26, 1953 and recorded the 28<sup>th</sup> day of February 1975 in Book 131 of Records on Page 162 in the office of the Pennington County Recorder and more legally described as follows:

All that portion of the North-South public road lying along and following the common section line of the east line of the Northeast Quarter of Section 21, and the west line of the Northwest Quarter of Section 22, the East line of the Southeast Quarter of the Southeast Quarter of Section 16, and the West line of the Southwest Quarter of the Southwest Quarter of Section 15, all in Township 153 North, Range 43 West, Pennington County, Minnesota, said portion being bounded on the north by a line extending east and west at right angles to the East line of the Southeast Quarter of said Section 16, from a point thereon distant 300 feet northerly from the Southeast corner of said Section 16. EXCEPT that portion which lies within a distance of 75 feet from the in-place center line of County State Aid Highway No. 17, as currently constructed.

Together with that portion of the 19-foot wide highway easement originally granted by that certain document dated May 26, 1953 and recorded the 28<sup>th</sup> day of February 1975 in Book 131 of Records on Page 162 in the office of the Pennington County Recorder, which lies south of a line extending east and west at right angles to the East line of the Southeast Quarter of said Section 16, from a point thereon 300 feet northerly from the Southeast corner of said Section 16.

**WHEREAS**, a public hearing was held on April 13<sup>th</sup>, 2021 before the County Board of Commissioners at the Pennington County Justice Center, County Board Room, 141 Main Avenue South, Thief River Falls, MN 56701, after proper publication, posting and notice to affected property owners and all persons interested were given an opportunity to be heard; and

**WHEREAS**, it appears that the easement is not needed, no roadway has been constructed in the proposed vacated easement area and it will be in the best interest of the County to vacate said easement are; and

**WHEREAS**, a majority of all members of the County Board of Commissioners concur in this resolution.

**NOW, THEREFORE, BE IT RESOLVED**, that existing Highway Easement for transportation and highway purposes as set forth in that certain document dated May 26, 1953 and recorded the 28<sup>th</sup> day of February 1975 in Book 131 of Records on Page 162 in the office of the Pennington County Recorder and more legally described as follows:

All that portion of the North-South public road lying along and following the common section line of the east line of the Northeast Quarter of Section 21, and the west line of the Northwest Quarter of Section 22, the East line of the Southeast Quarter of the Southeast Quarter of Section 16, and the West line of the Southwest Quarter of the Southwest Quarter of Section 15, all in Township 153 North, Range 43 West, Pennington County, Minnesota, said portion being bounded on the north by a line extending east and west at right angles to the East line of the Southeast Quarter of said Section 16, from a point thereon distant 300 feet northerly from the Southeast corner of said Section 16. EXCEPT that portion which lies within a distance of 75 feet from the in-place center line of County State Aid Highway No. 17, as currently constructed.

Together with that portion of the 19-foot wide highway easement originally granted by that certain document dated May 26, 1953 and recorded the 28<sup>th</sup> day of February 1975

in Book 131 of Records on Page 162 in the office of the Pennington County Recorder, which lies south of a line extending east and west at right angles to the East line of the Southeast Quarter of said Section 16, from a point thereon 300 feet northerly from the Southeast corner of said Section 16.

Lying westerly of the presently existing CSAH No. 17, located in the County of Pennington and State of Minnesota, is hereby vacated.

Commissioner Nelson questioned Mr. Flaagan about the bid for the cold storage building. Mike stated that some inside sheeting will be removed from the specs and he expects a signed contract sometime this week.

County Sheriff Ray Kuznia stated that the new guns purchased for the Deputies feature larger slides and they need new holsters. He presented a quote from Safariland in the amount of \$1,716.00 for eleven (11) new holsters and has funds available in his equipment budget. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to authorize the purchase of 11 holsters for the Sheriff's Dept. from Safariland at a cost of \$1,716.00, to be paid for using the Sheriff's equipment budget. Upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye. Motion carried.

Sheriff Kuznia stated that three applications were received for the position of Full-Time Assistant Jail Administrator and he is recommending the promotion of Corrections Sergeant Jo Williams. Motioned by Commissioner Lawrence, seconded by Commissioner Tveitbakk, to promote Jo Williams to the position of Assistant Jail Administrator effective April 19<sup>th</sup>, 2021 and to authorize the Personnel Committee to set the starting pay. Upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye. Motion carried.

Mr. Kuznia stated that they posted and interviewed about a month ago for two Corrections Sergeant positions and he is recommending the promotion of two Corrections Officers.

Motioned by Commissioner Lawrence, seconded by Commissioner Tveitbakk, to approve the promotion of Tanner Wellman to the position of Corrections Sergeant effective April 19<sup>th</sup>, 2021. Upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve the promotion of Jon Erickson to the position of Corrections Sergeant effective April 19<sup>th</sup>, 2021. Discussion was held on the new wages for the two sergeant positions. County Coordinator Kevin Erickson will notify the Personnel Committee of the wages determined and in accordance with the union contract. Upon roll call vote: Nelson – Aye, Lawrence – Aye, Peterson – Aye, Sorenson – Aye, Tveitbakk – Aye. Motion carried.

Commissioner Nelson questioned Sheriff Kuznia about a ride-along with a Deputy Sheriff. Mr. Kuznia said the members of the Board can do so and to call the Chief Deputy or senior Deputy to schedule it.

Committee Reports / Updates:

Commissioner Tveitbakk stated that AVI will be providing training on the board room electronic equipment on April 20<sup>th</sup>, 2021 at 9:00 a.m.



Commissioner Lawrence stated that ReadITech IT Solutions will be providing training on use and capabilities of the county's Microsoft Surfaces on April 15<sup>th</sup>, 2021 at 10:00 a.m. in Meeting Room A of the Government Center. Discussion was held on who will attend this round of training; the Auditor-Treasurer's office will coordinate the training.

County Auditor-Treasurer Items: None

County Coordinator Items: None

County Attorney Items:

County Attorney Seamus Duffy read aloud language to close the Board meeting pursuant to MN Statute 13D.05 Subd. 3 for pending litigation.

Following the closed session, the Chairman reopened the Board meeting.

Motioned by Commissioner Nelson, seconded by Commissioner Tveitbakk, to adjourn the Board meeting to April 27<sup>th</sup>, 2021 at 5:00 p.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator  
Pennington County

Neil Peterson, Chairman  
Board of Commissioners

# 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  
4/27/21 4:36PM  
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
99999997	ALEX PETERSON						
33	01-251-000-0000-6420		112.19	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
99999997	ALEX PETERSON		112.19	1 Transactions			
1550	AVI SYSTEMS, INC						
197	01-003-000-0000-6631		4,455.55	VIDEO CONF - BD ROOM		FURNITURE & EQUIPMENT	N
1550	AVI SYSTEMS, INC		4,455.55	1 Transactions			
2238	BOLDUC/JULIE						
70	01-251-000-0000-6420		83.43	UNIFORM ALLOWANCE REIMB		JAILER UNIFORMS	N
71	01-251-000-0000-6420		144.98	UNIFORM ALLOWANCE REIMB		JAILER UNIFORMS	N
72	01-251-000-0000-6420		53.38	UNIFORM ALLOWANCE REIMB		JAILER UNIFORMS	N
2238	BOLDUC/JULIE		281.79	3 Transactions			
2050	BREDESON SUPPLY						
1	01-601-000-0000-6401		34.95	OFFICE SUPPLIES	135469	SUPPLIES - EXTENSION	N
2050	BREDESON SUPPLY		34.95	1 Transactions			
3352	CHARM-TEX INC						
2	01-251-000-0000-6405		46.90	SHAVING CREAM	247093	GENERAL SUPPLIES - JAIL	N
3352	CHARM-TEX INC		46.90	1 Transactions			
3407	CLIMATE CONTROL, INC.						
3	01-218-000-0000-6300		1,401.50	SITE VISIT/VAV CLEAN/FLUSH BRE		REPAIRS & MAINTENANCE	N
4	01-218-000-0000-6300		65.00	ADJUST RTU 6 SETPOINT		REPAIRS & MAINTENANCE	N
5	01-218-000-0000-6300		1,109.00	SITE VISIT/ BALANCE VALVE UNIT		REPAIRS & MAINTENANCE	N
6	01-218-000-0000-6300		1,304.00	SITE VISIT/ REPLACE FITTINGS		REPAIRS & MAINTENANCE	N
3407	CLIMATE CONTROL, INC.		3,879.50	4 Transactions			
3311	COLE PAPERS, INC.						
7	01-111-000-0000-6403		46.73	CLEANER, LYSOL	9972337	JANITORIAL SUPPLIES - COURTHOL	N
3311	COLE PAPERS, INC.		46.73	1 Transactions			
4355	DACOTAH PAPER						
8	01-251-000-0000-6403		280.14	TOILET TISSUE	34259	JANITORIAL SUPPLIES - JAIL	N
4355	DACOTAH PAPER		280.14	1 Transactions			
13483	DEPT OF CORRECTIONS FINANCIAL SERV						
9	01-251-000-0000-6801		1,143.50	INMATE WAGES MARCH	56352	MISCELLANEOUS EXPENSE - JAIL	N

# Pennington County Financial System



Jennifer  
4/27/21 4:36PM  
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
13483	DEPT OF CORRECTIONS FINANCIAL SERV		1,143.50				
				1 Transactions			
22	13059 DHS - SWIFT 01-061-000-0000-6262		33.82	PVC PRINTING	A3001C57181	OTHER SERVICES - ELECTIONS	N
	13059 DHS - SWIFT		33.82				
				1 Transactions			
39	999999997 DR BENJAMIN SAYLER 01-251-000-0000-6255		520.00	DR VISIT	2699	MEDICAL - LOCAL	N
	999999997 DR BENJAMIN SAYLER		520.00				
				1 Transactions			
10	6303 F-M AMBULANCE INC 01-251-000-0000-6255		661.08	AMBULANCE SERVICE #2968	21-9007	MEDICAL - LOCAL	N
	6303 F-M AMBULANCE INC		661.08				
				1 Transactions			
73	7317 GALLS, LLC 01-251-000-0000-6420		697.86	NEW EMPLOYEE UNIFORM/ AP, JB	17847828	JAILER UNIFORMS	N
74	01-251-000-0000-6420		31.22	BELT NEW HIRE	17882833	JAILER UNIFORMS	N
75	01-251-000-0000-6420		36.98	BELT NEW HIRE	17885006	JAILER UNIFORMS	N
76	01-220-000-0000-6420		209.60-	RETURN UNIFORMS - RN	17986115	UNIFORMS	N
77	01-220-000-0000-6420		48.00-	RETURN JACKET - RN	17986120	UNIFORMS	N
	7317 GALLS, LLC		508.46				
				5 Transactions			
11	7037 GRAND FORKS HERALD 01-259-000-0000-6801		278.08	GF 1 YR SUBSCRIPTION	178572513	MISCELLANEOUS EXPENSE - CANTE	N
	7037 GRAND FORKS HERALD		278.08				
				1 Transactions			
12	8340 HALVERSON/MARC 01-255-000-0000-6420		132.00	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
	8340 HALVERSON/MARC		132.00				
				1 Transactions			
13	8014 HUGOS #7 01-003-000-0000-6330		9.99	FOOD FOR MEETING	1155	TRAVEL & EXPENSE	N
	8014 HUGOS #7		9.99				
				1 Transactions			
191	9017 INSIGHT TECHNOLOGIES 01-601-000-0000-6631		1,130.00	HP PROBOOK LAPTOP - KYLE JORE	190488	FURNITURE & EQUIPMENT - EXTEN:	N
	9017 INSIGHT TECHNOLOGIES		1,130.00				
				1 Transactions			
14	11315 KILEN/CYNTHIA 01-601-000-0000-6330		128.80	MILEAGE - MARCH PROGRAMING		TRAVEL & EXPENSE	N

# Pennington County Financial System



Jennifer  
4/27/21 4:36PM  
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
11315	KILEN/CYNTHIA		128.80		1 Transactions		
78	12037 LEE PLUMBING & HEATING 01-251-000-0000-6300		359.81	BOOKING SHOWER KIT	83603	REPAIRS & MAINTENANCE	N
	12037 LEE PLUMBING & HEATING		359.81		1 Transactions		
15	12335 LEGENDS SPORTING GOODS 01-501-000-0000-6300		44.97	NETS	5212	REPAIRS & MAINTENANCE	N
	12335 LEGENDS SPORTING GOODS		44.97		1 Transactions		
19	13226 MCKESSON MEDICAL SURGICAL 01-251-000-0000-6255		50.82	GLOVE, EXAM, NTRL,XL	18077982	MEDICAL - LOCAL	N
20	01-251-000-0000-6255		357.66	COMPRESS GLUCOSE ASSURE	18078067	MEDICAL - LOCAL	N
	13226 MCKESSON MEDICAL SURGICAL		408.48		2 Transactions		
17	13535 MEND CORRECTIONAL CARE, PLLC 01-251-000-0000-6255		7,650.00	HEALTHCARE APRIL	5579	MEDICAL - LOCAL	6
	13535 MEND CORRECTIONAL CARE, PLLC		7,650.00		1 Transactions		
21	13341 MINNESOTA CLE 01-091-000-0000-6240		162.00	COUNTY LAW BOOK	INV1105920	SUBSCRIPTIONS	N
79	01-091-000-0000-6240		99.50	MN JUDGES CRIMINAL	INV1120614	SUBSCRIPTIONS	N
	13341 MINNESOTA CLE		261.50		2 Transactions		
190	13361 MN BUREAU OF CRIMINAL APPREHENSIO 01-252-000-0000-6330		150.00	FORENSIC DNA/SEARCH WARRANTS #		TRAVEL & EXPENSE	N
	13361 MN BUREAU OF CRIMINAL APPREHENSIO		150.00		1 Transactions		
18	13539 MNDRIVERSMANUALS.COM 01-132-000-0000-6401		381.47	DRIVER MANUALS	4216	SUPPLIES - MOTOR VEHICLE	N
	13539 MNDRIVERSMANUALS.COM		381.47		1 Transactions		
85	14033 NORTHERN STATE BANK 01-251-000-0000-6420		150.00	CATHY W/UNIFORM PATCHES JG	REIMB PC	JAILER UNIFORMS	N
86	01-251-000-0000-6420		70.00	CATHY W/UNIFORM PATCHES JG	REIMB PC	JAILER UNIFORMS	N
87	01-251-000-0000-6420		75.00	CATHY W/UNIFORM PATCHES JG	REIMB PC	JAILER UNIFORMS	N
	14033 NORTHERN STATE BANK		295.00		3 Transactions		
80	14123 NORTHWEST BEVERAGE INC 01-251-000-0000-6801		81.50	WATER(11)	1215734	MISCELLANEOUS EXPENSE - JAIL	N

# 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 #	Account/Formula Descripti	1099
							Paid On Bhf #	On Behalf of Name	
81		01-220-000-0000-6801		43.00	WATER (3) 3 DEPOSITS		1216462	MISCELLANEOUS EXPENSE	N
82		01-220-000-0000-6801		74.25	WATER (10)		1217044	MISCELLANEOUS EXPENSE	N
83		01-220-000-0000-6801		20.00	MONTHLY RENTAL/MARCH		1218332	MISCELLANEOUS EXPENSE	N
84		01-251-000-0000-6801		10.00	MONTHLY RENTAL/MARCH		1218332	MISCELLANEOUS EXPENSE - JAIL	N
14123	NORTHWEST BEVERAGE INC			228.75		5 Transactions			
14042	NORTHWEST SERVICE COOPERATIVE								
24		01-112-000-0000-6636		6,022.10	TESTING & SAMPLE - ASBESTOS RE		5026	Building Improvements	N
14042	NORTHWEST SERVICE COOPERATIVE			6,022.10		1 Transactions			
15323	OFFICE DEPOT								
30		01-801-000-0000-6401		8.82	CORRECTION TAPE		165175570001	SUPPLIES-UNALLOCATED	N
31		01-801-000-0000-6401		11.00	DIVIDERS		165175570001	SUPPLIES-UNALLOCATED	N
25		01-132-000-0000-6401		229.99	HP89X INK		165198951001	SUPPLIES - MOTOR VEHICLE	N
26		01-041-000-0000-6401		12.99	WIRELESS MOUSE		166713844001	SUPPLIES - AUDITOR	N
27		01-091-000-0000-6401		49.99	32 GB FLA SH DRIVE		166713844001	SUPPLIES	N
28		01-132-000-0000-6401		8.24	ENVELOPES		166714267001	SUPPLIES - MOTOR VEHICLE	N
29		01-801-000-0000-6401		8.24	ENVELOPES		166714267001	SUPPLIES-UNALLOCATED	N
15323	OFFICE DEPOT			329.27		7 Transactions			
13329	OFFICE OF MNIT SERVICES								
23		01-070-000-0000-6263		1,300.00	MARCH FIBER USAGE		DV21030386	COMPUTER SERVICES - DP	N
13329	OFFICE OF MNIT SERVICES			1,300.00		1 Transactions			
15329	OIL BOYZ EXPRESS LUBE INC								
88		01-223-000-0000-6801		98.50	OIL CHANGE/SERVICE WIPERS #10		163686	MISCELLANEOUS EXPENSE-E911	N
15329	OIL BOYZ EXPRESS LUBE INC			98.50		1 Transactions			
16067	PEMBERTON LAW, P.L.L.P.								
32		01-111-000-0000-6801		43.00	ATTORNEY FEES		100	MISCELLANEOUS EXPENSE	Y
16067	PEMBERTON LAW, P.L.L.P.			43.00		1 Transactions			
16346	PETERSON/LISA								
34		01-091-000-0000-6262		5.50	TRANSCRIPTS 57-CR-20-277		672	OTHER SERVICES	Y
16346	PETERSON/LISA			5.50		1 Transactions			
11421	PIZZA HUT								
89		01-251-000-0000-6245		146.46	PIZZA - JAIL TRAINING		1179	CONTINUING EDUCATION	N
11421	PIZZA HUT			146.46		1 Transactions			

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
122	16311 PRO-WEST & ASSOCIATES INC		3,185.00	ANNUAL LINK & LINK WEB APPS	5291-C	MAINTENANCE AGREEMENT	N
	16311 PRO-WEST & ASSOCIATES INC		3,185.00	1 Transactions			
35	20358 QUADIENT FINANCE USA, INC.		1,500.00	POSTAGE	01801.6209	POSTAGE	N
	20358 QUADIENT FINANCE USA, INC.		1,500.00	1 Transactions			
144	18440 READITECH IT SOLUTIONS		8.49	HOSTED EXCHANGE - APRIL		TELEPHONE	N
90	01-220-000-0000-6263		876.00	IT GLOBAL CARE/ FEBRUARY	184039	COMPUTER SERVICES & SUPPLIES	N
92	01-223-000-0000-6631		2,405.00	MOBILE WORKSTATION/DISPATCH	190188	FURNITURE & EQUIPMENT	N
93	01-223-000-0000-6631		219.00	DOCKING STATION/DISPATCH	190506	FURNITURE & EQUIPMENT	N
94	01-220-000-0000-6631		1,223.75	SCANNER	190657	FURNITURE & EQUIPMENT	N
123	01-041-000-0000-6210		222.86	IT GLOBAL APRIL - AUD/TREAS	191049	E-MAIL SERVICES	N
124	01-070-000-0000-6263		445.71	IT GLOBAL APRIL - HIGHWAY	191049	COMPUTER SERVICES - DP	N
125	01-070-000-0000-6263		297.14	IT GLOBAL APRIL - ICN	191049	COMPUTER SERVICES - DP	N
126	01-070-000-0000-6263		891.43	IT GLOBAL APRIL - WELFARE	191049	COMPUTER SERVICES - DP	N
127	01-070-000-0000-6263		49.52	IT GLOBAL APRIL - DATA	191049	COMPUTER SERVICES - DP	N
128	01-070-000-0000-6263		140.00	IT GLOBAL APRIL - DATA	191049	COMPUTER SERVICES - DP	N
129	01-091-000-0000-6300		99.05	IT GLOBAL APRIL - ATTORNEY	191049	REPAIRS & MAINTENANCE	N
130	01-101-000-0000-6300		123.81	IT GLOBAL APRIL - RECORDER	191049	REPAIRS & MAINTENANCE	N
131	01-106-000-0000-6300		74.29	IT GLOBAL APRIL - ASSESSOR	191049	REPAIRS & MAINTENANCE	N
132	01-121-000-0000-6300		49.52	IT GLOBAL APRIL - VET SERVICE	191049	Repairs & Maintenance	N
133	01-132-000-0000-6300		148.57	IT GLOBAL APRIL - MV	191049	REPAIRS & MAINTENANCE	N
134	01-270-000-0000-6300		24.77	IT GLOBAL APRIL - CRIME VICTIM	191049	REPAIRS & MAINTENANCE	N
135	01-290-000-0000-6300		49.52	IT GLOBAL APRIL - EMER MGMT	191049	Repairs & Maintenance	N
136	01-601-000-0000-6300		123.81	IT GLOBAL APRIL - EXTENSION	191049	REPAIRS & MAINTENANCE	N
137	01-003-000-0000-6210		50.94	HOSTED EXCHANGE - APRIL	191050	E-MAIL SERVICES	N
154	01-003-000-0000-6210		17.35	ARCHIVING APRIL - BOARD	191050	E-MAIL SERVICES	N
178	01-003-000-0000-6801		17.74	HOSTED OFFICE APPS - COMM	191050	MISCELLANEOUS EXPENSE - BOARD	N
138	01-041-000-0000-6210		16.98	HOSTED EXCHANGE - APRIL	191050	E-MAIL SERVICES	N
149	01-041-000-0000-6210		17.35	ARCHIVING APRIL - AUD/TREAS	191050	E-MAIL SERVICES	N
157	01-041-000-0000-6210		6.00	POP EMAIL APRIL - AUD/TREAS	191050	E-MAIL SERVICES	N
173	01-041-000-0000-6210		43.75	HOSTED OFFICE APPS - AUDITOR	191050	E-MAIL SERVICES	N
180	01-041-000-0000-6262		9.00	ADDITIONAL PUBLIC FOLDERS	191050	OTHER SERVICES-AUDITOR	N
139	01-070-000-0000-6210		399.03	HOSTED EXCHANGE - APRIL	191050	E-MAIL SERVICES	N
140	01-070-000-0000-6210		33.96	HOSTED EXCHANGE - APRIL	191050	E-MAIL SERVICES	N
150	01-070-000-0000-6210		34.70	ARCHIVING APRIL - HIGHWAY	191050	E-MAIL SERVICES	N
151	01-070-000-0000-6210		34.70	ARCHIVING APRIL - ICN	191050	E-MAIL SERVICES	N

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
152	01-070-000-0000-6210		173.50	ARCHIVING APRIL - WELFARE	191050	E-MAIL SERVICES	N
153	01-070-000-0000-6210		10.41	ARCHIVING APRIL - DATA	191050	E-MAIL SERVICES	N
158	01-070-000-0000-6210		12.00	POP EMAIL APRIL - HIGHWAY	191050	E-MAIL SERVICES	N
159	01-070-000-0000-6210		20.00	POP EMAIL APRIL - ICN	191050	E-MAIL SERVICES	N
160	01-070-000-0000-6210		4.00	POP EMAIL APRIL - WELFARE	191050	E-MAIL SERVICES	N
161	01-070-000-0000-6210		6.00	POP EMAIL APRIL - DATA	191050	E-MAIL SERVICES	N
167	01-070-000-0000-6210		143.82	ENCRYPTION APRIL- WELFARE	191050	E-MAIL SERVICES	N
172	01-070-000-0000-6210		61.25	HOSTED OFFICE APPS - HIGHWAY	191050	E-MAIL SERVICES	N
175	01-070-000-0000-6210		70.00	HOSTED OFFICE APPS - WELFARE	191050	E-MAIL SERVICES	N
181	01-070-000-0000-6210		35.00	HOSTED OFFICE APPS - NURSING	191050	E-MAIL SERVICES	N
141	01-091-000-0000-6210		42.45	HOSTED EXCHANGE - APRIL	191050	E-MAIL SERVICES	N
155	01-091-000-0000-6210		17.35	ARCHIVING APRIL - ATTORNEY	191050	E-MAIL SERVICES	N
170	01-091-000-0000-6300		43.75	HOSTED OFFICE APPS - ATTN	191050	REPAIRS & MAINTENANCE	N
156	01-101-000-0000-6300		13.88	ARCHIVING APRIL - RECORDER	191050	REPAIRS & MAINTENANCE	N
162	01-101-000-0000-6300		6.00	POP EMAIL APRIL - RECORDER	191050	REPAIRS & MAINTENANCE	N
174	01-101-000-0000-6300		17.50	HOSTED OFFICE APPS - RECORDER	191050	REPAIRS & MAINTENANCE	N
148	01-106-000-0000-6300		8.49	HOSTED EXCHANGE - APRIL	191050	REPAIRS & MAINTENANCE	N
163	01-106-000-0000-6300		6.00	POP EMAIL APRIL - ASSESSOR	191050	REPAIRS & MAINTENANCE	N
177	01-106-000-0000-6300		26.25	HOSTED OFFICE APPS - ASSESSOR	191050	REPAIRS & MAINTENANCE	N
182	01-106-000-0000-6300		13.88	ACHIVING APRIL - ASSESSOR	191050	REPAIRS & MAINTENANCE	N
146	01-111-000-0000-6210		8.49	HOSTED EXCHANGE - APRIL	191050	E-MAIL SERVICES	N
189	01-111-000-0000-6300		3.47	ACHIVING APRIL - CUSTODIAN	191050	REPAIRS & MAINTENANCE	N
142	01-121-000-0000-6210		8.49	HOSTED EXCHANGE - APRIL	191050	E-MAIL SERVICES	N
183	01-121-000-0000-6210		3.47	ACHIVING APRIL - VET SERVICE	191050	E-MAIL SERVICES	N
164	01-132-000-0000-6300		10.00	POP EMAIL APRIL - MV	191050	REPAIRS & MAINTENANCE	N
169	01-132-000-0000-6300		35.00	HOSTED OFFICE APPS - MV	191050	REPAIRS & MAINTENANCE	N
184	01-132-000-0000-6300		17.35	ACHIVING APRIL - MV	191050	REPAIRS & MAINTENANCE	N
143	01-201-000-0000-6210		67.92	HOSTED EXCHANGE - APRIL	191050	E-MAIL SERVICES	N
165	01-201-000-0000-6210		94.00	POP EMAIL APRIL - SHERIFF	191050	E-MAIL SERVICES	N
187	01-201-000-0000-6210		187.38	ACHIVING APRIL - SHERIFF	191050	E-MAIL SERVICES	N
171	01-201-000-0000-6300		105.00	HOSTED OFFICE APPS - SHERIFF	191050	REPAIRS & MAINTENANCE	N
185	01-270-000-0000-6300		3.47	ACHIVING APRIL - CRIME VICTIM	191050	REPAIRS & MAINTENANCE	N
145	01-290-000-0000-6210		8.49	HOSTED EXCHANGE - APRIL	191050	E-MAIL SERVICES	N
176	01-290-000-0000-6210		8.75	HOSTED OFFICE APPS - EMER MGMT	191050	E-MAIL SERVICES	N
186	01-290-000-0000-6210		3.47	ACHIVING APRIL - EMER MGMT	191050	E-MAIL SERVICES	N
147	01-601-000-0000-6300		16.98	HOSTED EXCHANGE - APRIL	191050	REPAIRS & MAINTENANCE	N
166	01-601-000-0000-6300		4.00	POP EMAIL APRIL - EXTENSION	191050	REPAIRS & MAINTENANCE	N
168	01-601-000-0000-6300		17.50	HOSTED OFFICE APPS - EXTENSION	191050	REPAIRS & MAINTENANCE	N
188	01-601-000-0000-6300		13.88	ACHIVING APRIL - EXTENSION	191050	REPAIRS & MAINTENANCE	N



# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
179	01-070-000-0000-6263		40.00	REMOTE BACKUP MANAGER- APRIL	191052	COMPUTER SERVICES - DP	N
91	01-220-000-0000-6263		876.00	IT GLOBAL CARE/ MARCH	191058	COMPUTER SERVICES & SUPPLIES	N
18440	READITECH IT SOLUTIONS		10,418.38	72 Transactions			
19511	SANFORD HEALTH OCCUPATIONAL MED						
37	01-111-000-0000-6801		75.00	DRUG SCREEN	592639	MISCELLANEOUS EXPENSE	6
19511	SANFORD HEALTH OCCUPATIONAL MED		75.00	1 Transactions			
19369	SANFORD PATIENT FINANCIAL SERVICES						
38	01-251-000-0000-6255		57.00	DR 3147	117474257	MEDICAL - LOCAL	6
19369	SANFORD PATIENT FINANCIAL SERVICES		57.00	1 Transactions			
19359	SIRCHIE FINGERPRINT LABORATORIES						
95	01-201-000-0000-6401		43.90	EVIDENCE TESTING KIT	0489558-IN	SUPPLIES	N
19359	SIRCHIE FINGERPRINT LABORATORIES		43.90	1 Transactions			
19550	SUMMIT FOOD SERVICE MANAGEMENT L						
42	01-251-000-0000-6427		865.49	RATE INCREASE 1/1/21 TO 2/19/2	107640	JAIL MEALS	N
44	01-251-000-0000-6427		85.86	FOOD	108216	JAIL MEALS	N
45	01-251-000-0000-6427		2,999.50	JAIL MEALS3/27/21 TO 4/2/21	108217	JAIL MEALS	N
46	01-251-000-0000-6427		3,277.06	JAIL MEALS4/3/21 TO 4/9/21	108832	JAIL MEALS	N
43	01-251-000-0000-6427		270.00	RATE INCREASE 3/11/21 TO 2/19/	109392	JAIL MEALS	N
40	01-251-000-0000-6403		278.82	PAPER	99159	JANITORIAL SUPPLIES - JAIL	N
41	01-251-000-0000-6427		3,654.70	JAIL MEALS 12/12/20 TO 12/18/2	99160	JAIL MEALS	N
19550	SUMMIT FOOD SERVICE MANAGEMENT L		11,431.43	7 Transactions			
19362	SUNDBY CLEANING, LLC						
47	01-218-000-0000-6403		56.00	FLOOR CLEANER	PC41521	JANITORIAL SUPPLIES	Y
19362	SUNDBY CLEANING, LLC		56.00	1 Transactions			
20027	THE TIMES						
102	01-220-000-0000-6232		78.75	1 WK NW/RECORDS CLERK	284	ADVERTISING	N
103	01-220-000-0000-6232		10.00	INTERNET JOB PAGE	284	ADVERTISING	N
106	01-220-000-0000-6232		64.75	1 WK AD/ TIMES RECORDS CLERK	284	ADVERTISING	N
96	01-251-000-0000-6801		78.75	1 WK AD NW/CO POSITION	284	MISCELLANEOUS EXPENSE - JAIL	N
97	01-251-000-0000-6801		10.00	INTERNET JOB PAGE	284	MISCELLANEOUS EXPENSE - JAIL	N
98	01-251-000-0000-6801		64.75	1WK AD TIMES/CO POSITION	284	MISCELLANEOUS EXPENSE - JAIL	N
99	01-251-000-0000-6801		78.75	1 WK AD NW/ JIL ADMIN	284	MISCELLANEOUS EXPENSE - JAIL	N
100	01-251-000-0000-6801		78.75	1 WK AD NW/CO POSITION	284	MISCELLANEOUS EXPENSE - JAIL	N
101	01-251-000-0000-6801		10.00	INTERNET JOB PAGE	284	MISCELLANEOUS EXPENSE - JAIL	N

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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	
104		01-251-000-0000-6801		64.75	1 WK AD TIMES/JA POSITION		284	MISCELLANEOUS EXPENSE - JAIL	N
105		01-251-000-0000-6801		64.75	1WK AD TIMES/CO POSITION		284	MISCELLANEOUS EXPENSE - JAIL	N
20027	THE TIMES			604.00		11 Transactions			
20047	THRIFTY WHITE PHARMACY								
48		01-251-000-0000-6255		10.68	PRESCRIPTION 3114		18358	MEDICAL - LOCAL	N
60		01-251-000-0000-6255		16.37	PRESCRIPTION 3000		22183	MEDICAL - LOCAL	N
51		01-251-000-0000-6255		3.99	PRESCRIPTION 3089		27868	MEDICAL - LOCAL	N
49		01-251-000-0000-6255		7.98	PRESCRIPTION 3059		51858	MEDICAL - LOCAL	N
59		01-251-000-0000-6255		272.73	PRESCRIPTION 3052		56907	MEDICAL - LOCAL	N
58		01-251-000-0000-6255		3.99	PRESCRIPTION 3122		57952	MEDICAL - LOCAL	N
55		01-251-000-0000-6255		19.16	PRESCRIPTION 2753		58807	MEDICAL - LOCAL	N
61		01-251-000-0000-6255		195.55	PRESCRIPTION 3115		62304	MEDICAL - LOCAL	N
64		01-251-000-0000-6255		7.98	PRESCRIPTION 3015		63535	MEDICAL - LOCAL	N
62		01-251-000-0000-6255		49.78	PRESCRIPTION 3077		63623	MEDICAL - LOCAL	N
53		01-251-000-0000-6256		11.28	PRESCRIPTION 2431		63860	MEDICAL - REIMBURSED	N
50		01-251-000-0000-6255		12.07	PRESCRIPTION 3124		64225	MEDICAL - LOCAL	N
63		01-251-000-0000-6256		11.97	PRESCRIPTION 2782		64390	MEDICAL - REIMBURSED	N
67		01-251-000-0000-6256		7.79	PRESCRIPTION 2879		64495	MEDICAL - REIMBURSED	N
52		01-251-000-0000-6255		117.13	PRESCRIPTION 2915		64544	MEDICAL - LOCAL	N
65		01-251-000-0000-6255		20.16	PRESCRIPTION 2968		64785	MEDICAL - LOCAL	N
56		01-251-000-0000-6255		32.43	PRESCRIPTION 3002		64810	MEDICAL - LOCAL	N
57		01-251-000-0000-6255		7.98	PRESCRIPTION 3040		64815	MEDICAL - LOCAL	N
54		01-251-000-0000-6255		3.99	PRESCRIPTION 3151		65365	MEDICAL - LOCAL	N
66		01-251-000-0000-6255		8.08	PRESCRIPTION 3123		6610	MEDICAL - LOCAL	N
20047	THRIFTY WHITE PHARMACY			821.09		20 Transactions			
23303	WEST GROUP PAYMENT CENTER								
192		01-016-000-0000-6242		329.28	DECEMBER SUBSCRIPTIONS		0843345176	SUBSCRIPTIONS - LAW LIBRARY	N
193		01-016-000-0000-6242		329.28	JANUARY SUBSCRIPTIONS		0843511128	SUBSCRIPTIONS - LAW LIBRARY	N
194		01-016-000-0000-6242		329.29	FEBRUARY SUBSCRIPTIONS		0843682678	SUBSCRIPTIONS - LAW LIBRARY	N
195		01-016-000-0000-6242		352.33	MARCH SUBSCRIPTIONS		0843848792	SUBSCRIPTIONS - LAW LIBRARY	N
196		01-016-000-0000-6242		352.33	APRIL SUBSCRIPTIONS		0844011443	SUBSCRIPTIONS - LAW LIBRARY	N
68		01-091-000-0000-6240		691.70	MARCH WEST LAW ACCESS		844096197	SUBSCRIPTIONS	N
69		01-091-000-0000-6240		68.31	APRIL SUBSCRIPTIONS		844187546	SUBSCRIPTIONS	N
23303	WEST GROUP PAYMENT CENTER			2,452.52		7 Transactions			

1 Fund Total: 62,052.61 County Revenue 45 Vendors 180 Transactions

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3 Road & Bridge

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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
108	3500 COULOMBE CONSULTING 03-330-000-0000-6261		1,120.00	INDEXING		CONSULTING & LEGAL SERVICES	Y
	3500 COULOMBE CONSULTING		1,120.00		1 Transactions		
109	7384 GOPHER STATE ONE CALL 03-320-000-0000-6240		1.35	EMAIL TICKETS		SUBSCRIPTIONS	N
	7384 GOPHER STATE ONE CALL		1.35		1 Transactions		
110	13302 M-R SIGN CO, INC 03-350-000-0000-6551		92.36	911 RESIDENTIAL SIGNS		SIGNS	N
	13302 M-R SIGN CO, INC		92.36		1 Transactions		
111	16313 PENNINGTON COUNTY AUDITOR 03-320-000-0000-6801		2,370.00	ROAD ASSESSMENTS ON DITCHES		MISCELLANEOUS EXPENSE	N
	16313 PENNINGTON COUNTY AUDITOR		2,370.00		1 Transactions		
112	18106 RED LAKE COUNTY COOP 03-350-000-0000-6418		373.11	PROPANE SHOP 213		PROPANE FOR HEATING SHOPS	N
113	03-350-000-0000-6418		248.25	PROPANE SHOP 215		PROPANE FOR HEATING SHOPS	N
114	03-350-000-0000-6418		414.18	PROPANE SHOP 211		PROPANE FOR HEATING SHOPS	N
115	03-350-000-0000-6418		735.62	PROPANE SHOP 212		PROPANE FOR HEATING SHOPS	N
116	03-350-000-0000-6418		99.22-	ADJUSTMENTS		PROPANE FOR HEATING SHOPS	N
	18106 RED LAKE COUNTY COOP		1,671.94		5 Transactions		
117	19511 SANFORD HEALTH OCCUPATIONAL MED 03-320-000-0000-6801		105.00	RANDOM DRUG TEST	592686	MISCELLANEOUS EXPENSE	6
	19511 SANFORD HEALTH OCCUPATIONAL MED		105.00		1 Transactions		
118	20309 TRUE NORTH STEEL 03-350-000-0000-6549		13,613.70	15" 18"24" 30" 36" PIPE		CULVERTS	N
119	03-350-000-0000-6549		16,542.00	15" 18"24" 30" 36" PIPE		CULVERTS	N
120	03-350-000-0000-6549		12,852.00	18" 24" 36"PIPE		CULVERTS	N
121	03-350-000-0000-6549		4,438.00	15" & 18" FLAPGATES		CULVERTS	N
	20309 TRUE NORTH STEEL		47,445.70		4 Transactions		
3 Fund Total:			52,806.35	Road & Bridge	7 Vendors	14 Transactions	

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32 Solid Waste Facility

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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
16	12123 LES'S SANITATION SERVICE 32-390-000-0000-6801		3,623.40	RECYCLE TV/COMPUTERS		MISCELLANEOUS EXPENSE-SCORE /	N
	12123 LES'S SANITATION SERVICE		3,623.40	1 Transactions			
36	18314 RAINY LAKE OIL 32-390-000-0000-6262		372.50	USED OIL FILTERES	30521	OTHER SERVICES-SCORE ACCOUNT	N
	18314 RAINY LAKE OIL		372.50	1 Transactions			
32 Fund Total:			3,995.90	Solid Waste Facility	2 Vendors	2 Transactions	

DRAFT

# Pennington County Financial System



Jennifer  
4/27/21 4:36PM  
40 Ditch Funds

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 12

<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>
20309 TRUE NORTH STEEL					
107 40-796-000-0000-6262		3,485.67	BAND, LIFT LUGS - CD 96	FP00000019173	OTHER SERVICES N
20309 TRUE NORTH STEEL		3,485.67	1 Transactions		
40 Fund Total:		3,485.67	Ditch Funds	1 Vendors	1 Transactions
Final Total:		122,340.53	55 Vendors	197 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	62,052.61	County Revenue	
	3	52,806.35	Road & Bridge	
	32	3,995.90	Solid Waste Facility	
	40	3,485.67	Ditch Funds	
	All Funds	122,340.53	Total	Approved by, .....

.....  
.....  
.....

DRAFT

# 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

Jennifer  
 4/26/21 1:39PM  
 1 County Revenue

# 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 # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
4	11063 KUZNIA/RAYMOND D 01-251-000-0000-6330		12.32	MEAL - TRANSPORT	042021	TRAVEL & EXPENSE	N
	11063 KUZNIA/RAYMOND D		12.32	1 Transactions			
3	19343 LARSON/MELISSA 01-251-000-0000-6330		11.63	MEAL - TRANSPORT	041521	TRAVEL & EXPENSE	N
	19343 LARSON/MELISSA		11.63	1 Transactions			
1	99999997 MEKASH/SCOTT 01-201-000-0000-6330		25.14	MEAL - TRANSPORT	040121	TRAVEL & EXPENSE	N
2	01-201-000-0000-6330		13.74	MEAL - TRANSPORT	040327	TRAVEL & EXPENSE	N
	99999997 MEKASH/SCOTT		38.88	2 Transactions			
1 Fund Total:			62.83	County Revenue		3 Vendors	4 Transactions
Final Total:			62.83	3 Vendors		4 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	62.83	County Revenue
All Funds		62.83	Total

Approved by, .....

.....

.....

DRAFT

PRO-WEST & ASSOCIATES, INC.



**PWA MAINTENANCE SERVICES AGREEMENT AND TECHNICAL  
SUPPORT AGREEMENT**

Pro-West & Associates, Inc. ('PWA') will provide the Support & Maintenance Services listed below for the below services, LINK WAB edition and widgets. **As of 12/31/2020, LINK Classic is no longer a supported software. LINK WAB is the replacement software.**

**1. SUPPORT**

PWA will establish and maintain an organization and process to provide support to the Customer. Support shall include (i) diagnosis of problems or performance deficiencies of the LINK WAB Software and (ii) a resolution of the problem or performance deficiencies of the LINK WAB Software. PWA will provide telephone LINK WAB Software support on a business day basis. Business day is defined as 7:00 AM through 4:30 PM central standard time, excluding holidays and weekends.

PWA will use its best efforts to cure, as described below, reported and reproducible errors in the LINK WAB Software. PWA utilizes the following four (4) severity levels to categorize reported problems:

***SEVERITY 1 CRITICAL BUSINESS IMPACT***

The impact of the reported deficiency is such that the customer is unable to either use the LINK WAB Software or reasonably continue work using the LINK WAB Software. PWA will commence work on resolving the deficiency within one (1) hour of notification and will engage staff during business hours until an acceptable resolution is achieved.

***SEVERITY 2 SIGNIFICANT BUSINESS IMPACT***

Important features of the LINK WAB Software are not working properly and there are no acceptable, alternative solutions. While other areas of the LINK WAB Software are not impacted, the reported deficiency has created a significant, negative impact on the Customer's productivity or service level. PWA will commence work on resolving the deficiency within two (2) hours of notification and will engage staff during business hours until an acceptable resolution is achieved.

**SEVERITY 3 SOME BUSINESS IMPACT**

Important features of the LINK WAB Software are unavailable, but an alternative solution is available or non-essential features of the LINK WAB Software are unavailable with no alternative solution. The customer impact, regardless of product usage, is minimal loss of operational functionality or implementation resources. PWA will commence work on resolving the deficiency within one (1) business day of notification and will engage staff during business hours until an acceptable resolution is achieved.

**SEVERITY 4 MINIMAL BUSINESS IMPACT**

Customer submits a LINK WAB Software information request, LINK WAB Software enhancement or documentation clarification which has no operational impact. The implementation or use of the LINK WAB Software by the Customer is continuing and there is no negative impact on productivity. PWA will provide an initial response regarding the request within one (1) business week.

This agreement is not intended as a consulting agreement for customer services. If it is determined through researching any of the above issues that the problem was not related to the LINK WAB Software, the customer will be responsible for PWA time associated with troubleshooting the issue at PWA's current hourly rates.

The severity level of a reported problem will be made exclusively by PWA.

**2. MAINTENANCE**

During the term of this agreement, PWA will provide the Customer with copyrighted patches, updates, releases and new versions of the LINK WAB Software, and supported WAB widgets. All patches, updates, releases and new versions shall be subject to the license agreement related to the LINK WAB Software, which was included in the original contract.

PWA shall only provide maintenance for the last LINK WAB software version currently marketed, that includes the last set of updates. Clients not on maintenance who wish to have LINK modifications completed, will be required to pay all maintenance fees and any additional upgrade costs from the date of discontinuation.

The following maintenance is included with this agreement:

**LINK WAB Software Maintenance Releases** - no charge  
Maintenance (hot fix) releases available for download (bug fixes only)

**LINK WAB Software Annual Maintenance Subscription**  
(one year from date of purchase, renewable)

**LINK WAB Software Annual Widget Maintenance Subscription**

**Services as described in the Inclusions below:**

***Maintenance Inclusions:***

- a) Upgrade application code to meet requirements of Esri ArcGIS Server software upgrades, Esri WAB upgrades, assuming ArcGIS Server upgrades do not require a rewrite of Software due to Esri code changes.
- b) Upgrade application code to meet requirements of new Javascript API releases and browser upgrades (Internet Explorer, Firefox, and Chrome).
- c) User manual updates. PWA will provide a standard user help manual for WAB functionality. Additional manual customizations would fall outside this agreement.
- d) Enhancements to WAB applications.
  - a. Enhancements to the application will be applied on a semi-annual basis.
  - b. Enhancements provided are for the core application and not applied to custom modules.
- e) Request enhancements function for LINK WAB Software.
- f) Access to the PWA Geonet site with tips and announcements, and/or access to webinars.
- g) Annual Client workshop
- h) One Esri software upgrade per year. Your PWA account manager will coordinate a time each year that works for you.
  - a. Client will be responsible for downloading all necessary software and license files or the client will provide PWA access to Esri software locations
  - b. The upgrade includes only Esri software that is running on the current server infrastructure at the time of the upgrade.
  - c. The software that will be upgraded may include ArcGIS Server, Portal for ArcGIS, Geodatabase (Workgroup or Enterprise), Desktop, and/or License Manager. Software upgrades will be determined by the type of software on the current server environment.
  - d. The upgrade does not include upgrades to SQL Server.
  - e. Desktop toolbars created by PWA or other third party vendors are not included.
  - f. The upgrade does not include moving or installing Esri software from one server to another if a new server environment is implemented.

- i) Annual tax year change *(if applicable)*
  - a. The client will notify the PWA account manager regarding the timing of this update
  
- j) Parcel fabric publishing script upgrade *(if applicable)*
  - a. This will be completed when there is a change in the current version of Esri software
  
- k) MnGeo WMS service updates
  
- l) Eagle View WAB widget support

**Maintenance Exclusions:**

*The customer may enter into a separate agreement to cover costs associated with these exclusions.*

- a) Re-installing and/or reconfiguring Esri software on an existing server or new servers.
  
- b) Re-installation of software due to client upgrade of hardware, incorrect installation completed by someone other than PWA or relocation of application.
  
- c) Upgrading LINK WAB to a newer Esri version of ArcGIS Server if Esri has significantly changed the platform in such a way that requires a re-write of the Software.
  
- d) Providing or paying for services provided to the client by a third party, unless agreed to in advance by Pro-West & Associates, Inc.
  
- e) Calls for service related to hardware issues.
  
- f) Calls for service related to network configuration issues.
  
- g) Issues arising as the result of client modification of the application code, or databases and data that support the application.
  
- h) Issues arising due to misuse or abuse of application by client or third party vendors not under the control of Pro-West & Associates, Inc.
  
- i) Natural disasters and issues including, but not limited to; flooding, severe weather, lightning strikes, tornadoes, freezing or overheating of equipment due to power outage.
  
- j) Issues related to software or services provided by vendors other than Pro-West & Associates, Inc.
  - a. Interfacing with any system, equipment, or network provided by vendors other than Pro-West & Associates, Inc.
  - b. Other software installation of non-validated software.

- k) Issues arising from automated Windows operating system updates.
- l) Fleeting bugs, i.e. bugs that cannot be reproduced by PWA.
- m) An error of the Software has occurred as a result of the customer's negligent conduct (data, network, hardware error) or use of the Software does not comply with the specifications of the documentation provided with the Software.
- n) An error in Product is caused by incompatible or malfunctioning hardware.
- o) End user technical support.
- p) User manual customizations. LINK WAB custom functionality will be outlined in the scope of work provided with the original contract.

**Special Exclusion**

**As of January 1<sup>st</sup>, 2021, LINK Classic will no longer be supported.**

PWA may refuse to provide Maintenance and Support services for the following reasons:

- a) Payment for products or services is overdue. PWA, at their sole discretion, may suspend the rights of the Licensee to receive the services until full payment is made.
- b) It is determined that the customer does not have an original or valid Software License.
- c) The intellectual property rights concerning the Product have been infringed.

**3. MAINTENANCE FEE AND OTHER PAYMENTS**

- a) In the event that the customer has allowed maintenance for the Software to lapse or if the customer did not elect maintenance at the time of Software purchase, the customer must pay a maintenance reconstitution fee. This fee shall be the current annual maintenance fee per the number of years since maintenance was last in effect for the Product (or the Software purchase date in the event that maintenance was never purchased for the Software). Additional upgrade costs may apply if Esri software or hardware upgrades are required for a LINK upgrade. Should there be a significant change in Esri technology that warrants a Software re-write during the time that a customer was not on maintenance, PWA and the customer would determine a new scope of work and contract to upgrade to the newest software platform.
- b) The customer shall pay the maintenance fee in one installment within thirty (30) days from the renewal date, or as otherwise agreed.

- c) PWA shall inform the Licensee of any changes of the established maintenance fees in writing 60 days in advance of the expiration date.
- d) At the request of the customer, PWA may invoice for any other services that are not included in this agreement. In such cases the costs of the services must be agreed separately on case by case basis.

#### **4. WARRANTY**

PWA will undertake all reasonable efforts to provide technical assistance under this agreement and to rectify or provide solutions to problems where the LINK WAB/WAB Software does not function as described in the LINK WAB/WAB Service Quote received, but PWA does not guarantee that the problems will be solved or that any item will be error-free. This agreement is only applicable to PWA LINK WAB Software running under the certified environments specified in the system requirements for this product. PWA may, however, discontinue LINK WAB Software products or versions and stop supporting LINK WAB Software products or versions one year after discontinuance, or otherwise discontinue any support service. THE FOLLOWING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, CONDITIONS OR PROMISES TO CUSTOMER OR ANY THIRD PARTY, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR ARISING BY STATUE, LAW, COURSE OF DEALING, CUSTOM AND PRACTICE OR TRADE USAGE. EXCEPT AS PROVIDED ABOVE, THE SERVICES AND MAINTENANCE ARE PROVIDED 'AS IS'. PWA is not liable for incidental, special or consequential damages for any reason (including loss of data or other business or property damage), even if foreseeable or if Customer has advised of such a claim. PWA's liability shall not exceed the fees that Customer has paid under this agreement. Customer agrees that the pricing for the services would be substantially higher but for these limitations.

#### **5. TERM**

This agreement shall start on the Effective Date stated below. This agreement shall run for a period of one (1) year from the Effective Date and shall be renewed on an annual basis unless either party provides written notice of termination within sixty (60) days prior to the anniversary date of the Effective Date. Payment for each renewal term shall be due thirty (30) days from the Effective date at the current rates for support of the LINK WAB/WAB Software. This agreement may be terminated for non-payment or material breach. Fees paid or due are non-refundable unless PWA has materially breached this agreement and has failed to cure the breach after 30 days written notice.

#### **6. GENERAL**

Each party acknowledges that it has read this Agreement, they understand the Agreement, and agree to be bound by its terms. Further, both parties agree that this is the complete and exclusive statement of the Agreement between the parties, which supersedes and merges all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this Agreement. This Agreement may not be modified or altered except by written instrument duly executed by both parties.

Times by which PWA will perform under this agreement shall be postponed automatically to the extent that we are prevented from meeting them by causes beyond reasonable control.

No action, regardless of form, arising out of this Agreement may be brought by Customer more than four (4) months after the cause of action has arisen.

If any provision of this Agreement is invalid under any applicable statute or rule of law, it is to that extent, deemed to be omitted.

***By signing below, you are indicating you are authorized to obligate funds for your organization:***

CUSTOMER: **Pennington County, MN**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**The Effective Date of this agreement is:**

May 1, 2021 - April 30, 2022

**Total Annual Maintenance Fee \$3,185.00**

*\*Payment due within thirty (30) days of the Effective Date*





Bergstrom Electric
Where Quality & Customers Matter

PROPOSAL

PROPOSAL SUBMITTED TO: Pennington County
PHONE:
DATE:
STREET:
JOB NAME:
CITY: STATE: ZIP:
JOB LOCATION:
ARCHITECT:
PROPOSAL #: 1
ATTN: Dale
PHONE #:

Table with 2 columns: Description and Price. Row 1: We propose to install power for new mini split in IT room at Old Courthouse. \$3,000.00. Row 2: We propose to install one 120 volt dedicated outlet for server in IT room. \$1,400.00. Includes handwritten notes on sticky notes: 'A/c unit' and 'outlet for server'.

All Work Performed In Accordance With Local, State and National Electrical Codes

We Propose - HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:
as stated above (\$0.00)

PAYMENT TO BE MADE AS FOLLOWS:

AT COMPLETION/AS WORK PROGRESSES

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IS A WORK-MAN-LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOUND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUT WORKERS ARE FULLY COVERED BY WORKER'S COMPENSATION INSURANCE.

Signature

Authorized Signature

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIIN >>>>>>

DAYS.

Acceptance of Proposal

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Grand Forks
3100 No. Washington St.
Grand Forks, ND 58203
p: 701.775.8897
f: 701.772.4951

Fargo
4120 14th Ave. No.
Fargo, ND 58102
p: 701.281.8992
f: 701.281.8993

Bismarck
3554 Global Drive
Bismarck, ND 58501
p: 701.221.0783
f: 701.221.0784

Devils Lake
1100 2nd Avenue NE
Devils Lake, ND 58301
p: 701.662.5823
f: 701.662.8996

Roseau
708B 3rd Street NE
Roseau, MN 56751
p: 218.452.2190
f: 218.681.6288

Thief River Falls
1401 3rd Street West
Thief River Falls, MN 56701
p: 218.681.7422
f: 218.681.6288





**Residential • Commercial • Industrial**  
Heating • Air Conditioning • Ventilation • Gas Fireplace Showroom

Pennington County  
101 Main Ave North  
Thief River Falls, MN 56701

681-0906

04/15/2021

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### HVAC Proposal for server room air conditioning

We propose to furnish and install a Mitsubishi 3 ton 'P' Series ductless mini split air conditioner complete with hi-wall indoor fan coil, wireless wall mounted remote control, wind baffles, stand for the outside unit, copper refrigerant lines, drains and installation labor for the sum of Eight thousand five hundred dollars. (\$8,500.00)

Notes: The Mitsubishi P series is rated for low ambient cooling down to -40 degrees.

~~Sales Tax Is Included In The Above Prices~~

~~Electrical Wiring By Others, Cost Not Included Above~~

~~This Proposal May Be Withdrawn By Us If Not Accepted Within 30 Days~~

**Contract Amount:** Eight thousand five hundred dollars. \$8,500.00

**Payment Terms:** Progress Billings with Full Payment Due Upon Completion of the Work

**Authorized Signature:**  **Accepted By:**

Thank-you for the opportunity to present you with this proposal. We look forward to working with you on this project.

# Joint Application Form for Activities Affecting Water Resources in Minnesota

This joint application form is the accepted means for initiating review of proposals that may affect a water resource (wetland, tributary, lake, etc.) in the State of Minnesota under state and federal regulatory programs. Applicants for Minnesota Department of Natural Resources (DNR) Public Waters permits **MUST** use the MPARS online permitting system for submitting applications to the DNR. Applicants can use the information entered into MPARS to substitute for completing parts of this joint application form (see the paragraph on MPARS at the end of the joint application form instructions for additional information). This form is only applicable to the water resource aspects of proposed projects under state and federal regulatory programs; other local applications and approvals may be required. Depending on the nature of the project and the location and type of water resources impacted, multiple authorizations may be required as different regulatory programs have different types of jurisdiction over different types of resources.

## Regulatory Review Structure

### Federal

The St. Paul District of the U.S. Army Corps of Engineers (Corps) is the federal agency that regulates discharges of dredged or fill material into waters of the United States (wetlands, tributaries, lakes, etc.) under Section 404 of the Clean Water Act (CWA) and regulates work in navigable waters under Section 10 of the Rivers and Harbors Act. Applications are assigned to Corps project managers who are responsible for implementing the Corps regulatory program within a particular geographic area.

### State

There are three state regulatory programs that regulate activities affecting water resources. The Wetland Conservation Act (WCA) regulates most activities affecting wetlands. It is administered by local government units (LGUs) which can be counties, townships, cities, watershed districts, watershed management organizations or state agencies (on state-owned land). The Minnesota DNR Division of Ecological and Water Resources issues permits for work in specially-designated public waters via the Public Waters Work Permit Program (DNR Public Waters Permits). The Minnesota Pollution Control Agency (MPCA) under Section 401 of the Clean Water Act certifies that discharges of dredged or fill material authorized by a federal permit or license comply with state water quality standards. One or more of these regulatory programs may be applicable to any one project.

## Required Information

Prior to submitting an application, applicants are **strongly encouraged** to seek input from the Corps Project Manager and LGU staff to identify regulatory issues and required application materials for their proposed project. Project proponents can request a pre-application consultation with the Corps and LGU to discuss their proposed project by providing the information required in Sections 1 through 5 of this joint application form to facilitate a meaningful discussion about their project. Many LGUs provide a venue (such as regularly scheduled technical evaluation panel meetings) for potential applicants to discuss their projects with multiple agencies prior to submitting an application. Contact information is provided below.

The following bullets outline the information generally required for several common types of determinations/authorizations.

- For delineation approvals and/or jurisdictional determinations, submit Parts 1, 2 and 5, and Attachment A.
- For activities involving CWA/WCA exemptions, WCA no-loss determinations, and activities not requiring mitigation, submit Parts 1 through 5, and Attachment B.
- For activities requiring compensatory mitigation/replacement plan, submit Parts 1 thru 5, and Attachments C and D.
- For local road authority activities that qualify for the state's local road wetland replacement program, submit Parts 1 through 5, and Attachments C, D (if applicable), and E to both the Corps and the LGU.

## Submission Instructions

Send the completed joint application form and all required attachments to:

**U.S Army Corps of Engineers.** Applications may be sent directly to the appropriate Corps Office. For a current listing of areas of responsibilities and contact information, visit the St. Paul District's website at:

<http://www.mvp.usace.army.mil/Missions/Regulatory.aspx> and select "Minnesota" from the contact Information box.

Alternatively, applications may be sent directly to the St. Paul District Headquarters and the Corps will forward them to the appropriate field office.

**Section 401 Water Quality Certification:** Applicants do not need to submit the joint application form to the MPCA unless specifically requested. The MPCA will request a copy of the completed joint application form directly from an applicant when they determine an individual 401 water quality certification is required for a proposed project.

**Wetland Conservation Act Local Government Unit:** Send to the appropriate Local Government Unit. If necessary, contact your county Soil and Water Conservation District (SWCD) office or visit the Board of Water and Soil Resources (BWSR) web site ([www.bwsr.state.mn.us](http://www.bwsr.state.mn.us)) to determine the appropriate LGU.

**DNR Public Waters Permitting:** In 2014 the DNR will begin using the Minnesota DNR Permitting and Reporting System (MPARS) for submission of Public Waters permit applications (<https://webapps11.dnr.state.mn.us/mpars/public/authentication/login>).

Applicants for Public Waters permits **MUST** use the MPARS online permitting system for submitting applications to the DNR. To avoid duplication and to streamline the application process among the various resource agencies, applicants can use the information entered into MPARS to substitute for completing parts of this joint application form. The MPARS print/save function will provide the applicant with a copy of the Public Waters permit application which, at a minimum, will satisfy Parts one and two of this joint application. For certain types of activities, the MPARS application may also provide all of the necessary information required under Parts three and four of the joint application. However, it is the responsibility of the Applicant to make sure that the joint application contains all of the required information, including identification of all aquatic resources impacted by the project (see Part four of the joint application). After confirming that the MPARS application contains all of the required information in Parts one and two the Applicant may attach a copy to the joint application and fill in any missing information in the remainder of the joint application.

## PART ONE: Applicant Information

If applicant is an entity (company, government entity, partnership, etc.), an authorized contact person must be identified. If the applicant is using an agent (consultant, lawyer, or other third party) and has authorized them to act on their behalf, the agent's contact information must also be provided.

**Applicant/Landowner Name:** Joe Hedrick, Airport Manager

**Mailing Address:** PO Box 672, Thief River Falls, MN 56701

**Phone:** 218.684.1013

**E-mail Address:** trfairport@mncable.net

**Authorized Contact (do not complete if same as above):**

**Mailing Address:**

**Phone:**

**E-mail Address:**

**Agent Name:** John Thayer - SEH

**Mailing Address:** 418 West Superior Street, Suite 200  
Duluth, MN 55802-1512

**Phone:** 218.241.1816

**E-mail Address:** jthayer@sehinc.com

## PART TWO: Site Location Information

**County:** Pennington

**City/Township:** Rocksbury Township

**Parcel ID and/or Address:** Thief River Falls Airport

**Legal Description (Section, Township, Range):** Sections 15, 16, 21, 22 in Township 153 North, Range 43 West

**Lat/Long (decimal degrees):** 48.063744, -96.178449

**Attach a map showing the location of the site in relation to local streets, roads, highways. See Figures 1 and 2 of attached Wetland Permit Application.**

**Approximate size of site (acres) or if a linear project, length (feet):** 5 acres

If you know that your proposal will require an individual Permit from the U.S. Army Corps of Engineers, you must provide the names and addresses of all property owners adjacent to the project site. This information may be provided by attaching a list to your application or by using block 25 of the Application for Department of the Army permit which can be obtained at:

[http://www.mvp.usace.army.mil/Portals/57/docs/regulatory/RegulatoryDocs/engform\\_4345\\_2012oct.pdf](http://www.mvp.usace.army.mil/Portals/57/docs/regulatory/RegulatoryDocs/engform_4345_2012oct.pdf)

## PART THREE: General Project/Site Information

If this application is related to a delineation approval, exemption determination, jurisdictional determination, or other correspondence submitted *prior to* this application then describe that here and provide the Corps of Engineers project number.

Describe the project that is being proposed, the project purpose and need, and schedule for implementation and completion. The project description must fully describe the nature and scope of the proposed activity including a description of all project elements that effect aquatic resources (wetland, lake, tributary, etc.) and must also include plans and cross section or profile drawings showing the location, character, and dimensions of all proposed activities and aquatic resource impacts.

See attached report for description.

## PART FOUR: Aquatic Resource Impact<sup>1</sup> Summary

If your proposed project involves a direct or indirect impact to an aquatic resource (wetland, lake, tributary, etc.) identify each impact in the table below. Include all anticipated impacts, including those expected to be temporary. Attach an overhead view map, aerial photo, and/or drawing showing all of the aquatic resources in the project area and the location(s) of the proposed impacts. Label each aquatic resource on the map with a reference number or letter and identify the impacts in the following table.

Aquatic Resource ID (as noted on overhead view)	Aquatic Resource Type (wetland, lake, tributary etc.)	Type of Impact (fill, excavate, drain, or remove vegetation)	Duration of Impact Permanent (P) or Temporary (T) <sup>1</sup>	Size of Impact <sup>2</sup>	Existing Plant Community Type(s) in Impact Area <sup>4</sup>	County, Major Watershed #, and Bank Service Area # of Impact Area <sup>5</sup>	Compensatory Replacement Proposed
1	Wetland	Fill	P	4,277 sq. ft. / 0.0982 acres	FwM - Ditch	Pennington, Major Watershed #63, BSA #3	N/A
1	Wetland	Fill	T (<90)	8,080 sq. ft. / 0.1898 acres	FwM - Ditch		N/A
2	Wetland	Fill	P	3,700 sq. ft.	FwM		Private

<sup>1</sup>If impacts are temporary; enter the duration of the impacts in days next to the "T". For example, a project with a temporary access fill that would be removed after 220 days would be entered "T (220)".

<sup>2</sup>Impacts less than 0.01 acre should be reported in square feet. Impacts 0.01 acre or greater should be reported as acres and rounded to the nearest 0.01 acre. Tributary impacts must be reported in linear feet of impact and an area of impact by indicating first the linear feet of impact along the flowline of the stream followed by the area impact in parentheses). For example, a project that impacts 50 feet of a stream that is 6 feet wide would be reported as 50 ft (300 square feet).

<sup>3</sup>This is generally only applicable if you are applying for a de minimis exemption under MN Rules 8420.0420 Subp. 8, otherwise enter "N/A".

<sup>4</sup>Use *Wetland Plants and Plant Community Types of Minnesota and Wisconsin* 3<sup>rd</sup> Ed. as modified in MN Rules 8420.0405 Subp. 2.

<sup>5</sup>Refer to Major Watershed and Bank Service Area maps in MN Rules 8420.0522 Subp. 7.

If any of the above identified impacts have already occurred, identify which impacts they are and the circumstances associated with each:

N/A

## PART FIVE: Applicant Signature

Check here if you are requesting a pre-application consultation with the Corps and LGU based on the information you have provided. Regulatory entities will not initiate a formal application review if this box is checked.

By signature below, I attest that the information in this application is complete and accurate. I further attest that I possess the authority to undertake the work described herein.

Signature: \_\_\_\_\_

*Joe Hedrick*

Date: \_\_\_\_\_

4-16-21

I hereby authorize John Thayer – SEH to act on my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this application.

<sup>1</sup> The term "impact" as used in this joint application form is a generic term used for disclosure purposes to identify activities that may require approval from one or more regulatory agencies. For purposes of this form it is not meant to indicate whether or not those activities may require mitigation/replacement.

## Attachment C

### Avoidance and Minimization

**Project Purpose, Need, and Requirements.** Clearly state the purpose of your project and need for your project. Also include a description of any specific requirements of the project as they relate to project location, project footprint, water management, and any other applicable requirements. Attach an overhead plan sheet showing all relevant features of the project (buildings, roads, etc.), aquatic resource features (impact areas noted) and construction details (grading plans, storm water management plans, etc.), referencing these as necessary:

See attached Wetland Permit Application.

**Avoidance.** Both the CWA and the WCA require that impacts to aquatic resources be avoided if practicable alternatives exist. Clearly describe all on-site measures considered to avoid impacts to aquatic resources and discuss at least two project alternatives that avoid all impacts to aquatic resources on the site. These alternatives may include alternative site plans, alternate sites, and/or not doing the project. Alternatives should be feasible and prudent (see MN Rules 8420.0520 Subp. 2 C). Applicants are encouraged to attach drawings and plans to support their analysis:

See attached Wetland Permit Application.

**Minimization.** Both the CWA and the WCA require that all unavoidable impacts to aquatic resources be minimized to the greatest extent practicable. Discuss all features of the proposed project that have been modified to minimize the impacts to water resources (see MN Rules 8420.0520 Subp. 4):

See attached Wetland Permit Application.

**Off-Site Alternatives.** An off-site alternatives analysis is not required for all permit applications. If you know that your proposal will require an individual permit (standard permit or letter of permission) from the U.S. Army Corps of Engineers, you may be required to provide an off-site alternatives analysis. The alternatives analysis is not required for a complete application but must be provided during the review process in order for the Corps to complete the evaluation of your application and reach a final decision. Applicants with questions about when an off-site alternatives analysis is required should contact their Corps Project Manager.

See attached Wetland Permit Application.

## Attachment D

### Replacement/Compensatory Mitigation

Complete this part *if* your application involves wetland replacement/compensatory mitigation not associated with the local road wetland replacement program. Applicants should consult Corps mitigation guidelines and WCA rules for requirements.

**Replacement/Compensatory Mitigation via Wetland Banking.** Complete this section if you are proposing to use credits from an existing wetland bank (with an account number in the State wetland banking system) for all or part of your replacement/compensatory mitigation requirements.

Wetland Bank Account #	County	Major Watershed #	Bank Service Area #	Credit Type (if applicable)	Number of Credits
1624	Pennington	63 (Red Lake)	3	Fresh (Wet) Meadow	0.1698

Applicants should attach documentation indicating that they have contacted the wetland bank account owner and reached at least a tentative agreement to utilize the identified credits for the project. This documentation could be a signed purchase agreement, signed application for withdrawal of credits or some other correspondence indicating an agreement between the applicant and the bank owner. *However, applicants are advised not to enter into a binding agreement to purchase credits until the mitigation plan is approved by the Corps and LGU.*

**Project-Specific Replacement/Permittee Responsible Mitigation.** Complete this section if you are proposing to pursue actions (restoration, creation, preservation, etc.) to generate wetland replacement/compensatory mitigation credits for this proposed project.

WCA Action Eligible for Credit <sup>1</sup>	Corps Mitigation Compensation Technique <sup>2</sup>	Acres	Credit % Requested	Credits Anticipated <sup>3</sup>	County	Major Watershed #	Bank Service Area #

<sup>1</sup>Refer to the name and subpart number in MN Rule 8420.0526.

<sup>2</sup>Refer to the technique listed in *St. Paul District Policy for Wetland Compensatory Mitigation in Minnesota*.

<sup>3</sup>If WCA and Corps crediting differs, then enter both numbers and distinguish which is Corps and which is WCA.

Explain how each proposed action or technique will be completed (e.g. wetland hydrology will be restored by breaking the tile.....) and how the proposal meets the crediting criteria associated with it. Applicants should refer to the Corps mitigation policy language, WCA rule language, and all associated Corps and WCA guidance related to the action or technique:

Attach a site location map, soils map, recent aerial photograph, and any other maps to show the location and other relevant features of each wetland replacement/mitigation site. Discuss in detail existing vegetation, existing landscape features, land use (on and surrounding the site), existing soils, drainage systems (if present), and water sources and movement. Include a topographic map showing key features related to hydrology and water flow (inlets, outlets, ditches, pumps, etc.):



Project Name and/or Number: Thief River Falls Regional Airport – Cargo Development

Attach a map of the existing aquatic resources, associated delineation report, and any documentation of regulatory review or approval. Discuss as necessary:

For actions involving construction activities, attach construction plans and specifications with all relevant details. Discuss and provide documentation of a hydrologic and hydraulic analysis of the site to define existing conditions, predict project outcomes, identify specific project performance standards and avoid adverse offsite impacts. Plans and specifications should be prepared by a licensed engineer following standard engineering practices. Discuss anticipated construction sequence and timing:

For projects involving vegetation restoration, provide a vegetation establishment plan that includes information on site preparation, seed mixes and plant materials, seeding/planting plan (attach seeding/planting zone map), planting/seeding methods, vegetation maintenance, and an anticipated schedule of activities:

For projects involving construction or vegetation restoration, identify and discuss goals and specific outcomes that can be determined for credit allocation. Provide a proposed credit allocation table tied to outcomes:

Provide a five-year monitoring plan to address project outcomes and credit allocation:

Discuss and provide evidence of ownership or rights to conduct wetland replacement/mitigation on each site:

Quantify all proposed wetland credits and compare to wetland impacts to identify a proposed wetland replacement ratio. Discuss how this replacement ratio is consistent with Corps and WCA requirements:

By signature below, the applicant attests to the following (only required if application involves project-specific/permittee responsible replacement):

- All proposed replacement wetlands were not:
  - Previously restored or created under a prior approved replacement plan or permit
  - Drained or filled under an exemption during the previous 10 years
  - Restored with financial assistance from public conservation programs
  - Restored using private funds, other than landowner funds, unless the funds are paid back with interest to the individual or organization that funded the restoration and the individual or organization notifies the local government unit in writing that the restored wetland may be considered for replacement.
- The wetland will be replaced before or concurrent with the actual draining or filling of a wetland.
- An irrevocable bank letter of credit, performance bond, or other acceptable security will be provided to guarantee successful completion of the wetland replacement.
- Within 30 days of either receiving approval of this application or beginning work on the project, I will record the Declaration of Restrictions and Covenants on the deed for the property on which the replacement wetland(s) will be located and submit proof of such recording to the LGU and the Corps.

Applicant or Representative:

Title: *Airport Manager*

Signature: *Joe Hedrick*

Date: *4-16-21*



# Thief River Falls Regional Airport - Cargo Development

## Wetland Permit Application

Thief River Falls Regional Airport  
Pennington County, Minnesota

TRF00 159682 | April 2020



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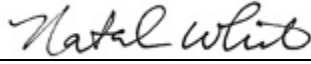
# Wetland Permit Application

Thief River Falls Regional Airport - Cargo Development  
Thief River Falls Regional Airport  
Rocksbury Township, Pennington County, Minnesota

SEH File No. TRF00 159682  
April 2020

I hereby certify that this Wetland Permit Application was prepared by me. The procedures and field methods used to delineation wetlands within the area of interest constitute an official wetland delineation in accordance with the 1987 U.S. Army Corps of Engineers *Wetlands Delineation Manual* and applicable *Regional Supplement*.

Prepared By:  Date: April 20, 2020 \_\_\_\_\_  
John Thayer  
Certified Minnesota Wetland Professional  
No. 1359

Reviewed By:  Date: April 20, 2020 \_\_\_\_\_  
Natalie White  
Certified Minnesota Wetland Professional  
No. 1226  
Professional Wetland Scientist, No. 2488

Short Elliott Hendrickson Inc.  
3535 Vadnais Center Drive  
St. Paul, MN 55100-3507



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# Wetland Permit Application

## Thief River Falls Regional Airport - Cargo Development

Prepared for the Thief River Falls Regional Airport

### 1 Introduction

This wetland permit application has been prepared to describe the proposed construction of additional cargo facilities at the Thief River Falls Regional Airport.

The demonstration of wetland impact avoidance and minimization in this application follows the sequencing process of the Minnesota Wetland Conservation Act (WCA) of 1991 and the federal Clean Water Act. These procedures require that projects that may result in the draining or filling of wetland habitat should demonstrate avoidance and minimization of such impacts. Wetland impacts that cannot be feasibly avoided or minimized must be replaced by compensatory mitigation.

This permit application is requesting a **Transportation Regional General Permit - Categories 3 and 4** approval under Section 404 of the Clean Water Act, and a Wetland Conservation Act (WCA) approval with a **Replacement Plan** for temporary and permanent impacts to wetlands. The proposed project would impact **0.3686 acres** of wetland including 0.2880 acres of temporary and permanent impact to linear, wet ditch.

#### 1.1 Project Location

The project is in Rocksbury Township, Pennington County, Minnesota in Township 153 North, Range 43 West, Section 15, 16, 21, and 22 as shown in **Figures 1 and 2**. **Figure 3** shows that the project is in the Ditch (#83028) minor watershed, the Red Lake River (#63) major watershed, and Bank Service Area (BSA) #3.

### 2 Project Description

A preliminary sketch of the proposed cargo facilities is shown on **Figure 6**. The proposed hangar will have a footprint of approximately 27,500 sq. ft. The project will construct approximately 123,000 sq. ft. of paved (bituminous and/or concrete) apron and taxiway, approximately 25,500 sq. ft. of bituminous road and auto parking, and 700 sq. ft. of sidewalk. The existing watermain will be extended 600 linear feet to the hangar and the existing sanitary sewer line will be extended 185 linear feet. Both will service the new hangar. Approximately 700 linear feet of airport perimeter fence will be removed, and 450 linear feet of new wildlife perimeter fence will be installed. The new fence line will include one motorized vehicle access gate to provide access to the aircraft apron area. The existing roadways in the Airport will be used as haul roads. Two permanent stormwater treatment basins, totaling 26,000 sq. ft. are proposed: one north of the hangar and one west of the apron. Storm water pipes will be installed to drain water into these basins as well as out of these basins into Wetland 1. Culverts will be installed under the apron to maintain hydrological connectivity across Wetland 1.

## 2.1 Existing Conditions

The existing land use of the area is comprised of mowed/maintained turf on airport property. The area is mostly comprised of upland vegetation that is mowed and maintained. Two (2) wetlands occur within the project area. No watercourses or basins occur within or adjacent to the project area.

## 2.2 Purpose and Need

The purpose of this project is to expand the cargo facilities at the Airport by constructing a new hangar and apron as well as associated infrastructure. The need for this project arises from the increased demand for air cargo services by local business, particularly DigiKey and Textron. The existing air cargo service facilities are too small to meet current demand. As a result, aircraft often must be parked outside on the apron, which is not ideal for loading and unloading cargo into the aircraft.

# 3 Sequencing

Several project alternatives were considered for the potential to avoid and minimize wetland impacts. These alternatives, as well as the no-build alternative, are described briefly herein.

## 3.1 Alternatives

### 3.1.1 No-build Alternative

The No-build Alternative would leave Airport facilities as they currently exist and not construct the new air cargo service facilities. As a result, the Airport would not be able to provide air cargo services to effectively meet the current and anticipated demand for these services. The existing multi-purpose hangar would continue to regularly reach its capacity forcing aircraft to be parked outside on the apron. The loading and unloading of aircraft parked on the apron would continue to be subject to weather conditions at the Airport reducing the efficiency and effectiveness of the air cargo services that the Airport strives to provide to local businesses. This alternative would not adequately meet the purpose and need of the proposed project, and therefore it was rejected.

### 3.1.2 Alternative 1 – Expansion of the Existing Hangar

The expansion of the existing multi-purpose hangar was considered as an alternative; however, the hangar expansion is limited due to the close proximity of existing structures to the multi-purpose hangar. There is not enough open space around the hanger to allow for the expansion for the existing hangar such that it would be able to accommodate two (2) CRJ-200 aircraft nor the anticipated future need for space for three (3) CRJ-200 aircraft. At current demand for air cargo services, the expanded hangar would regularly be full, forcing any additional aircraft to park outside on the apron, thereby recreating one of the problems that this project proposes to resolve. This alternative avoids wetland impact, but it would not adequately meet the purpose and need of the proposed project, and therefore this alternative was rejected.

### 3.1.3 Alternative 2 – New Air Cargo Service Facilities

This alternative proposes to construct additional air cargo service facilities away from the existing multi-purpose hangar. The new location of the new air cargo service facilities allows for the construction of a hanger and apron that are large enough to accommodate the current and

anticipated future need for space for CRJ-200 aircraft thereby meeting the proposed project's purpose and need. Two layout alternatives were investigated and are described below.

### 3.1.3.1 Alternative Layout 1

Alternative Layout 1 adjusted the hangar layout for side-by-side parking of up to three (3) CRJ-200 aircraft for efficient cargo loading and unloading as well as providing necessary space for ground service equipment storage. The apron layout was designed to accommodate ADG II/TDG 3 aircraft but also has the ability to accommodate the occasional ADG III aircraft (e.g. 737-800). The future apron expansion (shown in teal) for aircraft loading as well as the ultimate aircraft parking (shown in purple) is shown for reference on **Figure 4**. This alternate would result in 15,700 sq. ft. (0.3604 acres) of wetland impact when the ultimate aircraft parking is built. While this alternative meets the proposed project's purpose and need, culverts would be required under apron expansion to maintain hydrological connectivity with the linear, wet ditch. The culverts would introduce additional long-term maintenance concerns to maintain hydrological connectivity. Therefore, this alternative was rejected.

### 3.1.3.2 Alternative Layout 2

Alternative Layout 2 is similar to Alternative Layout 1 described above, but adjusts the hangar slightly to the north and west. It is shown on **Figure 5**. The ultimate apron parking is shown in purple, which does not impact any wetlands. This alternative would result in 12,900 sq. ft. of wetland impact, less than Alternative Layouts 1 and 2. However, the location of the stormwater basin was not ideal for treating the anticipated increase in stormwater from the whole development. Additionally, there was not enough of a grade to run stormwater pipes to the proposed location. Therefore, this alternative was rejected.

### 3.1.3.3 Alternative Layout 3 – Preferred

Alternative Layout 3 is similar to Alternative Layout 2, but it divides the permanent stormwater basin into two smaller basins at different locations. Two permanent stormwater treatment basins, totaling 26,000 sq. ft. are proposed: one north of the hangar and one west of the apron. It is shown on **Figure 6**. This alternative proposes 16,057 sq. ft. / 0.3686 acres of wetland impact. Although this alternative impacts more wetland than Alternative Layout 2, this alternative is preferred as it more adequately addresses the need for permanent stormwater treatment. Therefore, this alternative is the preferred.

## 3.2 Avoidance and Minimization

Impacts to wetlands were avoided and minimized to the greatest extent as was practicable. Best managements practices, such as silt fencing, will be utilized to prevent any inadvertent and additional impacts to wetlands. Two permanent stormwater treatment basins, totaling 26,000 sq. ft. are proposed: one north of the hangar and one west of the apron (**Figure 6**). Culverts are proposed where the apron crosses Wetland 1 to maintain hydrological connectivity.



## 4 WCA Special Considerations

The following summary describes the effects and potential consequences do to the preferred alternative on several general factors considered to be in the public interest, identified as Special Consideration in WCA rule (MR 8420.0515).

- **Threatened and Endangered Species**

A review of the MNDNR's Natural Heritage Information System (NHIS) under SEH license #1027 only identified observations of three (3) species of mussel within the Red Lake River within 2-miles of the project area: *Lasmigona costata* (state-threatened), *Ligumia recta* (state-special concern), and *Lasmigona compressa* (state-special concern). Additionally, the Airport is located within the distributional range of the federally-threatened northern long-eared bat (*Myotis septentrionalis*), the federally-threatened rusty patch bumble bee (*Bombus affinis*), and the federally-threatened western prairie fringed orchid (*Platanthera praeclara*). According to the MNDNR's *Townships Containing Documented Northern Long-Eared Bat (NLEB) Maternity Roost Trees and/or Hibernacula Entrances in Minnesota* issued on June 3, 2020, no northern long-eared bat roost trees or hibernacula are known from Pennington County. Tree clearing is not a component of this project.

A Federal Aviation Administration (FAA) approved Documented Categorical Exclusion determined no effect for endangered species on April 16, 2021.

- **Rare Natural Communities**

A search of the MNDNR's Natural Heritage Information System (NHIS) indicated no mapped rare natural communities in the vicinity of the project.

- **Fish and Wildlife Values/Special Fish and Wildlife Resources**

No special fish and wildlife resources are located within or adjacent to the project area.

- **Archaeological, Historic, or Cultural Resource Sites**

An archaeological literature review and assessment to assist in planning and future development at the Airport was completed by 106 Group in September 2020. The report identified several areas that have moderate to high archaeological potential, but none of these areas were within or adjacent to the proposed project area. Additionally, the archaeological literature review identified no previously identified archaeological sites within the study area.

A FAA approved Documented Categorical Exclusion determined no effect for archaeological, historic, or cultural resource sites on April 16, 2021.

- **Water Supply and Conservation/Groundwater Sensitivity**

There are no changes to public water supply or effects due to this project. No existing wells are known to occur on the site, and no geologic site hazards to groundwater are known to exist within the site.

- **Sensitive Surface Waters**

There are no listed outstanding resource value waters in the vicinity of the project.

- **Educational or Research Use**

There are no known educational or research uses of wetlands within the project area, therefore effects to educational or research wetlands are not anticipated.

- **Waste Disposal Sites**

There is no change and no effect to waste disposal sites.

- **Consistency with Other Plans**

The project is consistent with current land use of the project area.

## 5 Wetlands

### 5.1 Wetlands Definition and Delineation Methodology

Wetlands are defined in federal Executive Order 11990 as “*areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances, do support a prevalence of vegetation or aquatic life typically adapted for saturated soil conditions.*”

An SEH scientist conducted field delineation to determine presence of wetlands in the project area on September 25, 2019 and August 25, 2020 to identify and delineate any areas meeting the wetland criteria in accordance with the U.S. Army Corps of Engineers *Wetlands Delineation Manual* (USACE 1987) and *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Great Plains Region* (USACE 2010). One positive indicator (except in certain situations) from each of three elements must be present in order to make a positive wetland determination, which are as follows:

- Greater than 50 percent dominance of hydrophytic plant species.
- Presence of hydric soil.
- The area is either permanently or periodically inundated, or soil is saturated to the surface during the growing season of the dominant vegetation.

The National Wetlands Inventory (NWI) map (**Figure 7**), the Minnesota Department of Natural Resources (MNDNR) Public Waters Inventory (PWI) map (**Figure 8**), the Soil Survey for Pennington County (**Figure 9**), and the hydric soil list for Pennington County were reviewed prior to the field delineation to locate potential wetland habitat. These sources showed wetland areas that were investigated in greater detail during the field delineation. The approved delineated wetland boundaries for the project are shown in **Figure 10**.

The Routine Onsite Determination Method was applied for this delineation. Field notes, samples, and photographs were taken at representative locations in each wetland basin. Collected information was transferred to Wetland Determination Data Forms, which were included in the Wetland Delineation Report that can be provided on request. Photographs of the site and representative sample locations are retained on file at SEH.

### 5.2 Results

The delineation identified 22 wetland basins within the project area. The delineated wetland for the project is shown on **Figure 8**. The wetland boundaries and types were approved under U.S. Army Corps of Engineers Regulatory File No. MVP-2014-04090-LSP and MN Wetland

Conservation Act Notice of Decision issued on November 10, 2020. Both are included in **Appendix A. Table 1** below summarized the wetland delineation results in the project area.

**Table 1 – Wetland and Aquatic Resource Characteristics**

Wetland ID	Size (acres) <sup>1</sup>	Eggers & Reed Classification	Circular 39/ Cowardin Classification	
1	1.3120	Fresh (Wet) Meadow – Wet Ditch	Type 2	PEM1B
2	0.0834	Fresh (Wet) Meadow	Type 2	PEM1B
3	0.0325	Seasonally Flooded Basin	Type 1	PEM1A
4	0.2921	Seasonally Flooded Basin	Type 1	PEM1A
5	0.0899	Seasonally Flooded Basin	Type 1	PEM1A
6	0.0164	Seasonally Flooded Basin	Type 1	PEM1A
7	0.0409	Seasonally Flooded Basin	Type 1	PEM1A
8	1.4650	Seasonally Flooded Basin / Fresh (Wet) Meadow	Type 1 / Type 2	PEM1A / PEM1B
9	0.0626	Seasonally Flooded Basin	Type 1	PEM1A
10	0.1471	Seasonally Flooded Basin	Type 1	PEM1A
11	0.0152	Seasonally Flooded Basin	Type 1	PEM1A
12	0.0311	Seasonally Flooded Basin	Type 1	PEM1A
13	0.0237	Seasonally Flooded Basin	Type 1	PEM1A
14	0.0412	Seasonally Flooded Basin	Type 1	PEM1A
15	0.0765	Seasonally Flooded Basin	Type 1	PEM1A
16	0.9481	Fresh (Wet) Meadow – Wet Ditch	Type 2	PEM1B
17	0.7148	Seasonally Flooded Basin / Fresh (Wet) Meadow	Type 1 / Type 2	PEM1A / PEM1B
18	0.0958	Fresh (Wet) Meadow – Wet Ditch	Type 2	PEM1B
19	0.0242	Seasonally Flooded Basin	Type 1	PEM1A
20	0.1599	Seasonally Flooded Basin	Type 1	PEM1A
21	0.0423	Fresh (Wet) Meadow – Wet Ditch	Type 2	PEM1B
22	0.2322	Fresh (Wet) Meadow – Wet Ditch	Type 2	PEM1B

<sup>1</sup> Size includes areas of wetland within the area of investigation only. Wetlands may extend beyond the limits of the area investigated and actual wetland size may be larger than that indicated.

## 5.3 Regulatory Jurisdiction

Wetlands in the project area are regulated by several agencies at the local, regional, state, and federal levels including the USACE and the EPA at the federal level; the Minnesota Board of Water and Soil Resources (BWSR) and the Minnesota Pollution Control Agency (MPCA) at the state level; and Pennington County Soil and Water Conservation District (SWCD) at the local level. Pennington County SWCD has accepted the responsibility for the administration of the Minnesota Wetland Conservation Act (WCA) of 1991. The Minnesota Department of Natural Resources (MNDNR) regulates areas within the project that are identified as public waters or

public waters wetlands. The Red Lake Watershed District has jurisdiction over legal ditches and drainage of marshes.

## 6 Wetland and Aquatic Resource Impacts

Wetland impacts are summarized in **Table 2** below. The impacts are shown on **Figure 6**.

Table 2 – Summary of Wetland and Aquatic Resource Impacts

Aquatic Resource ID	Aquatic Resource Type	Type of Impact	Duration of Impact	Size of Impact	Plant Community Type (Eggers and Reed)	County, Major Watershed #, and Bank Service Area #
1	Wetland	Fill	Permanent	4,277 / 0.0982	Fresh (Wet) Meadow – Linear Ditch	Pennington County, Red Lake Watershed #63, BSA #3
1	Wetland	Fill	Temporary (<90 Days)	8,080 / 0.1898	Fresh (Wet) Meadow – Linear Ditch	
2	Wetland	Fill	Permanent	3,700 sq. ft. / 0.0849 acres	Fresh (Wet) Meadow	
Total Wetland Impact:				<b>16,057 sq. ft. / 0.3686 acres</b>		

### 6.1 Proposed Mitigation

Compensatory mitigation for permanent impacts to wetlands is proposed through debit of credits from an established wetland bank. The applicant proposes to debit credits from Pennington County wetland bank #1642. This bank is in BSA #3, Major Watershed #63 (Red Lake). The project is located within the <50% pre-settlement wetlands area of the state. It is anticipated that a 2:1 replacement ratio for the wetland impacts will satisfy the mitigation requirements of the WCA and Section 404 of the Clean Water Act.

The selected bank meets the siting criteria in M.S. 103G.222, Subd. 3, (3). This statute requires applicants to pursue replacement in the following order: 1) in the minor watershed of the impacted wetland, 2) in the same watershed as impacted wetlands, 3) in the same wetland bank service area as the impacted wetlands; and, 4) in another wetland bank service area.

The Applicant proposes to purchase 0.1698 credits (3,700 ft<sup>2</sup>) to satisfy the compensatory mitigation requirements of both the USACE and the WCA, as summarized in **Table 3** below.

Table 3 – Wetland Mitigation Summary

Wetland ID (Figure ID)	Mitigation Type and quantity (sq. ft. / acres)		
	Private Wetland Bank	Wet Ditch - No Replacement	Total Permanent Impact
1 (Figure 6)	0	4,277 / 0.0982	4,277 / 0.0982
2 (Figure 6)	3,700 / 0.0849	0	3,700 / 0.0849
<b>Total Permanent Impacts</b>	<b>3,700 sq. ft. / 0.0849 acres</b>	<b>4,277 sq. ft. / 0.0982 acres</b>	<b>7,977 sq. ft. / 0.1813 acres</b>
<b>Mitigation Required Total (2:1 Ratio)</b>	<b>0.1698 acres</b>	<b>N/A</b>	<b>N/A</b>

Pennington County SWCD verbally agreed to propose the sale of wetland credits for the project before the Pennington County Board for approval. A draft purchase agreement has not been included as the sale of the credits has yet to be approved the Pennington County Board. If this sale is not approved, credits will be purchased from a different bank. This bank was the only bank within the same major watershed of the project that was willing to consider selling credits.

Temporary wetland impacts will be restored to their original grade and seeded with an appropriate wetland seed-mix.

## 6.2 Permitting

Permits for impacting wetlands are required by Pennington County SWCD (the Local Government Unit administering the WCA), the MNDNR, and the USACE.

### 6.2.1 U.S. Army Corps of Engineers

All the wetlands in the project area are assumed under the jurisdiction of the U.S. Army Corps of Engineers (USACE).

The proposed project is eligible for a **Transportation Regional General Permit (RGP-2017-02361)** under **Category 3** for wetland impacts resulting from the new apron and **Category 4** for wetland impacts resulting from the new hangar. The USACE issues a **Transportation RGP** under this **Category 3** for public transportation projects associated with new construction. Under **Category 3** Parts a-b, a single and complete project cannot cause the loss of greater than 0.5 acres of waters of the U.S. This includes tributary loss, whereas a single and complete project cannot exceed 500 linear feet of impact. The USACE issues a **Transportation RGP** under this **Category 4** for public transportation projects associated with non-linear transportation projects. Under **Category 4** Parts a-b, a single and complete project cannot cause the loss of greater than 0.5 acres of waters of the U.S. This includes tributary loss, whereas a single and complete project cannot exceed 500 linear feet of impact.

The proposed project would impact **0.3686 acres** of wetland with no proposed tributary impacts. 0.1813 acres of impact are proposed as permanent impact, and 0.1898 acres are proposed as

temporary impact. Therefore, the project is eligible under **Category 3** and **Category 4** of the **Transportation RGP**.

This permit application is a request for a Transportation RGP.

See **Section 6.1** above for proposed compensatory mitigation.

## 6.2.2 Wetland Conservation Act - Pennington County SWCD

Pennington County SWCD is responsible for administration of the WCA in the project area. This permit application is a request for a wetland replacement plan under the rules of the Minnesota Wetland Conservation Act of 1991. A copy of the Joint Application Form for Activities Affecting Water Resources in Minnesota is included at the beginning of this document.

This permit application is a request for a **Replacement Plan Approval** under the rules of the Minnesota Wetland Conservation Act of 1991. A copy of the Joint Application Form for Activities Affecting Water Resources in Minnesota is included at the beginning of this document.

See **Section 6.1** above for proposed compensatory mitigation

## 6.2.3 Minnesota Department of Natural Resources

The MNDNR is responsible for all public waters and public waters wetlands in the project area. A public waters permit is not required for the proposed action, as no work will occur below the ordinary high water level of any public waters.

## 6.2.4 Red Lake Watershed District

A permit application was submitted separately to the Red Lake Watershed District for work affecting the linear, wet ditch.



## Figures

Figure 1 – Site Location & USGS 7.5-Minute Quadrangle

Figure 2 – Project Location – 2019 Aerial Photography

Figure 3 – Major & Minor Watersheds

Figure 4 – Alternate Layout 1

Figure 5 – Alternate Layout 2

Figure 6 – Alternate Layout 3 – Preferred

Figure 7 – National Wetlands Inventory

Figure 8 – Minnesota Department of Natural Resources Public Waters Inventory

Figure 9 – Pennington County Soil Survey (SSURGO)

Figure 10 – Wetland Delineation Results

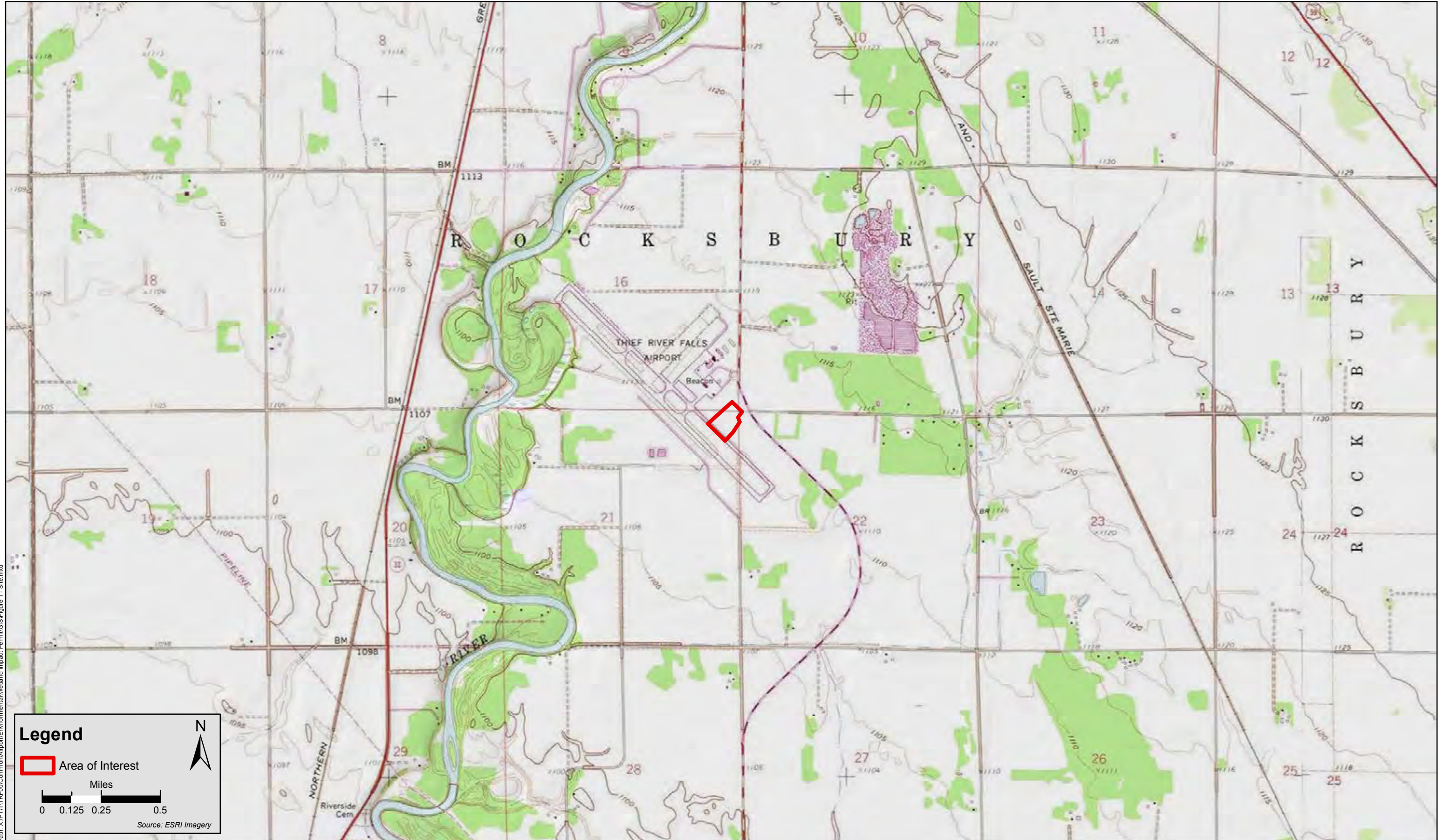


# Cargo Development - Wetland Permit Application

Thief River Falls Regional Airport  
Thief River Falls, Minnesota

Figure 1

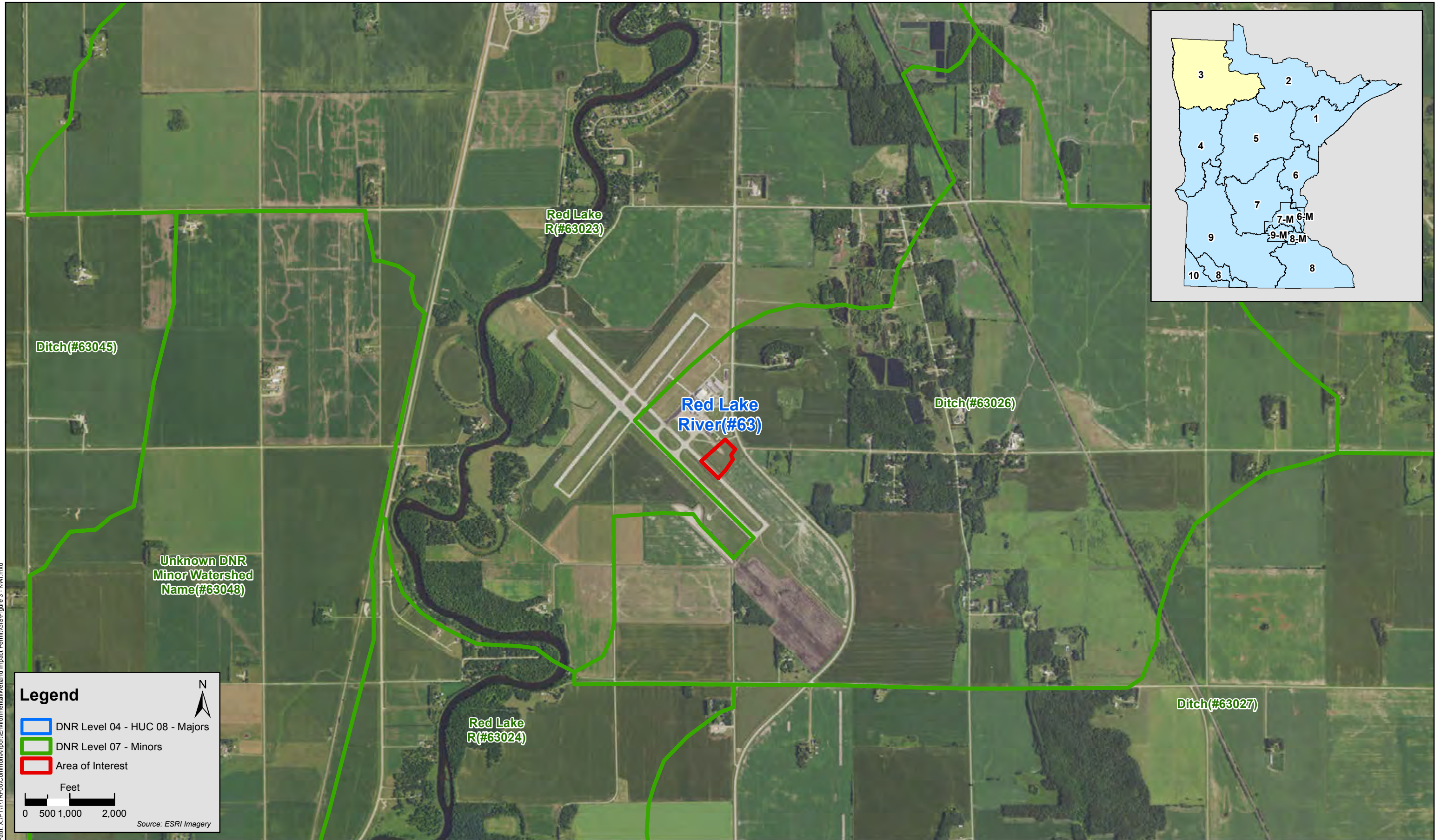
Site Location & USGS 7.5-Minute Quadrangle  
2/2021; TRF00



Path: X:\PT\TRF00\Common\Airport\Environmental\Wetland Impact Permit\GIS\Figure 1 - Site.mxd







**Legend**

- DNR Level 04 - HUC 08 - Majors
- DNR Level 07 - Minors
- Area of Interest

Feet  
0 500 1,000 2,000

Source: ESRI Imagery

Path: X:\PT\TRF00\Common\Airport\Environmental\Wetland Impact Permit\GIS\Figure 3 - NWI.mxd

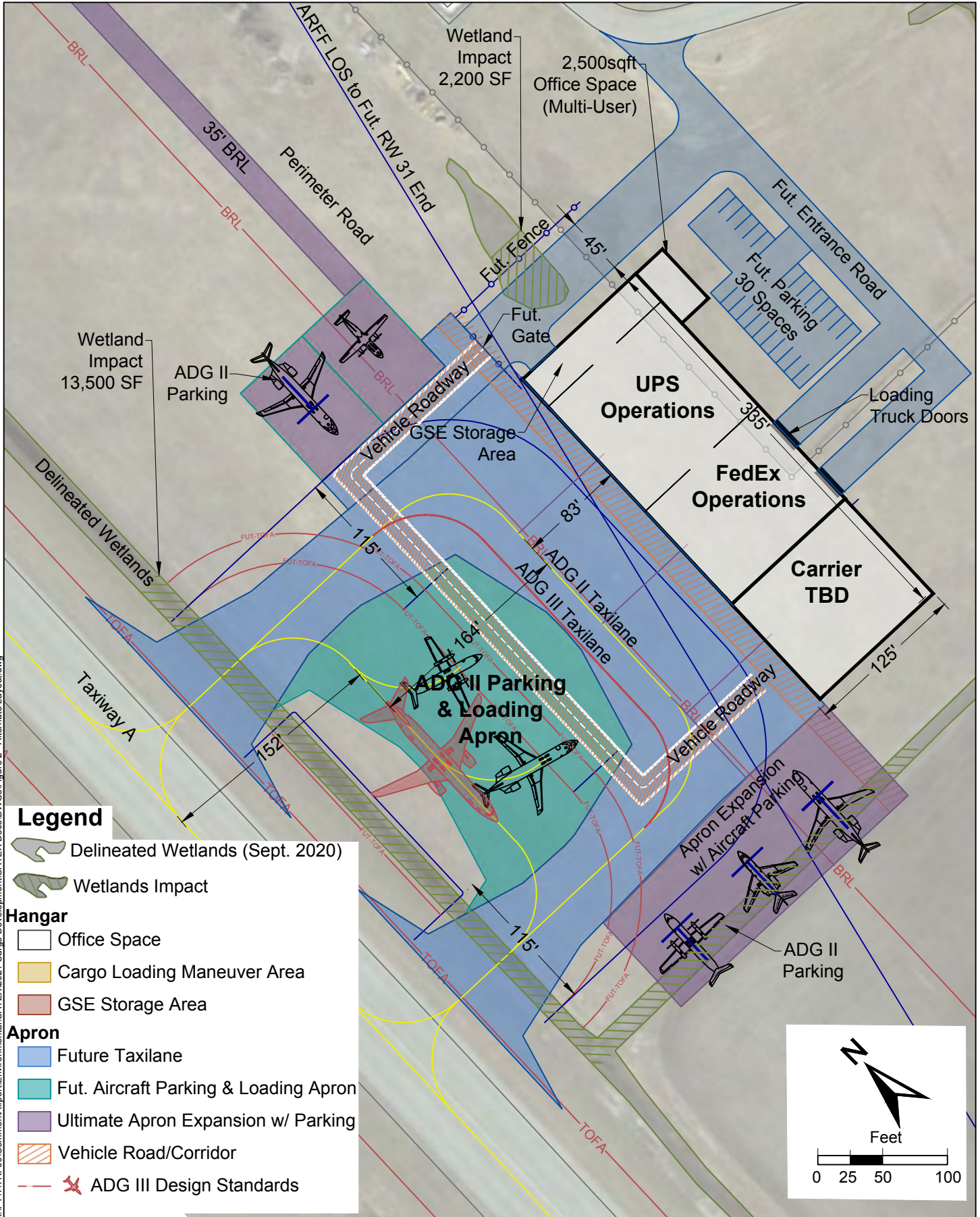


# Airport Master Plan

Thief River Falls Regional Airport  
Thief River Falls, Minnesota

# Figure 4 - Alternate Layout 1

Alternative 4B: Fut Cargo Development, ADG II and TDG 3  
11/2020; TRF00 152598



### Legend

Delineated Wetlands (Sept. 2020)

Wetlands Impact

### Hangar

Office Space

Cargo Loading Maneuver Area

GSE Storage Area

### Apron

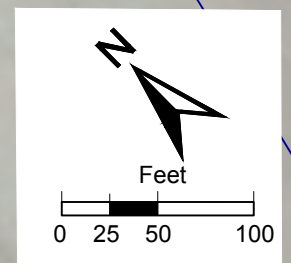
Future Taxilane

Fut. Aircraft Parking & Loading Apron

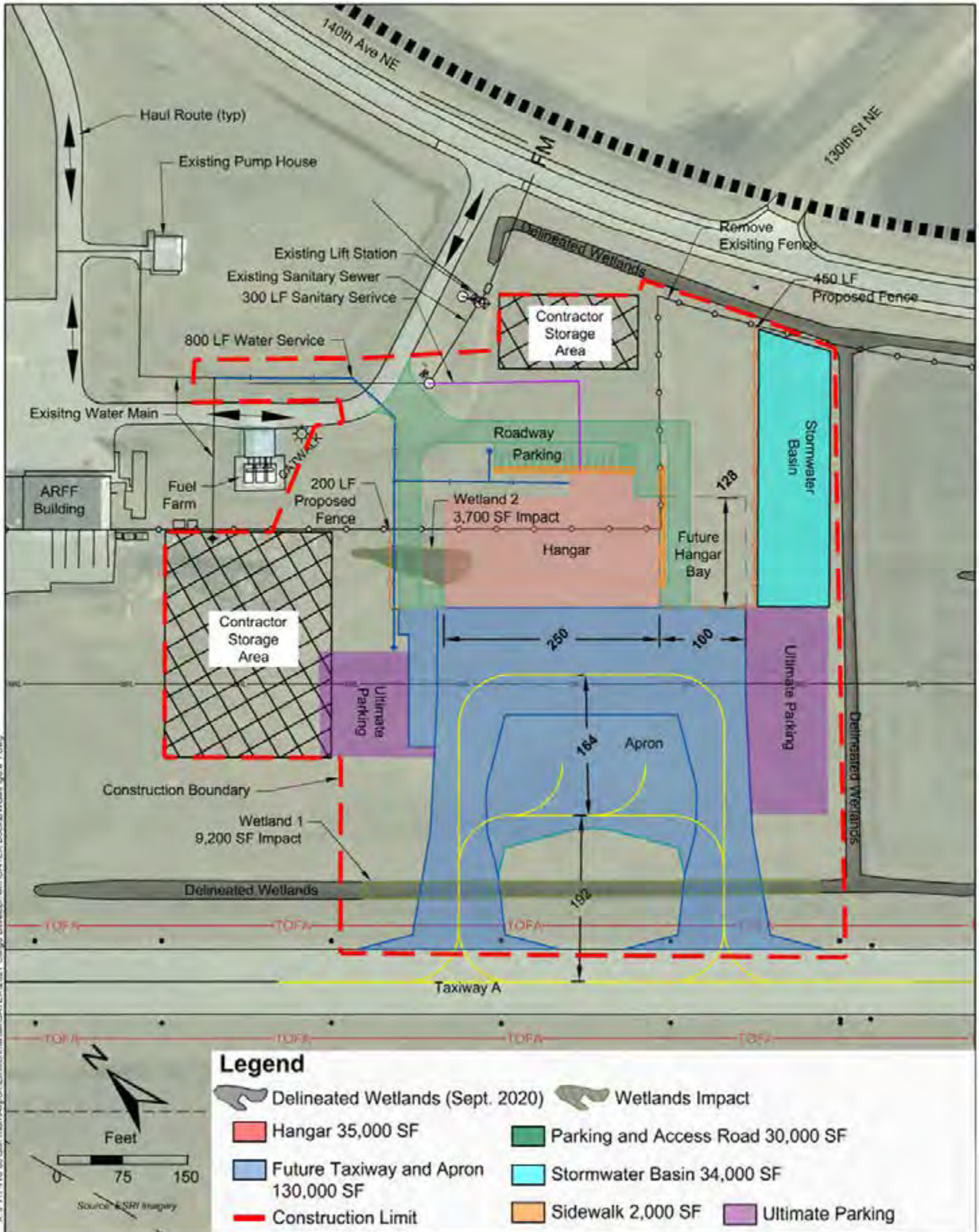
Ultimate Apron Expansion w/ Parking

Vehicle Road/Corridor

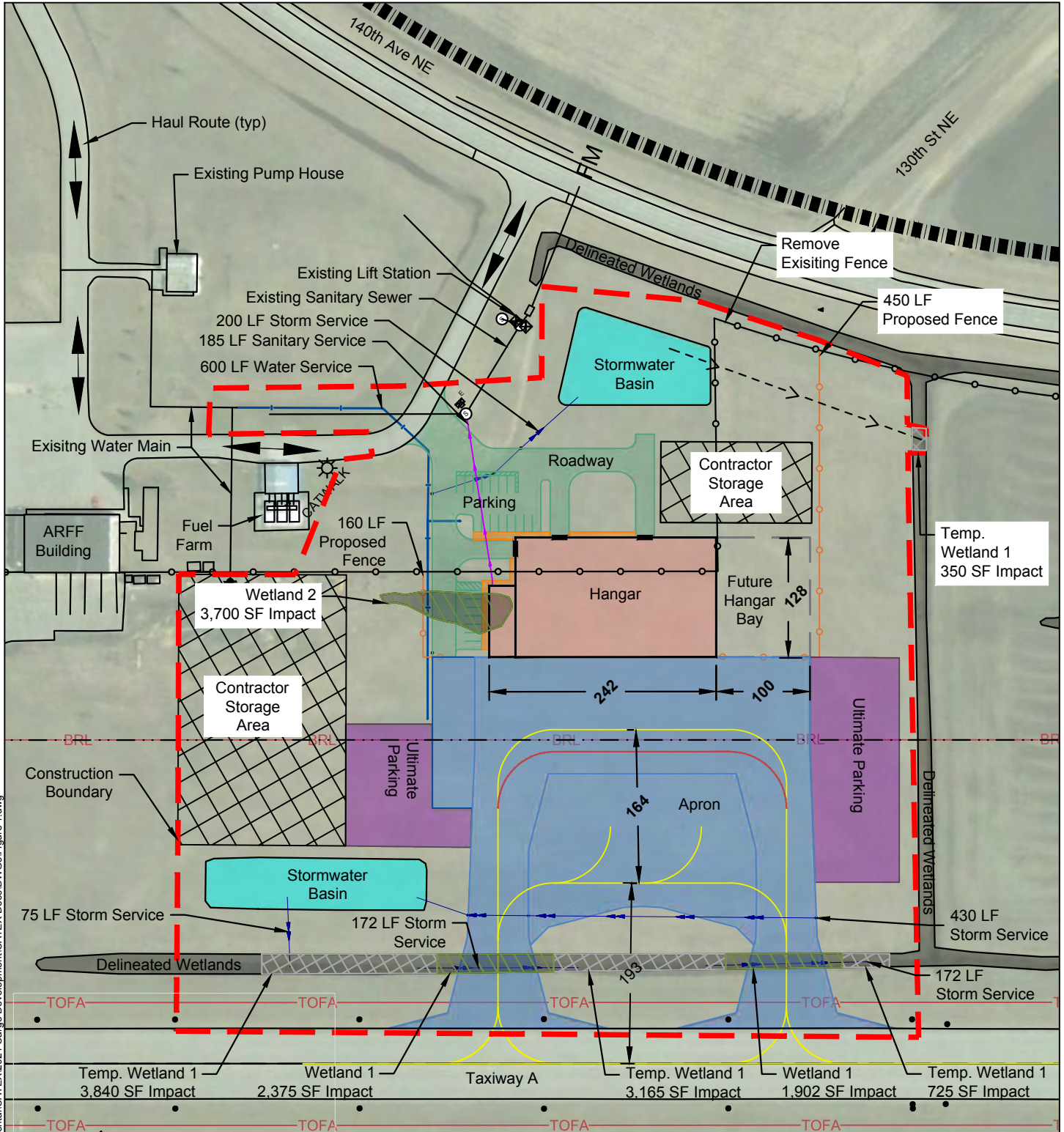
ADG III Design Standards



X:\PT\TRF00\Airport\Environmental\CATEX\2021 Cargo Development\CATEX\DWG\Figure 2 - Alternate Layout.dwg



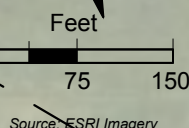
K:\PROJECTS\2021\Thief River Falls Regional Airport\Environmental\CA\TE\3\2021\_Cargo\_Development\CATEX\_Doc\DWG\Figures\Figure 5.dwg



**Legend**

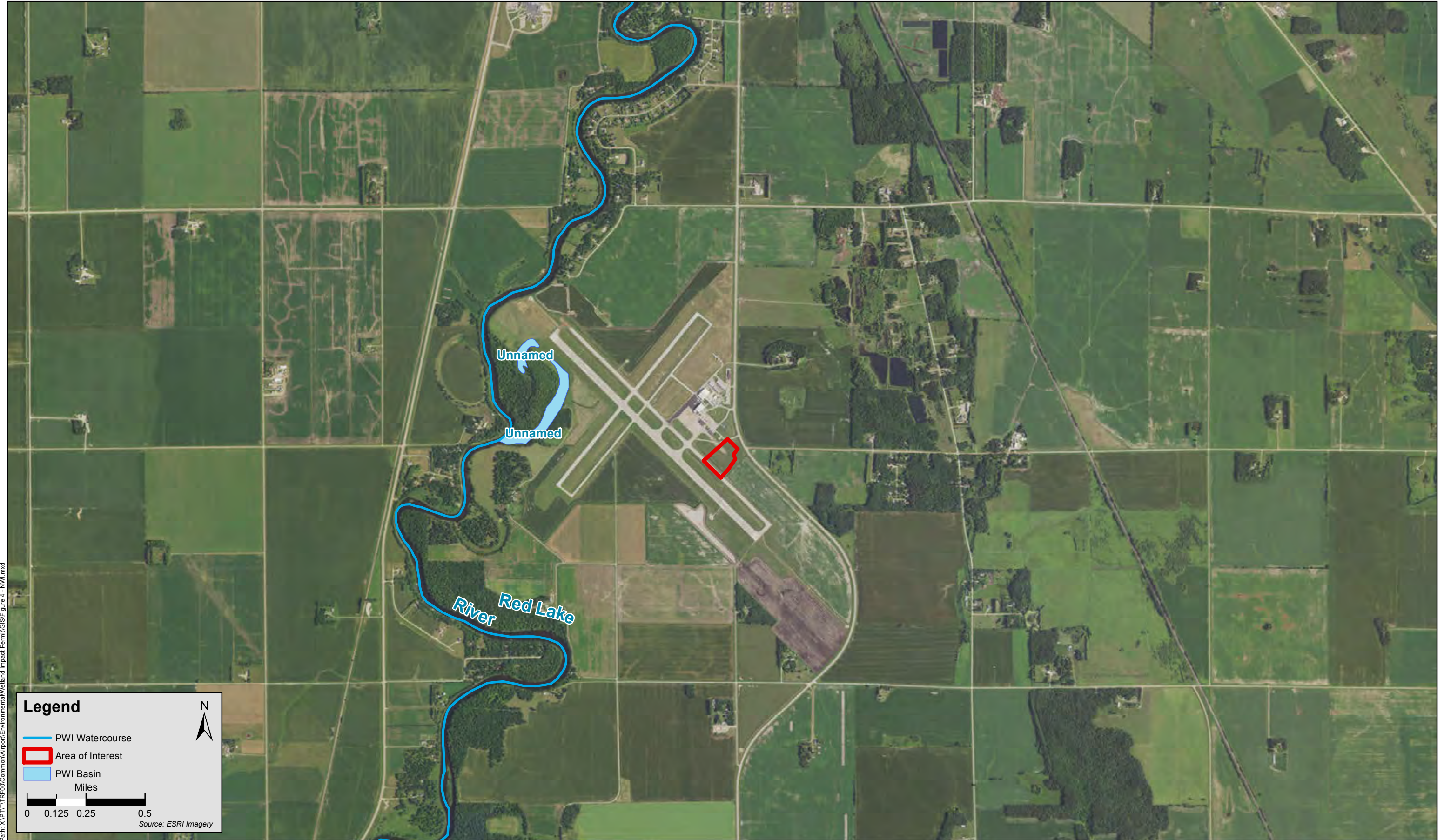
Delineated Wetlands (Sept. 2020)	Temp. Wetlands Impact	Wetlands Impact
Hangar 27,500 SF	Parking and Access Road 25,500 SF	
Future Taxiway and Apron 123,000 SF	Stormwater Basin 26,000 SF	
Construction Limit	Sidewalk 700 SF	Ultimate Parking

X:\PT\TRF00\Common\Airport\Environmental\CATEX\Docs\DWGs\Figure 1.dwg



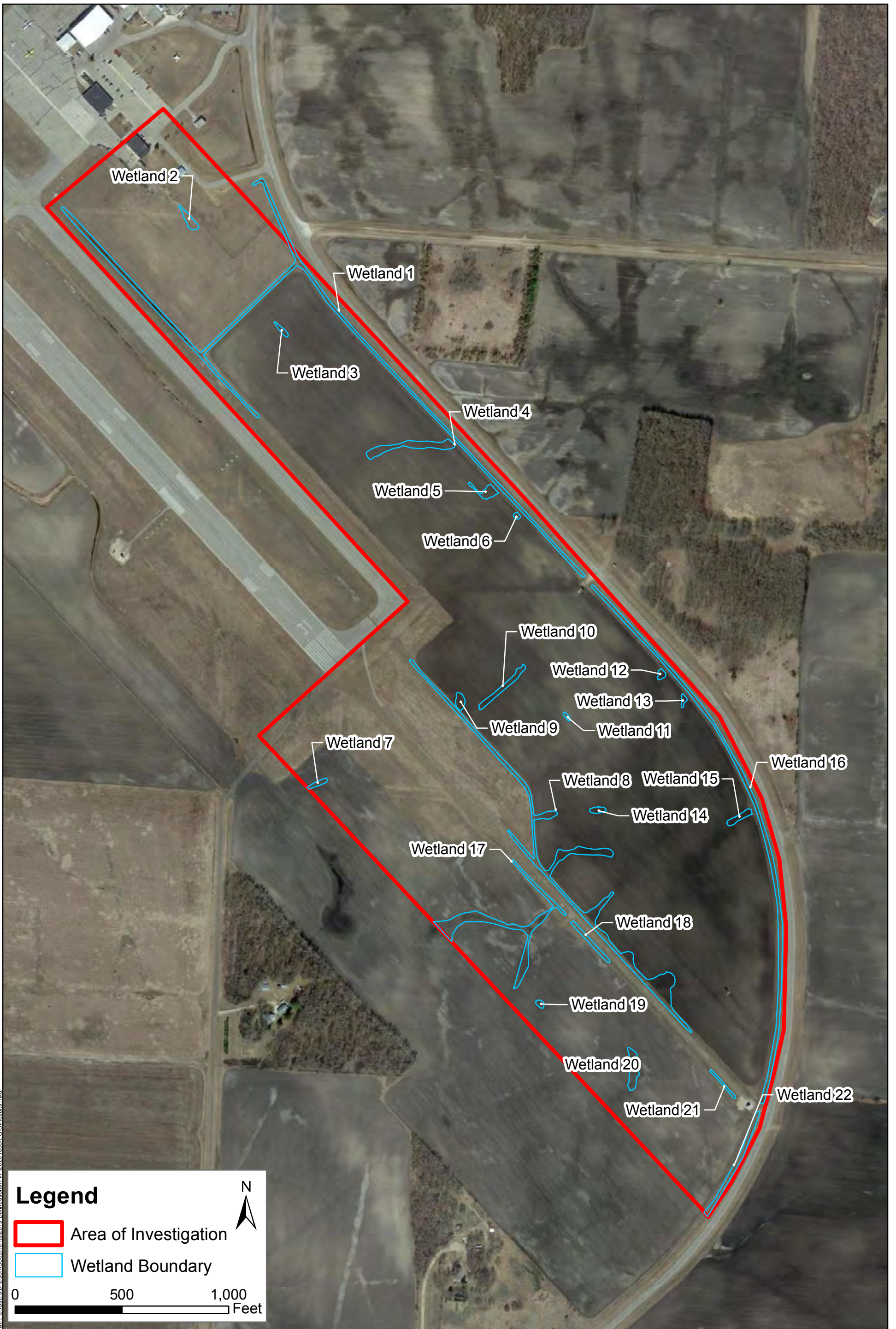


Path: X:\PT\TRF00\Common\Airport\Environmental\Wetland Impact\_Permit\GIS\Figure 4 - NWI.mxd









Path: C:\Users\bnelson\Documents\2019 Delineations\TVF2020 report GIS Results.mxd

	3535 VADNAIS CENTER DR. ST. PAUL, MN 55110 PHONE: (651) 490-2000 FAX: (888) 908-8166 TF: (800) 325-2055 www.sehinc.com
	Project: TRF00 152598 Print Date: 10/1/2020 Map by: bnelson Projection: UTM NAD 83 ZONE 15N Source: SEH, ESRI, USGS

**Wetland Delineation Results**  
 Thief River Falls Airport Improvements  
 Rocksbury Township, Pennington County, MN

**Figure 10**

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.

# Appendix A

Wetlands Delineation Approvals

## Minnesota Wetland Conservation Act Notice of Decision

Local Government Unit: <b>Pennington County</b>	County: <b>Pennington</b>
Applicant : <b>TRF Regional Airport Authority</b>	Representative: <b>Joe Hedrick, Airport Manager</b>
Project Name: <b>TRF Airport Improvements</b>	LGU Project No.: <b>20-04</b>
Date Complete Application Received by LGU: <b>October 1, 2020</b>	
Date of LGU Decision: <b>November 10, 2020</b>	
Date this Notice was Sent: <b>November 10, 2020</b>	

**WCA Decision Type** (check all that apply)

<input checked="" type="checkbox"/> <b>Wetland Boundary/Type</b>	<input type="checkbox"/> Sequencing	<input type="checkbox"/> <b>Replacement Plan</b>	<input type="checkbox"/> Bank Plan (not credit purchase)
<input type="checkbox"/> No-Loss (8420.0415)	<input type="checkbox"/> Exemption (8420.0420)		
Part: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H		Subpart: <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9	

**Replacement Plan Impacts** (replacement plan decisions only)

Total WCA Wetland Impact Area: <b>N/A</b>
Wetland Replacement Type: <input type="checkbox"/> Project Specific Credits: <input type="checkbox"/>
Bank Account Number(s):

**Technical Evaluation Panel Findings and Recommendations** (attach if any)

<input checked="" type="checkbox"/> <b>Approve</b> <input type="checkbox"/> Approve w/Conditions <input type="checkbox"/> Deny <input type="checkbox"/> No TEP Recommendation The TRF Airport Authority consultant Bailey Nelson, SEH, Inc. completed a wetland delineation 8/25/2020. Within the project area, twenty-two (22) wetlands were identified consisting of one (1) that would be in the location of the new hangar and the remaining would possibly be in the runway extension area. These TEP recommendations are specific to this project and the wetlands within the project area and are not applicable to other projects proposed. The TEP recommends the approval of the delineation.
--

**LGU Decision**

<input type="checkbox"/> Approved with Conditions (specify below) <sup>1</sup> <input checked="" type="checkbox"/> <b>Approved<sup>1</sup></b> <input type="checkbox"/> Denied TRF Airport Authority requested approval of their wetland boundary. Future projects may include a new hangar with room for 3 jets in the near future and possibly a runway extension to the southeast in a few years. Within the delineated area, twenty-two (22) wetlands were identified and delineated for planning purposes. No project plans have been submitted to date therefore no replacement plan has been developed to date. Pennington County agrees with, and accepts the TEP Findings and recommendations, and approves the delineation as presented.
Decision-Maker for this Application: <input type="checkbox"/> Staff <input checked="" type="checkbox"/> <b>Governing Board/Council</b> <input type="checkbox"/> Other:
Decision is valid for: <input checked="" type="checkbox"/> <b>5 years (default)</b> <input type="checkbox"/> Other (specify):

<sup>1</sup> *Wetland Replacement Plan approval is not valid until BWSR confirms the withdrawal of any required wetland bank credits. For project-specific replacement a financial assurance per MN Rule 8420.0522, Subp. 9 and evidence that all required forms have been recorded on the title of the property on which the replacement wetland is located must be provided to the LGU for the approval to be valid.*

**LGU Findings – Attach document(s) and/or insert narrative providing the basis for the LGU decision<sup>1</sup>.**

<input type="checkbox"/> Attachment(s) (specify): <input type="checkbox"/> Summary:
--

<sup>1</sup> Findings must consider any TEP recommendations.

### Attached Project Documents

<input checked="" type="checkbox"/> Site Location Map	<input type="checkbox"/> Project Plan(s)/Descriptions/Reports (specify):
---	--

### Appeals of LGU Decisions

If you wish to appeal this decision, you must provide a written request within 30 calendar days of the date you received the notice. All appeals must be submitted to the Board of Water and Soil Resources Executive Director along with a check payable to BWSR for \$500 *unless* the LGU has adopted a local appeal process as identified below. The check must be sent by mail and the written request to appeal can be submitted by mail or e-mail. The appeal should include a copy of this notice, name and contact information of appellant(s) and their representatives (if applicable), a statement clarifying the intent to appeal and supporting information as to why the decision is in error. Send to:

Appeals & Regulatory Compliance Coordinator  
Minnesota Board of Water & Soils Resources  
520 Lafayette Road North  
St. Paul, MN 55155  
[travis.germundson@state.mn.us](mailto:travis.germundson@state.mn.us)

Does the LGU have a local appeal process applicable to this decision?

Yes<sup>1</sup>       No

<sup>1</sup>If yes, all appeals must first be considered via the local appeals process.

**Local Appeals Submittal Requirements** (LGU must describe how to appeal, submittal requirements, fees, etc. as applicable)

--


### Notice Distribution (include name)

*Required on all notices:*

<input checked="" type="checkbox"/> SWCD TEP Member: <b>Bryan Malone</b>	<input type="checkbox"/> BWSR TEP Member: <b>Steve Hofstad</b>
<input checked="" type="checkbox"/> LGU TEP Member (if different than LGU contact): <b>Mike Flaagan</b>	
<input checked="" type="checkbox"/> DNR Representative: <b>Stephanie Klamm</b>	
<input checked="" type="checkbox"/> Watershed District or Watershed Mgmt. Org.: <b>Myron Jesme, Red Lake Watershed District</b>	
<input checked="" type="checkbox"/> Applicant: <b>Joe Hedrick, Airport Manager</b>	<input checked="" type="checkbox"/> Agent/Consultant: <b>Bailey Nelson, SEH, Inc</b>

*Optional or As Applicable:*

<input checked="" type="checkbox"/> Corps of Engineers: <b>Larry Pulchalski</b>	
<input type="checkbox"/> BWSR Wetland Mitigation Coordinator (required for bank plan applications only):	
<input type="checkbox"/> Members of the Public (notice only):	<input type="checkbox"/> Other:

<b>Signature:</b> 	<b>Date:</b> 11-10-20
--	--------------------------

This notice and accompanying application materials may be sent electronically or by mail. The LGU may opt to send a summary of the application to members of the public upon request per 8420.0255, Subp. 3.



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY CORPS OF ENGINEERS, ST. PAUL DISTRICT**  
**180 FIFTH STREET EAST, SUITE 700**  
**ST. PAUL, MN 55101-1678**

October 5, 2020

Regulatory File No. MVP-2014-04090-LSP

Thief River Falls Airport Authority  
Joe Hedrick  
13722 Airport Drive  
Thief River Falls, Minnesota 56701

Dear Mr. Hedrick:

We are responding to your request, submitted by SHE Incorporated on your behalf, for Corps of Engineers (Corps) concurrence with the delineation of aquatic resources completed on a portion of the Thief River Falls Airport property. The project site is in Section 21, Township 153 North, Range 43 East, Pennington County, Minnesota.

We have reviewed the delineation report dated October 1, 2020 and concur that Figure 7 depicts a reasonable approximation of the location and boundaries of aquatic resources on the property. This delineation can be used for planning, and will generally be sufficient for permitting purposes. It may be necessary to review this determination in response to changing site conditions or new information.

**Additional Information regarding Jurisdiction and Permitting:**

No jurisdictional determination was prepared for this project, nor is one required to support a permit application. If you submit a permit application, we will assist you in identifying aquatic resources that are not subject to Corps regulation to exclude those resources from the permit evaluation. A permit application should include this delineation, any subsequent revisions, and any state or local delineation approvals. You are advised that a permit or exemption from a state or local agency does not satisfy the requirement to obtain a Corps permit where one is needed.

Please note that the Corps has issued Nationwide General Permits and Regional General Permits that provide authorization for many minor activities. Many of those general permits require a pre-construction notification and Corps verification prior to starting work. However, several general permits also have "self-certifying" provisions that eliminate the need to provide notice to the Corps, provided the permittee complies with the terms and conditions of the general permit. Current general permit terms and conditions can be found at:  
<https://www.mvp.usace.army.mil/Missions/Regulatory/Permitting-Process-Procedures/>.

Regulatory Branch (File No. MVP-2014-04090-LSP)

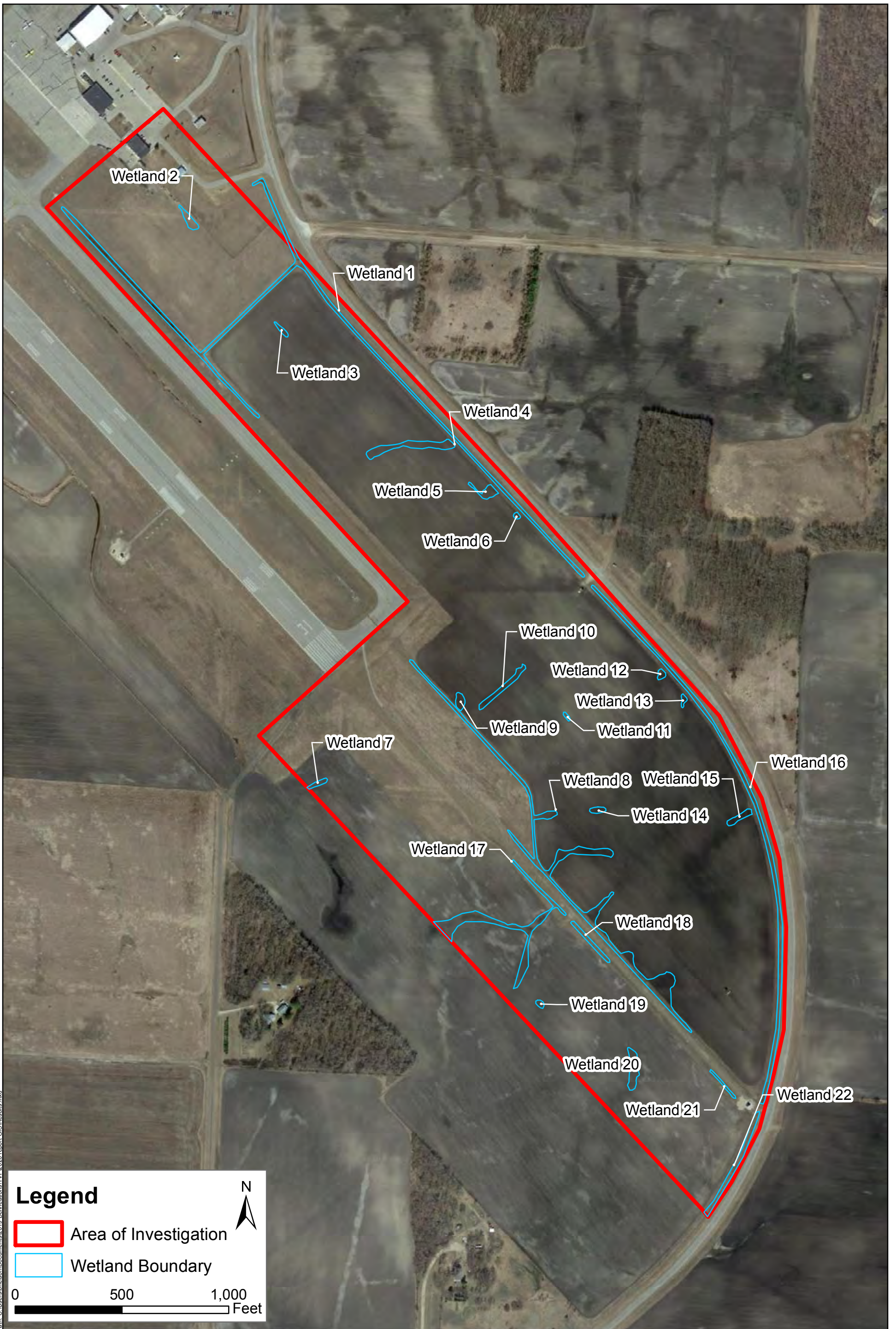
If you have any questions, please contact me in our Bemidji office at (651) 290-5339 or [Lawrence.S.Puchalski@usace.army.mil](mailto:Lawrence.S.Puchalski@usace.army.mil). In any correspondence or inquiries, please refer to the Regulatory file number shown above.

Sincerely,

A handwritten signature in blue ink that reads "Lawrence S. Puchalski". The signature is written in a cursive style with a large initial 'L'.

Lawrence S. Puchalski  
Project Manager, Regulatory North Branch  
Corps of Engineers

cc:  
Bryan Malone, Pennington SWCD  
Bailey Nelson, SHE Inc.



Path: C:\Users\bnelson\Documents\2019 Delineations\TVF2020 report GIS\Results.mxd

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	Project: TRF00 152598 Print Date: 10/1/2020

Map by: bnelson  
 Projection: UTM NAD 83 ZONE 15N  
 Source: SEH, ESRI, USGS

## Wetland Delineation Results

### Thief River Falls Airport Improvements

#### Rocksbury Township, Pennington County, MN

Figure  
7  
Overview

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Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

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