

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
TUESDAY, NOVEMBER 14TH, 2023, 10:00 A.M.**

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Amendments to the Agenda**
- 4. Recognition of Citizens** – Individual's 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**
 - 10:05 Bryanna Grefthen – Pennington County SWCD
 - 2024-25 Delegation Agreement - Feedlot
 - 10:15 Extension Update
 - Ashley Nerhus - Extension Educator
 - Grant Nelson – Ag Services Coordinator
 - 10:30 Public Hearing – Cannabis Ordinance
 - 10:45 Mike Flaagan – County Engineer
- 7. County Auditor-Treasurer Items**
- 8. County Coordinator Items**
- 9. County Attorney Items**

10. Committee Reports / Commissioner Updates

11. Adjournment



**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
OCTOBER 24TH, 2023 – 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, October 24th, 2023, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Neil Peterson, David Sorenson, and Roy Sourdif. Members absent: None.

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

The Chairman asked if there were any amendments to the agenda. The County Coordinator noted that Sheriff Vettleson can be removed from the agenda. Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve the Board agenda with the change presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Nelson, seconded by Commissioner Lawrence, to approve the Human Services warrants totaling \$238,450.55 and the following Commissioner warrants. Motion carried.

County Revenue	\$159,013.28
Road & Bridge	\$ 34,793.62
Solid Waste Facility	\$ 160.68
Ditch Funds	\$ 225.00

Per diems and meal reimbursements in the amount of \$25.75 were also approved.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the Board minutes of October 10th, 2023, as presented. Motion carried.

Human Services Director Julie Sjostrand presented the consent agenda from the October 2023 Human Service Committee Meeting. On a motion by Commissioner Lawrence and seconded by Commissioner Nelson, the following recommendations of the Pennington County Human Service Committee for October 17, 2023 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the September 19, 2023, Human Service Committee Meeting minutes.
- II. To approve the Agency's personnel action as presented.
- III. A. To approve the CY 2024 Pennington County Family Services/Children's Mental Health Collaborative Supportive Services Agreement with Alluma, Inc. as presented.

- B. To approve the CY 2024-2025 County and Tribal Childcare Fund Plan as presented.
- C. To call for bids for snow removal of the PCHS parking lot.

SECTION B

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

Ms. Sjostrand noted that two quotes were received for snow plowing/removal at the Human Services parking lot, which were read aloud by the Chairman:

E&A Services	\$2,750
A.M.S. and Snow Removal	\$65.00 (plowing); \$50.00 (removal)

It was noted that the E&A Services quote is for the entire 2023-2024 winter season and includes all plowing and removal for the location as needed; Ashton's Mowing Service and Snow Removal quote was per occurrence. Engineer Flaagan stated his department could remove the snow piles. The Board tabled the issue and no action was taken at this time.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve and authorize signature of a Children's Mental Health Screening Grant in the amount of \$2,060. Motion carried.

County Assessor Carl Bruzek presented an Application for Abatement for Robert and Debra Holmgren, parcel #R25.00616370. Ms. Holmgren was medically unable to complete the Special Homestead classification application and provide substantiation prior to the October 1st, 2023, deadline; it was completed on October 12, 2023. Motioned by Commissioner Nelson, seconded by Commissioner Sourdif, to approve abating the tax to reflect the Special Homestead classification for 2023 assessment – tax payable 2024. Following discussion, the motion was carried.

County Engineer Mike Flaagan presented the following Highway Dept. items:

Mr. Flaagan presented a quote from RDO Financial for a 6-year lease of a new 2024 John Deere 772G all-wheel drive motor grader. Option 1 features an annual payment of \$69,447.02 (payment based on current interest rate); Option 2 features an annual payment of \$71,875.65 (maximum payment should interest rates rise). The estimated delivery date of the grader if ordered today is April 2024. Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve a 6-year lease agreement with RDO Financial, with payment Option 1, for a 2024 John Deere 772G motor grader. Discussion was held with the Engineer further explaining the two payment options. Following discussion, the motion was carried.

Engineer Flaagan noted that bids for the Kratka Bridge construction project were opened online on October 16, 2023, at 1:00 p.m. as duly advertised. The following two bids were received:

Redstone Construction, LLC	\$2,783,327.90
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Swingen Construction Co. \$3,883,762.00

It was noted that the engineer's estimate was \$2,296,401.50. Mr. Flaagan discussed the items likely causing the overage, such as common embankment, removal of the existing bridge, mobilization, and the pre-stress concrete beams. He noted that approximately \$150,000 is available from bridge bonding, and the remaining difference of \$350,000 would come from State Aid funding. He is expecting a \$200,000 increase in our State Aid funding for 2024. Mr. Flaagan and Houston Engineering both recommend approval of the low bid. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the bid of Redstone Construction, LLC in the amount of \$2,783,327.90 as the lowest and best bid received for the Kratka bridge project. Discussion followed with the Engineer noting the current volatility of bids on bridge projects. Commissioner Lawrence stated that as part of this project he would like the DNR to consider improvements to the public river access near the Kratka bridge. Following discussion, the motion was carried.

The following resolution was introduced by Commissioner Lawrence, seconded by Commissioner Nelson, and upon vote was unanimously carried.

RESOLUTION

WHEREAS, Minnesota Statute 162.08, Subd. 4 (3d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located outside of municipalities under 5000 population when approved solely by resolution of the County Board.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation transfer \$83,514 in excess of two years apportionment into the Regular Construction Account.

Engineer Flaagan discussed department tractor leases for 2024, noting he would like to replace the older Puma and New Holland tractors. Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to authorize the County Engineer to obtain quotes for the lease of tractors for the highway department. Motion carried.

Engineer Flaagan discussed posting internally for a current Highway Equipment Operator to work an early shift for the winter season. The position would work 12:00 a.m. – 8:30 a.m., receive a \$2.00 per hour differential, and would be responsible for plowing the roundabouts we're responsible for, cleaning/monitoring major county roads prior to major travel, etc. Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to authorize the Engineer to advertise internally for one Highway Equipment Operator to work an early shift for winter 2023-2024 as discussed above. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to authorize the County Engineer to advertise for the vacant position of Technician III once union negotiations are complete and 2024 wages are known. Motion carried.

Engineer Flaagan noted that the CSAH #7 project is near completion with paving and striping done and shouldering near completion. He noted there will likely need to be some road grinding to smoothen the ride. The work on CSAH #3 west of the Seven Clans has been completed.

Mr. Flaagan discussed prior approval to purchase a pickup truck from Thief River Ford. The pickup still has not been produced and no lead time is available, so he would like to cancel the order and seek other options. Motioned by Commissioner Nelson, seconded by Commissioner Sourdif, to cancel the pickup truck order with Thief River Ford and seek other options. Motion carried.

Auditor-Treasurer Items: None

County Coordinator Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve the new county position of IT Technician and authorize the County Coordinator to advertise for the full-time position. Motion carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to accept the letter of resignation/retirement of Dale Wiskow as Building & Grounds Supervisor effective December 31, 2023, and to thank him for his excellent service to Pennington County. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve advertising for the position of Full-Time Building & Grounds Supervisor once the Building Committee has discussed the position, licensures required, etc. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve a lease renewal with the State of MN/DOC for office space in the Pennington County Justice Center for a five-year term beginning November 1, 2023. Discussion followed with it noted that the lease features annual increases of 4% and an increase in space leased for the District Supervisor. Following discussion, the motion was carried.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve Pennington County's participation in the Human Resource Technical Assistance Program at an annual cost of \$4,900 for 2024 and \$1,000 for the remainder of 2023. Motion carried.

The County Coordinator provided an update on the Charles Beck mural removed from the Government Center 3rd floor. It is currently located at the Minneapolis Institute of Art and will go through a restoration process beginning in January 2024. The final display of the mural will be in the Ottertail County Historical Society.

Coordinator Erickson noted the Assessor Clerk position was advertised but not filled. The County Assessor will begin advertising for the vacant position of Full-Time Deputy Assessor-Appraiser until it is filled. Prior Board approval to advertise was received.

The Coordinator provided an update on the Government Center 3rd floor project: carpet has been installed on the west side of the floor and cabinetry is being installed in the meeting rooms. He noted a windowpane was broken on the east side of the floor and will need to be replaced. A walk-through will be scheduled with the architect and Building Committee once the flooring is complete.

On behalf of Sheriff Vettleson, the County Coordinator presented to the Board a letter recommendation to hire a Part-Time Corrections Officer. Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve the hire of Sadie Anderson as Part-Time Corrections Officer effective October 24, 2023, contingent upon a successful BCA background check and fingerprinting. Motion carried.

The Coordinator reminded the Board and other staff present that open enrollment insurance meetings are being held onsite October 25, 2023.

Mr. Erickson reminded the Board that Government Data Training will be conducted by Pemberton Law on October 25, 2023, from 10:00 – 11:00 a.m. in the Justice Center Board Room. Commissioners, supervisors, and dept heads will attend the live training, which will be recorded and provided to all staff.

Mr. Erickson provided an update on the EAW regarding the Old Auditorium. It has been published by the Environmental Quality Board and the 30-day comment period ends November 16, 2023, at 4:30 p.m. The County Board, acting as the RGU for the project, will have to respond to all EAW comments and then determine if an Environmental Impact Statement (EIS) is needed for the project.

Committee Reports:

Commissioner Nelson reported that Commissioner Peterson, Coordinator Erickson, and himself attended the AMC District 3 meeting last week in Middle River. Major topics of discussion included cyber security, the HR Technical Assistance Program, county levies for 2024, legislative changes passed and their impacts, and legislative changes that are forthcoming.

County Attorney Items: None.

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to adjourn the Board meeting to November 14th, 2023, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator

Neil Peterson, Chairman

Draft

Pennington County Financial System



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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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Pennington County Financial System



Danielle
11/13/23 2:51PM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1307 ABM TECHNOLOGY GROUP							
207	01-070-000-0000-6263		192.00	CLOUD SERVICES - NOV	AR1725512	COMPUTER SERVICES - DP	N
208	01-070-000-0000-6263		192.00	CLOUD SERVICES - DEC	AR1725525	COMPUTER SERVICES - DP	N
			384.00	2 Transactions			
1604 ACCURATE CONTROLS, INC							
68	01-251-000-0000-6300		82.00	TECH SUPPORT-SMC/POST COMPUTER	20548	REPAIRS & MAINTENANCE	N
			82.00	1 Transactions			
1011 ACE HARDWARE							
43	01-111-000-0000-6403		55.96	BATTERIES FOR EMER LIGHTS-GC	145395	JANITORIAL SUPPLIES - COURTHOU	N
186	01-218-000-0000-6300		17.94	HOSE DRAIN/LEC ROOFTOP	145832	REPAIRS & MAINTENANCE	N
44	01-801-000-0000-6801		4.99	GREEN LIGHT BULB	146216	MISCELLANEOUS EXPENSE	N
45	01-501-000-0000-6300		19.99	TIE DOWN STRAPS-VOLLEYBALL NET	146326	REPAIRS & MAINTENANCE	N
			98.88	4 Transactions			
1306 ADVANCED CORRECTIONAL HEALTHCARE							
134	01-251-000-0000-6255		19,584.34	ON-SITE MEDICAL SERVICES DECEM	135330	MEDICAL - LOCAL	N
135	01-251-000-0000-6255		998.91	ON-SITE MENTAL HEALTH - DECEMB	135330	MEDICAL - LOCAL	N
			20,583.25	2 Transactions			
1347 Amazon Capital Services							
187	01-259-000-0000-6801		99.99	VACUUM	14T6-QJ3V-3W66	MISCELLANEOUS EXPENSE - CANTI	N
48	01-220-000-0000-6405		45.98	CHARGERS	1NPT-KNKV-9RYL	GENERAL SUPPLIES	N
188	01-220-000-0000-6405		44.97	2 SETS/SPEAKERS	1QOX-KLC4-DC6R	GENERAL SUPPLIES	N
49	01-251-000-0000-6420		51.50	JACKET-NEW EMPLOYEE	1RT1-TKMK-7MH3	JAILER UNIFORMS	N
			242.44	4 Transactions			
1308 ASSOCIATION MINNESOTA COUNTIES							
15	01-801-000-0000-6801		1,000.00	2023 HR TECHNICAL ASSISTANCE	66353	MISCELLANEOUS EXPENSE	N
			1,000.00	1 Transactions			
1028 ASSOCIATION OF MN COUNTIES							
171	01-003-000-0000-6241		35.00	2023 DIST 3 FALL MEETING - NP	75337	DUES - BOARD	N
172	01-111-000-0000-6330		35.00	2023 DIST 3 FALL MEETING - KE	75338	TRAVEL & EXPENSE	N
173	01-003-000-0000-6241		35.00	2023 DIST 3 FALL MEETING - KE	75339	DUES - BOARD	N
			105.00	3 Transactions			
1364 AUTO VALUE							
50	01-201-000-0000-6304		12.81	WIPER BLADE #02	9644456	REPAIR & MAINTENANCE - SQUADS	N

Pennington County Financial System



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1364	AUTO VALUE		12.81		1 Transactions		
2338	BEITEL/ERIK						
1	01-290-000-0000-6330		889.25	HOTEL - SAN JOSE CA	10/16-10/19	Travel & Expense	N
3	01-290-000-0000-6330		9.74	MEAL - LUNCH	10/16/23	Travel & Expense	N
4	01-290-000-0000-6330		26.83	MEAL - DINNER	10/16/23	Travel & Expense	N
2	01-290-000-0000-6330		22.92	UBER - TRANSPORT FROM AIRPORT	10/17/23	Travel & Expense	N
5	01-290-000-0000-6330		25.00	MEAL - LUNCH	10/17/23	Travel & Expense	N
6	01-290-000-0000-6330		15.00	MEAL - BREAKFAST	10/18/23	Travel & Expense	N
2338	BEITEL/ERIK		988.74		6 Transactions		
2360	BENSON/ASHLEY						
170	01-106-000-0000-6300		357.62	MILEAGE 10/23-11/2		REPAIRS & MAINTENANCE	N
2360	BENSON/ASHLEY		357.62		1 Transactions		
2302	BLACK HILLS AMMUNITION						
51	01-201-000-0000-6405		1,822.50	AMMO/40	261445	GENERAL SUPPLIES	N
2302	BLACK HILLS AMMUNITION		1,822.50		1 Transactions		
2050	BREDESON SUPPLY						
23	01-121-000-0000-6401		27.90	OFFICE SUPPLIES	212563	SUPPLIES - VETS SERVICE	N
60	01-601-000-0000-6401		36.82	OFFICE SUPPLIES	212568	SUPPLIES - EXTENSION	N
61	01-601-000-0000-6401		13.95	OFFICE SUPPLIES	212569	SUPPLIES - EXTENSION	N
62	01-601-000-0000-6401		64.95	OFFICE SUPPLIES	212585	SUPPLIES - EXTENSION	N
52	01-220-000-0000-6401		13.95	CARPET TAPE	212590	SUPPLIES	N
2050	BREDESON SUPPLY		157.57		5 Transactions		
2322	BRUZEK/CARL						
69	01-106-000-0000-6330		377.65	MILEAGE 10/9-11/1		TRAVEL & EXPENSE	N
2322	BRUZEK/CARL		377.65		1 Transactions		
3352	CHARM-TEX INC						
152	01-251-000-0000-6416		199.80	MAXIPADS	332737	CLOTHING SUPPLIES - JAIL	N
151	01-251-000-0000-6416		197.80	PAPER CUPS	335156	CLOTHING SUPPLIES - JAIL	N
150	01-251-000-0000-6416		171.70	SANDALS/BAGS	336543	CLOTHING SUPPLIES - JAIL	N
149	01-251-000-0000-6416		441.80	ADMIN KIT/RAZOR/PADS	342046	CLOTHING SUPPLIES - JAIL	N
3352	CHARM-TEX INC		1,011.10		4 Transactions		
13405	COCA-COLA BOTTLING COMPANY HIGH CC						
293	01-801-000-0000-6838		319.56	COKE PRODUCTS	4602007	POP MACHINE EXPENSE	N

Pennington County Financial System



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13405	COCA-COLA BOTTLING COMPANY HIGH CO		319.56		1 Transactions		
3311	COLE PAPERS, INC.						
24	01-111-000-0000-6403		233.58	MERFIN TOWELS - GC	10359599	JANITORIAL SUPPLIES - COURTHOU	N
25	01-111-000-0000-6403		7.00	PROCESSING FEE	10359599	JANITORIAL SUPPLIES - COURTHOU	N
42	01-111-000-0000-6403		173.80	ICE MELT - GC	10363235	JANITORIAL SUPPLIES - COURTHOU	N
41	01-218-000-0000-6403		173.80	ICE MELT - JC	10363235	JANITORIAL SUPPLIES	N
286	01-111-000-0000-6403		135.64	LYSOL WIPES - GC	10365560	JANITORIAL SUPPLIES - COURTHOU	N
287	01-111-000-0000-6403		45.42	TOWEL ROLLS - GC	10365560	JANITORIAL SUPPLIES - COURTHOU	N
288	01-111-000-0000-6403		7.00	PROCESSING FEE	10365560	JANITORIAL SUPPLIES - COURTHOU	N
285	01-218-000-0000-6403		135.64	LYSOL WIPES - JC	10365560	JANITORIAL SUPPLIES	N
3311	COLE PAPERS, INC.		911.88		8 Transactions		
4355	DACOTAH PAPER						
153	01-251-000-0000-6403		2,650.21	CAN LINERS/TOISSUE/TOWEL/SOAP	62450	JANITORIAL SUPPLIES - JAIL	N
133	01-251-000-0000-6403		1,658.89	CAN LINERS/TOISSUE/TOWEL/SOAP	65861	JANITORIAL SUPPLIES - JAIL	N
4355	DACOTAH PAPER		4,309.10		2 Transactions		
4313	DEPARTMENT OF MOTOR VEHICLES						
203	01-221-000-0000-6801		15.25	LICENSE/REGISTRATION TF		MISCELLANEOUS EXPENSE	N
4313	DEPARTMENT OF MOTOR VEHICLES		15.25		1 Transactions		
13483	DEPT OF CORRECTIONS FINANCIAL SERVI						
157	01-251-000-0000-6801		2,926.00	INMATE WAGES SEPT	764693	MISCELLANEOUS EXPENSE - JAIL	N
13483	DEPT OF CORRECTIONS FINANCIAL SERVI		2,926.00		1 Transactions		
13059	DHS - SWIFT						
27	01-061-000-0000-6262		155.55	POSTAGE FOR MAILING SERVICES	A3001C57248I	OTHER SERVICES - ELECTIONS	N
65	01-061-000-0000-6262		155.55	PVC PRINTING	A3001C57248I	OTHER SERVICES - ELECTIONS	N
13059	DHS - SWIFT		311.10		2 Transactions		
4303	DON'S SEWING & VACUUM SERV						
47	01-220-000-0000-6403		48.99	DISPATCH VACUUM PARTS	22360	JANITORIAL SUPPLIES-LEC SHARE	Y
4303	DON'S SEWING & VACUUM SERV		48.99		1 Transactions		
4320	DS SOLUTIONS, INC						
28	01-061-000-0000-6401		511.04	VOTING BOOTHS	13502	SUPPLIES-ELECTION	N
4320	DS SOLUTIONS, INC		511.04		1 Transactions		
6303	F-M AMBULANCE INC						

Pennington County Financial System



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136	01-251-000-0000-6255		50.00	TRF BLOOD DRAW	23-29198	MEDICAL - LOCAL	N
137	01-251-000-0000-6255		50.00	TRF BLOOD DRAW	23-29202	MEDICAL - LOCAL	N
139	01-251-000-0000-6255		50.00	GAYTON	23-29424	MEDICAL - LOCAL	N
138	01-251-000-0000-6255		455.65	HACKET	23-31758	MEDICAL - LOCAL	N
6303	F-M AMBULANCE INC		605.65	4 Transactions			
6001	FALLS DIVERSE ABILITIES CORPORATION						
214	01-501-000-0000-6262		89.60	CLEAN AUDITORIUM	18717	OTHER SERVICES	N
215	01-501-000-0000-6262		88.00	CLEAN AUDITORIUM	18729	OTHER SERVICES	N
6001	FALLS DIVERSE ABILITIES CORPORATION		177.60	2 Transactions			
6349	FASTENAL COMPANY						
54	01-111-000-0000-6300		123.08	FILTERS FOR AIR HANDLER-GC	MNROS127203	REPAIRS & MAINTENANCE	N
53	01-218-000-0000-6300		105.76	FILTERS - ROOFTOP UNITS - JC	MNROS127203	REPAIRS & MAINTENANCE	N
6349	FASTENAL COMPANY		228.84	2 Transactions			
6305	FLAAGAN/JODI						
289	01-013-000-0000-6853		1,942.50	55.5 HRS @\$35/HR TZD GRANT	OCTOBER 2023	TOWARD ZERO DEATH GRANT	Y
6305	FLAAGAN/JODI		1,942.50	1 Transactions			
6461	FORNSHELL/LUCAS						
8	01-041-000-0000-6330		124.39	HOTEL -IFS TRAINING - ST CLOUD		TRAVEL & EXPENSE	N
9	01-041-000-0000-6330		35.00	MEAL - IFS TRAINING - ST CLOUD		TRAVEL & EXPENSE	N
10	01-041-000-0000-6330		12.45	MEAL - IFS TRAINING - ST CLOUD		TRAVEL & EXPENSE	N
11	01-041-000-0000-6330		303.26	MILEAGE -IFS TRAINING-ST CLOUD	463 MILES	TRAVEL & EXPENSE	N
6461	FORNSHELL/LUCAS		475.10	4 Transactions			
7452	Guardian RFID						
132	01-259-000-0000-6801		9,389.00	ANNUAL RENEWAL	9891	MISCELLANEOUS EXPENSE - CANTI	N
7452	Guardian RFID		9,389.00	1 Transactions			
6376	HARBOTT, KNUTSON, LARSON & HOLTEN I						
7	01-011-000-0000-6261		263.50	COURT APPOINTED ATTORNEY	57-FA-12-542	COURT APPOINTED ATTORNEYS	Y
6376	HARBOTT, KNUTSON, LARSON & HOLTEN I		263.50	1 Transactions			
8355	HENNINGSSEN/ALEXANDER						
194	01-252-000-0000-6330		35.00	MEAL REIMBURSEMENT-ICAC TRAINI	10/29	TRAVEL & EXPENSE	N
195	01-252-000-0000-6330		29.50	MEAL REIMBURSEMENT-ICAC TRAINI	10/30	TRAVEL & EXPENSE	N
196	01-252-000-0000-6330		35.00	MEAL REIMBURSEMENT-ICAC TRAINI	10/31	TRAVEL & EXPENSE	N
197	01-252-000-0000-6330		27.00	MEAL REIMBURSEMENT-ICAC TRAINI	11/2	TRAVEL & EXPENSE	N

Pennington County Financial System



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1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
198	01-252-000-0000-6330		14.46	MEAL REIMBURSEMENT-ICAC TRAINI	11/3	TRAVEL & EXPENSE	N
	8355 HENNINGSEN/ALEXANDER		140.96	5 Transactions			
	8125 HEPPNER CONSULTING						
22	01-070-000-0000-6263		300.00	SETUP CONSOLE	3142	COMPUTER SERVICES - DP	N
	8125 HEPPNER CONSULTING		300.00	1 Transactions			
	13121 HERZBERG/JENNIFER						
177	01-061-000-0000-6330		26.20	MILEAGE - GOODRIDGE ELECTION	40 MILES@.655	TRAVEL & EXPENSE	N
	13121 HERZBERG/JENNIFER		26.20	1 Transactions			
	8014 HUGOS #7						
79	01-003-000-0000-6330		11.73	FOOD FOR MEETING	ACCT #1155	TRAVEL & EXPENSE	N
80	01-003-000-0000-6330		11.73	FOOD FOR MEETING	ACCT #1155	TRAVEL & EXPENSE	N
	8014 HUGOS #7		23.46	2 Transactions			
	999999997 LACOURSIERE/MAX						
31	01-091-000-0000-6300		292.13	MILEAGE - 446 MILES		REPAIRS & MAINTENANCE	N
33	01-091-000-0000-6300		20.63	MEAL REIMBURSEMENT	10/10/23	REPAIRS & MAINTENANCE	N
30	01-091-000-0000-6300		397.84	HOTEL - DV TRAINING-ST PAUL	10/9-10/11	REPAIRS & MAINTENANCE	N
32	01-091-000-0000-6300		17.21	MEAL REIMBURSEMENT	10/9/23	REPAIRS & MAINTENANCE	N
	999999997 LACOURSIERE/MAX		727.81	4 Transactions			
	12037 LEE PLUMBING & HEATING						
55	01-251-000-0000-6300		28.50	FACET STEM/JAIL	90908	REPAIRS & MAINTENANCE	N
	12037 LEE PLUMBING & HEATING		28.50	1 Transactions			
	999999997 LEXIPOL						
64	01-259-000-0000-6801		1,995.00	CORRECTIONS ONE ACADEMY	119779	MISCELLANEOUS EXPENSE - CANTI	N
	999999997 LEXIPOL		1,995.00	1 Transactions			
	13500 MARCO						
67	01-601-000-0000-6301		192.26	KONICA MINOLTA LEASE	35216166	MAINTENANCE AGREEMENT	N
	13500 MARCO		192.26	1 Transactions			
	13498 MARCO TECHNOLOGIES LLC						
34	01-132-000-0000-6301		60.86	EQ465509 MAINTENANCE AGREEMENT	INV11749083	MAINTENANCE AGREEMENT	N
292	01-091-000-0000-6301		129.74	EQ797167 MAINTENANCE	INV1783520	MAINTENANCE AGREEMENT	N
63	01-101-000-0000-6301		11.09	EQ442257 MAINTENANCE AGREE	INV1808037	MAINTENANCE AGREEMENT	N

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13498	MARCO TECHNOLOGIES LLC		201.69		3 Transactions		
13226	MCKESSON MEDICAL SURGICAL						
154	01-251-000-0000-6255		19.70	LOZENGE COUGH SURPRESS	21271404	MEDICAL - LOCAL	N
155	01-251-000-0000-6255		170.49	TOURIQUET, TUBE	21276673	MEDICAL - LOCAL	N
13226	MCKESSON MEDICAL SURGICAL		190.19		2 Transactions		
13581	MERLE'S AIR DUCT & FURNACE CLEANING						
217	01-111-000-0000-6300		5,825.00	AIR DUCT CLEANING - GC	3368	REPAIRS & MAINTENANCE	Y
13581	MERLE'S AIR DUCT & FURNACE CLEANING		5,825.00		1 Transactions		
13383	MINNCOR INDUSTRIES						
35	01-132-000-0000-6401		35.00	MOTOR VEHICLE TITLE SERVICE	115176	SUPPLIES - MOTOR VEHICLE	N
13383	MINNCOR INDUSTRIES		35.00		1 Transactions		
13322	MINNESOTA STATE TREASURER						
78	01-101-000-0000-6801		3.00	REGISTERED LAND		MISCELLANEOUS EXPENSE - RECO	N
74	01-101-000-0000-6825		450.00	MARRIAGE SURCHARGE		MARRIAGE SURCHARGES MN - REC	N
77	01-101-000-0000-6827		1,606.00	RECORDER & REGISTRAR'S FEES		STATE SURCHARGES	N
73	01-101-000-0000-6829		123.00	CHILDREN'S SURCHARGE		CHILDREN SURCHARGE MN - RECO	N
75	01-101-000-0000-6831		516.00	BIRTH/DEATH SURCHARGE		BIRTH/DEATH CERTIF SURCHARGE	N
76	01-101-000-0000-6848		410.00	BIRTH RECORD SURCHARGE		BIRTH DEFECT SURCHARGE	N
13322	MINNESOTA STATE TREASURER		3,108.00		6 Transactions		
13355	MN COUNTIES COMPUTER COOP						
16	01-070-000-0000-6263		9,224.00	2023 3RD QTR PROPERTY TAX SUPP	2307044	COMPUTER SERVICES - DP	N
17	01-070-000-0000-6263		3,409.00	2023 3RD WTR CAMA USA MAINTENA	2307044	COMPUTER SERVICES - DP	N
18	01-070-000-0000-6263		1,333.08	2023 3RD QTR PAYMATE SUPPORT	2307044	COMPUTER SERVICES - DP	N
19	01-070-000-0000-6263		394.75	2023 3RD QTR CAPITAL ASSETS SO	2307044	COMPUTER SERVICES - DP	N
29	01-041-000-0000-6330		40.00	DOR YEAR END TRAINING - JH	2310142	TRAVEL & EXPENSE	N
14	01-041-000-0000-6801		50.00	2023 IFS YEAR END TRAINING-LF	2310178	MISCELLANEOUS EXPENSE - AUDIT	N
13355	MN COUNTIES COMPUTER COOP		14,450.83		6 Transactions		
13391	MN DEPT OF LABOR & INDUSTRY						
209	01-501-000-0000-6300		20.00	BOILER - AUDITORIUM	ABR0315793X	REPAIRS & MAINTENANCE	N
13391	MN DEPT OF LABOR & INDUSTRY		20.00		1 Transactions		
13388	MORRIS ELECTRONICS INC						
205	01-223-000-0000-6631		11,729.42	PROPHOENIX SERVER	5234	FURNITURE & EQUIPMENT	N
206	01-223-000-0000-6631		3,677.72	SERVER SETUP/INSTALL	5235	FURNITURE & EQUIPMENT	N

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13388	MORRIS ELECTRONICS INC		15,407.14		2 Transactions		
56	13425 MOTOROLA SOLUTIONS 01-251-000-0000-6405		287.28	3 MICROPHONES/JAIL	8281746554	GENERAL SUPPLIES - JAIL	N
	13425 MOTOROLA SOLUTIONS		287.28	1 Transactions			
71	14486 NARDINI FIRE EQUIPMENT 01-251-000-0000-6302		477.21	TANK MAINTENANCE,PIPE INSPECTI	261527	KITCHEN REPAIRS & EXPENSE	N
	14486 NARDINI FIRE EQUIPMENT		477.21	1 Transactions			
46	14478 NELSON/SETH 01-003-000-0000-6330		28.82	OCT MILEAGE - 44 MILES		TRAVEL & EXPENSE	N
	14478 NELSON/SETH		28.82	1 Transactions			
189	14440 NORTHDALE OIL INC. 01-201-000-0000-6560		1,421.42	FUEL-SQUADS/OCTOBER	90037	GAS & DIESEL	N
	14440 NORTHDALE OIL INC.		1,421.42	1 Transactions			
36	15323 OFFICE DEPOT 01-132-000-0000-6401		22.04	ENVELOPES	337730399001	SUPPLIES - MOTOR VEHICLE	N
37	01-132-000-0000-6401		14.23	SHIPPING TAPE	337730399001	SUPPLIES - MOTOR VEHICLE	N
38	01-801-000-0000-6401		14.23	SHIPPING TAPE	337730399001	SUPPLIES-UNALLOCATED	N
39	01-801-000-0000-6401		3.42	BINDER CLIPS	337730399001	SUPPLIES-UNALLOCATED	N
	15323 OFFICE DEPOT		53.92	4 Transactions			
72	15329 OIL BOYZ EXPRESS LUBE INC 01-223-000-0000-6801		78.17	OIL CHANGE - TF	2545	MISCELLANEOUS EXPENSE-E911	N
	15329 OIL BOYZ EXPRESS LUBE INC		78.17	1 Transactions			
57	15303 OLSON/DAVID 01-201-000-0000-6420		309.96	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
	15303 OLSON/DAVID		309.96	1 Transactions			
21	16056 PAINT & GLASS INTERIORS 01-218-000-0000-6300		1,487.50	CARPET - PD SQUAD ROOM	12358	REPAIRS & MAINTENANCE	N
	16056 PAINT & GLASS INTERIORS		1,487.50	1 Transactions			
192	16061 PENNINGTON COUNTY RECORDER 01-101-000-0000-6401		254.95	BUSINESS CHECKS - DELUXE		SUPPLIES - RECORDER	N

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16061	PENNINGTON COUNTY RECORDER		254.95		1 Transactions		
176	16362 PETERSON/NEIL 01-003-000-0000-6330		182.09	OCTOBER MILEAGE - 278 MILES		TRAVEL & EXPENSE	N
16362	PETERSON/NEIL		182.09		1 Transactions		
20	16119 POLK COUNTY SHERIFF 01-091-000-0000-6262		55.00	SUBPENA SERVICE 57-CR-23-443		OTHER SERVICES	N
16119	POLK COUNTY SHERIFF		55.00		1 Transactions		
193	16448 PREMIUM WATERS, INC. 01-801-000-0000-6401		38.98	WATER - OCTOBER	176590-10-23	SUPPLIES-UNALLOCATED	N
291	01-091-000-0000-6801		29.99	OCT WATER	176878-10-23	MISCELLANEOUS EXPENSE	N
191	01-601-000-0000-6401		38.98	OCTOBER WATER BILL	176888	SUPPLIES - EXTENSION	N
202	01-220-000-0000-6801		69.99	WATER (8) BOTTLE DEPOSIT	341109927	MISCELLANEOUS EXPENSE	N
201	01-251-000-0000-6801		21.99	WATER (2) BOTTLE DEPOSIT	341113575	MISCELLANEOUS EXPENSE - JAIL	N
199	01-220-000-0000-6801		22.45	MONTHLY RENTAL/NOVEMBER	341115747	MISCELLANEOUS EXPENSE	N
200	01-251-000-0000-6801		23.51	MONTHLY RENTAL/NOVEMBER	341115747	MISCELLANEOUS EXPENSE - JAIL	N
16448	PREMIUM WATERS, INC.		245.89		7 Transactions		
204	16475 PTS OF AMERICA 01-251-000-0000-6330		7,920.00	TRANSPORT SERVICES-NC INMATE	228674	TRAVEL & EXPENSE	N
16475	PTS OF AMERICA		7,920.00		1 Transactions		
290	20358 QUADIENT FINANCE USA, INC. 01-801-000-0000-6209		2,000.00	POSTAGE		POSTAGE	N
20358	QUADIENT FINANCE USA, INC.		2,000.00		1 Transactions		
40	17003 QUICK PRINT/ROBIN HOOD BUSINESS SER 01-132-000-0000-6401		77.91	THERMAL REGISTER PAPER	YG119STPWZ	SUPPLIES - MOTOR VEHICLE	N
17003	QUICK PRINT/ROBIN HOOD BUSINESS SER		77.91		1 Transactions		
81	18127 RELIANCE TELEPHONE SYSTEMS 01-251-000-0000-6801		425.75	VIDEO SERVICES	12456	MISCELLANEOUS EXPENSE - JAIL	N
18127	RELIANCE TELEPHONE SYSTEMS		425.75		1 Transactions		
13	18477 ROKKE, AANDAL & ASSOCIATES, PLLC 01-011-000-0000-6261		127.50	57-PR-23-538	2722	COURT APPOINTED ATTORNEYS	N
12	01-011-000-0000-6261		425.00	57-PR-10-389	2723	COURT APPOINTED ATTORNEYS	N

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18477	ROKKE, AANDAL & ASSOCIATES, PLLC		552.50		2 Transactions		
19369	SANFORD PATIENT FINANCIAL SERVICES						
162	01-251-000-0000-6255		971.12	DR 4844	170206123	MEDICAL - LOCAL	6
158	01-251-000-0000-6255		128.21	DR 4844	170234767	MEDICAL - LOCAL	6
168	01-251-000-0000-6255		63.00	DR 4879	170875271	MEDICAL - LOCAL	6
163	01-251-000-0000-6255		54.18	DR 4892	171264243	MEDICAL - LOCAL	6
169	01-251-000-0000-6255		63.00	DR 2898	173564058	MEDICAL - LOCAL	6
164	01-251-000-0000-6255		1,105.86	DR 4992	173895420	MEDICAL - LOCAL	6
165	01-251-000-0000-6255		434.70	DR 4992	173898336	MEDICAL - LOCAL	6
166	01-251-000-0000-6255		545.97	DR 4993	173898714	MEDICAL - LOCAL	6
159	01-251-000-0000-6255		168.64	DR 4992	173921941	MEDICAL - LOCAL	6
160	01-251-000-0000-6255		84.32	DR 4993	174211339	MEDICAL - LOCAL	6
167	01-251-000-0000-6255		136.08	DR 4984	174227746	MEDICAL - LOCAL	6
161	01-251-000-0000-6255		6.19	DR 4984	174230669	MEDICAL - LOCAL	6
19369	SANFORD PATIENT FINANCIAL SERVICES		3,761.27		12 Transactions		
19356	SAYLER DDS/BENJAMIN A						
140	01-251-000-0000-6255		100.00	DOC JN	8/22/2023	MEDICAL - LOCAL	6
19356	SAYLER DDS/BENJAMIN A		100.00		1 Transactions		
19372	SHORT ELLIOT HENDRICKSON, INC.						
174	01-804-000-0000-6636		31.67	PENNCO CONCEPT DESIGN - HS	455912	BUILDING IMPROVEMENTS	N
19372	SHORT ELLIOT HENDRICKSON, INC.		31.67		1 Transactions		
19547	SKILLET KITCHEN						
142	01-251-000-0000-6427		6,669.62	INMATE MEALS 9/18/23-9/24/23	5268	JAIL MEALS	N
143	01-251-000-0000-6427		5,270.89	INMATE MEALS 9/25/23-9/30/23	5348	JAIL MEALS	N
144	01-251-000-0000-6427		858.68	INMATE MEALS 10/1/23	5349	JAIL MEALS	N
145	01-251-000-0000-6427		5,978.35	INMATE MEALS 10/2/23-10/8/23	5429	JAIL MEALS	N
146	01-251-000-0000-6427		5,935.15	INMATE MEALS 10/9/23-10/15/23	5486	JAIL MEALS	N
147	01-251-000-0000-6427		5,735.33	INMATE MEALS 10/16/23-10/22/23	5547	JAIL MEALS	N
148	01-251-000-0000-6427		5,751.53	INMATE MEALS 10/23/23-10/29/23	5606	JAIL MEALS	N
19547	SKILLET KITCHEN		36,199.55		7 Transactions		
20027	THE TIMES						
70	01-106-000-0000-6231		158.00	AD - DEPUTY ASSESSOR		PUBLISHING - ASSESSOR	N
180	01-041-000-0000-6231		87.50	TIMES: 2ND HALD TAXES	10/11/23	PUBLISHING/ADVERTISING - AUDIT	N
181	01-041-000-0000-6231		85.00	WATCH: 2ND HALF TAXES	10/14/23	PUBLISHING/ADVERTISING - AUDIT	N
182	01-003-000-0000-6231		425.70	PROCEEDINGS OF 9/26	10/18/23	PUBLISHING - BOARD	N

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183	01-501-000-0000-6801		10.89	LEGAL: EAW OF AUDITORIUM	10/18/23	MISCELLANEOUS EXPENSE	N
178	01-041-000-0000-6401		289.55	1000 COLLECTION STATEMENTS	10/31/23	SUPPLIES - AUDITOR	N
179	01-003-000-0000-6231		237.60	PROCEEDINGS OF 9/12	10/4/23	PUBLISHING - BOARD	N
66	01-601-000-0000-6401		115.91	ENVELOPES	54765	SUPPLIES - EXTENSION	N
20027	THE TIMES		1,410.15	8 Transactions			
23303	THOMSON REUTERS/WEST PAYMENT CEN'						
185	01-016-000-0000-6242		1,105.24	OCTOBER WESTLAW ACCESS	849198244	SUBSCRIPTIONS - LAW LIBRARY	N
184	01-091-000-0000-6240		817.82	OCTOBER WESTLAW ACCESS	849203190	SUBSCRIPTIONS	N
175	01-091-000-0000-6240		695.21	NOVEMBER SUBSCRIPTIONS	849277342	SUBSCRIPTIONS	N
23303	THOMSON REUTERS/WEST PAYMENT CEN'		2,618.27	3 Transactions			
20047	THRIFTY WHITE PHARMACY						
131	01-251-000-0000-6255		66.13	ZZZ/LAW ENFORCEMENT	110123	MEDICAL - LOCAL	N
113	01-251-000-0000-6255		4.79	PRESCRIPTION 4701	11301	MEDICAL - LOCAL	N
111	01-251-000-0000-6255		63.84	PRESCRIPTION 4537	11329	MEDICAL - LOCAL	N
92	01-251-000-0000-6255		3.99	PRESCRIPTION 4957	14492	MEDICAL - LOCAL	N
105	01-251-000-0000-6255		7.98	PRESCRIPTION 4504	15384	MEDICAL - LOCAL	N
112	01-251-000-0000-6256		17.76	PRESCRIPTION 5007	15506	MEDICAL - REIMBURSED	N
121	01-251-000-0000-6255		45.41	PRESCRIPTION 4056	27341	MEDICAL - LOCAL	N
126	01-251-000-0000-6256		66.11	PRESCRIPTION 4370	29292	MEDICAL - REIMBURSED	N
119	01-251-000-0000-6255		4.79	PRESCRIPTION 5043	49013	MEDICAL - LOCAL	N
123	01-251-000-0000-6255		14.58	PRESCRIPTION 4912	56456	MEDICAL - LOCAL	N
96	01-251-000-0000-6255		10.88	PRESCRIPTION 4946	58220	MEDICAL - LOCAL	N
106	01-251-000-0000-6256		8.38	PRESCRIPTION 5019	58807	MEDICAL - REIMBURSED	N
93	01-251-000-0000-6255		3.99	PRESCRIPTION 4932	61851	MEDICAL - LOCAL	N
114	01-251-000-0000-6256		569.80	PRESCRIPTION 4979	62427	MEDICAL - REIMBURSED	N
110	01-251-000-0000-6256		51.87	PRESCRIPTION 4755	62625	MEDICAL - REIMBURSED	N
127	01-251-000-0000-6256		197.48	PRESCRIPTION 4994	63425	MEDICAL - REIMBURSED	N
87	01-251-000-0000-6255		5.19	PRESCRIPTION 4845	63981	MEDICAL - LOCAL	N
98	01-251-000-0000-6256		12.87	PRESCRIPTION 4937	66141	MEDICAL - REIMBURSED	N
122	01-251-000-0000-6255		1,655.80	PRESCRIPTION 4539	66142	MEDICAL - LOCAL	N
103	01-251-000-0000-6256		4.79	PRESCRIPTION 4982	67281	MEDICAL - REIMBURSED	N
99	01-251-000-0000-6256		19.95	PRESCRIPTION 3949	67591	MEDICAL - REIMBURSED	N
94	01-251-000-0000-6256		3.99	PRESCRIPTION 4788	67863	MEDICAL - REIMBURSED	N
107	01-251-000-0000-6256		19.95	PRESCRIPTION 4310	68026	MEDICAL - REIMBURSED	N
117	01-251-000-0000-6256		83.79	PRESCRIPTION 4405	68099	MEDICAL - REIMBURSED	N
118	01-251-000-0000-6256		61.35	PRESCRIPTION 4369	68121	MEDICAL - REIMBURSED	N
125	01-251-000-0000-6256		146.90	PRESCRIPTION 4513	68252	MEDICAL - REIMBURSED	N

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85	01-251-000-0000-6256		37.92	PRESCRIPTION 4639	68424	MEDICAL - REIMBURSED	N
84	01-251-000-0000-6255		112.33	PRESCRIPTION 4716	68484	MEDICAL - LOCAL	N
91	01-251-000-0000-6256		3.99	PRESCRIPTION 4945	68499	MEDICAL - REIMBURSED	N
101	01-251-000-0000-6256		63.84	PRESCRIPTION 4748	68576	MEDICAL - REIMBURSED	N
130	01-251-000-0000-6256		147.16	PRESCRIPTION 4819	68624	MEDICAL - REIMBURSED	N
102	01-251-000-0000-6256		72.92	PRESCRIPTION 4892	68646	MEDICAL - REIMBURSED	N
108	01-251-000-0000-6256		39.33	PRESCRIPTION 4815	68650	MEDICAL - REIMBURSED	N
90	01-251-000-0000-6256		21.16	PRESCRIPTION 4862	68651	MEDICAL - REIMBURSED	N
100	01-251-000-0000-6256		19.95	PRESCRIPTION 4928	68664	MEDICAL - REIMBURSED	N
82	01-251-000-0000-6256		57.86	PRESCRIPTION 4908	68676	MEDICAL - REIMBURSED	N
124	01-251-000-0000-6256		35.91	PRESCRIPTION 4354	68682	MEDICAL - REIMBURSED	N
86	01-251-000-0000-6256		8.48	PRESCRIPTION 4962	68713	MEDICAL - REIMBURSED	N
120	01-251-000-0000-6256		63.84	PRESCRIPTION 4966	68717	MEDICAL - REIMBURSED	N
97	01-251-000-0000-6256		15.96	PRESCRIPTION 4942	68730	MEDICAL - REIMBURSED	N
104	01-251-000-0000-6255		32.13	PRESCRIPTION 4992	68748	MEDICAL - LOCAL	N
95	01-251-000-0000-6256		8.48	PRESCRIPTION 4996	68753	MEDICAL - REIMBURSED	N
88	01-251-000-0000-6256		4.09	PRESCRIPTION 5004	68762	MEDICAL - REIMBURSED	N
89	01-251-000-0000-6256		16.67	PRESCRIPTION 5003	68766	MEDICAL - REIMBURSED	N
109	01-251-000-0000-6256		387.76	PRESCRIPTION 5030	68784	MEDICAL - REIMBURSED	N
129	01-251-000-0000-6255		16.46	PRESCRIPTION 5032	68785	MEDICAL - LOCAL	N
115	01-251-000-0000-6256		7.98	PRESCRIPTION 5016	68786	MEDICAL - REIMBURSED	N
116	01-251-000-0000-6256		3.99	PRESCRIPTION 5028	68787	MEDICAL - REIMBURSED	N
128	01-251-000-0000-6256		6.69	PRESCRIPTION 4965	68810	MEDICAL - REIMBURSED	N
83	01-251-000-0000-6256		7.98	PRESCRIPTION 5027	68812	MEDICAL - REIMBURSED	N
20047	THRIFTY WHITE PHARMACY		4,345.24		50	Transactions	
11039	TRF RADIO						
211	01-041-000-0000-6231		115.00	2ND HALF TAX DEADLINE	34691-1	PUBLISHING/ADVERTISING - AUDIT	N
213	01-041-000-0000-6231		225.00	2ND HALF TAX DEADLINE	34691-2	PUBLISHING/ADVERTISING - AUDIT	N
212	01-041-000-0000-6231		200.00	2ND HALF TAX DEADLINE	34691-3	PUBLISHING/ADVERTISING - AUDIT	N
11039	TRF RADIO		540.00		3	Transactions	
20020	TRI-COUNTY COMMUNITY CORRECTIONS						
156	01-251-000-0000-6801		1,679.54	INMATE HOUSING K. COTA	INV 04	MISCELLANEOUS EXPENSE - JAIL	N
20020	TRI-COUNTY COMMUNITY CORRECTIONS		1,679.54		1	Transactions	
20357	TURNKEY CORRECTIONS						
141	01-251-000-0000-6801		47.50	TONER	23860	MISCELLANEOUS EXPENSE - JAIL	N
20357	TURNKEY CORRECTIONS		47.50		1	Transactions	

Pennington County Financial System



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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
26	21008 UNIVERSAL SCREENPRINT 01-601-000-0000-6801		15.00	MASTER GARDENER SIGN	43818	MISCELLANEOUS EXPENSE - EXTEI	N
	21008 UNIVERSAL SCREENPRINT		15.00	1 Transactions			
58	21338 UNIVERSITY OF NORTH DAKOTA 01-206-000-0000-6262		2,380.00	MED EXAM/TOX RG A23-189	1161850	OTHER SERVICES-CORONER	N
59	01-206-000-0000-6262		2,380.00	MED EXAM/TOX AL A23-216	1161850	OTHER SERVICES-CORONER	N
	21338 UNIVERSITY OF NORTH DAKOTA		4,760.00	2 Transactions			
1 Fund Total:			163,697.27	County Revenue	74 Vendors	223 Transactions	

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	1011 ACE HARDWARE						
283	03-350-000-0000-6556		75.92	PT, TP, MARKERS		SHOP SUPPLIES	N
284	03-350-000-0000-6556		39.90	DRIVEWAY MARKER		SHOP SUPPLIES	N
	1011 ACE HARDWARE		115.82	2 Transactions			
	1325 AIRGAS USA, LLC						
282	03-350-000-0000-6556		218.12	WELDING SUPPLIES		SHOP SUPPLIES	N
	1325 AIRGAS USA, LLC		218.12	1 Transactions			
	1350 ARAMARK UNIFORM SERVICES						
281	03-320-000-0000-6262		1,080.47	SHOP 500 RUGS - OCT		OTHER SERVICES	N
	1350 ARAMARK UNIFORM SERVICES		1,080.47	1 Transactions			
	1364 AUTO VALUE						
275	03-350-000-0000-6556		99.76	GLOVES, FUSES		SHOP SUPPLIES	N
277	03-350-000-0000-6556		225.60	AIR BRAKES		SHOP SUPPLIES	N
276	03-350-000-0000-6564		155.01	HUB CAP, FILTERS		EQUIPMENT REPAIR PARTS	N
278	03-350-000-0000-6564		368.07	FILTER, BRAKE PADS, CALIPER		EQUIPMENT REPAIR PARTS	N
279	03-350-000-0000-6564		28.99	BULB		EQUIPMENT REPAIR PARTS	N
280	03-350-000-0000-6564		152.99	BATTERY		EQUIPMENT REPAIR PARTS	N
	1364 AUTO VALUE		1,030.42	6 Transactions			
	2308 BIL MANUFACTURING INC						
274	03-350-000-0000-6549		1,684.00	FLAP GATES		CULVERTS	N
	2308 BIL MANUFACTURING INC		1,684.00	1 Transactions			
	3392 COMPASS MINERALS AMERICA						
273	03-350-000-0000-6565		13,531.22	SALT		ROAD MATERIALS	N
	3392 COMPASS MINERALS AMERICA		13,531.22	1 Transactions			
	6309 FARGO - FORKS FREIGHTLINER						
271	03-350-000-0000-6564		15.09	PLUG KIT		EQUIPMENT REPAIR PARTS	N
272	03-350-000-0000-6564		70.27	SEAL PIPE		EQUIPMENT REPAIR PARTS	N
	6309 FARGO - FORKS FREIGHTLINER		85.36	2 Transactions			
	6006 FARMERS UNION OIL						
254	03-350-000-0000-6560		34.05	GAS		GAS & DIESEL	N
255	03-350-000-0000-6560		3,782.56	DIESEL SHOP 215		GAS & DIESEL	N
256	03-350-000-0000-6560		1,507.76	DIESEL SHOP 211		GAS & DIESEL	N
257	03-350-000-0000-6560		11.59	DIESEL SHOP 212		GAS & DIESEL	N

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
253	03-350-000-0000-6562		109.30	OIL		MOTOR OIL & LUBRICANTS	N
	6006 FARMERS UNION OIL		5,445.26		5 Transactions		
	6306 FLEET DISTRIBUTING						
268	03-350-000-0000-6556		25.99	MOUSE BAIT		SHOP SUPPLIES	N
270	03-350-000-0000-6556		43.98	HAMMER HANDLES		SHOP SUPPLIES	N
269	03-350-000-0000-6564		55.08	ANTIFREEZE		EQUIPMENT REPAIR PARTS	N
	6306 FLEET DISTRIBUTING		125.05		3 Transactions		
	7302 GRAINGER						
267	03-350-000-0000-6636		353.74	REPAIR COMPOUND		BUILDING IMPROVEMENTS	N
	7302 GRAINGER		353.74		1 Transactions		
	8356 HOUSTON ENGINEERING INC						
266	03-330-000-0000-6261		774.77	ENGINEERING - KRATKA BRIDGE		CONSULTING & LEGAL SERVICES	N
	8356 HOUSTON ENGINEERING INC		774.77		1 Transactions		
	12315 LITTLE FALLS MACHINE						
265	03-350-000-0000-6564		1,295.21	AUGER MOTOR		EQUIPMENT REPAIR PARTS	N
	12315 LITTLE FALLS MACHINE		1,295.21		1 Transactions		
	13302 M-R SIGN CO, INC						
264	03-350-000-0000-6551		78.81	911 RESIDENTIAL SIGNS		SIGNS	N
	13302 M-R SIGN CO, INC		78.81		1 Transactions		
	13498 MARCO TECHNOLOGIES LLC						
263	03-320-000-0000-6301		107.44	USAGE CHARGE		MAINTENANCE AGREEMENT	N
	13498 MARCO TECHNOLOGIES LLC		107.44		1 Transactions		
	13450 MN SEEDING CONTRACTORS						
218	03-330-000-0000-6330		250.00	MEETING JM, AB		TRAVEL & EXPENSE	N
	13450 MN SEEDING CONTRACTORS		250.00		1 Transactions		
	14324 NAPA AUTO PARTS						
219	03-350-000-0000-6556		117.44	ANTIFREEZE, BLASTER		SHOP SUPPLIES	N
220	03-350-000-0000-6556		24.39	CLAMP SET		SHOP SUPPLIES	N
224	03-350-000-0000-6556		62.28	BRAKE CLEANER		SHOP SUPPLIES	N
221	03-350-000-0000-6564		32.98	WIPER BALDES		EQUIPMENT REPAIR PARTS	N
222	03-350-000-0000-6564		32.98	WIPER BALDES		EQUIPMENT REPAIR PARTS	N
223	03-350-000-0000-6564		12.98	GROMMETS		EQUIPMENT REPAIR PARTS	N

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
14324	NAPA AUTO PARTS		283.05		6 Transactions		
14316	NELSON EQUIPMENT OF TRF INC				5 Transactions		
225	03-350-000-0000-6564		229.65	HUB ASSEMBLY		EQUIPMENT REPAIR PARTS	N
226	03-350-000-0000-6564		144.78	CASTING		EQUIPMENT REPAIR PARTS	N
227	03-350-000-0000-6564		61.59	DUST CAP, CONE SEAL		EQUIPMENT REPAIR PARTS	N
228	03-350-000-0000-6564		17.40	RIVET		EQUIPMENT REPAIR PARTS	N
229	03-350-000-0000-6564		56.92	COTTER PIN.CLEVIS FITTING		EQUIPMENT REPAIR PARTS	N
14316	NELSON EQUIPMENT OF TRF INC		510.34		5 Transactions		
14440	NORTHDALE OIL INC.				3 Transactions		
230	03-350-000-0000-6560		3,839.51	GAS & DIESEL SHOP 500		GAS & DIESEL	N
231	03-350-000-0000-6560		2,178.64	GAS & DIESEL SHOP 500		GAS & DIESEL	N
232	03-350-000-0000-6560		1,249.91	GAS & DIESEL SHOP 500		GAS & DIESEL	N
14440	NORTHDALE OIL INC.		7,268.06		3 Transactions		
14315	NORTHERN MOTORS INC				2 Transactions		
233	03-350-000-0000-6564		1,172.52	RUNNING BOARDS, MUD FLAPS		EQUIPMENT REPAIR PARTS	N
234	03-350-000-0000-6564		601.90	REPLACE CANISTER, VENT VALVE		EQUIPMENT REPAIR PARTS	N
14315	NORTHERN MOTORS INC		1,774.42		2 Transactions		
14312	NORTHWEST POWER SYSTEMS				3 Transactions		
235	03-350-000-0000-6564		542.18	SEAL, ORING, WIPER		EQUIPMENT REPAIR PARTS	N
236	03-350-000-0000-6564		236.16	HYDRAULIC FITTING		EQUIPMENT REPAIR PARTS	N
237	03-350-000-0000-6564		27.30	INSPECT MOTOR		EQUIPMENT REPAIR PARTS	N
14312	NORTHWEST POWER SYSTEMS		805.64		3 Transactions		
16460	POMP'S TIRE SERVICE, INC				4 Transactions		
239	03-350-000-0000-6564		121.69	REPAIR TIRE		EQUIPMENT REPAIR PARTS	N
240	03-350-000-0000-6564		742.84	TIRES		EQUIPMENT REPAIR PARTS	N
241	03-350-000-0000-6564		31.80	FLAT REPAIR		EQUIPMENT REPAIR PARTS	N
242	03-350-000-0000-6564		862.57	TIRES		EQUIPMENT REPAIR PARTS	N
16460	POMP'S TIRE SERVICE, INC		1,758.90		4 Transactions		
16419	PRECISE MRM LLC				1 Transactions		
243	03-350-000-0000-6564		330.00	MONTHLY GPS - SEPT		EQUIPMENT REPAIR PARTS	N
16419	PRECISE MRM LLC		330.00		1 Transactions		
16448	PREMIUM WATERS, INC.						
244	03-320-000-0000-6401		53.99	WATER - HWY DEPT		SUPPLIES	N

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
16448	PREMIUM WATERS, INC.		53.99		1 Transactions		
17002	QUILL CORPORATION						
245	03-320-000-0000-6401		248.94	CLIPBOARDS, TONER		SUPPLIES	N
246	03-320-000-0000-6401		66.36	LENS CLEANER		SUPPLIES	N
247	03-320-000-0000-6401		51.48	PT, WHITE OUT		SUPPLIES	N
17002	QUILL CORPORATION		366.78		3 Transactions		
18106	RED LAKE COUNTY COOP						
248	03-350-000-0000-6418		35.00	TANK LEASE SHOP 215		PROPANE FOR HEATING SHOPS	N
18106	RED LAKE COUNTY COOP		35.00		1 Transactions		
19511	SANFORD HEALTH OCCUPATIONAL MEDIC						
249	03-320-000-0000-6801		155.00	RANDOM DRUG TESTS		MISCELLANEOUS EXPENSE	6
19511	SANFORD HEALTH OCCUPATIONAL MEDIC		155.00		1 Transactions		
19310	STONE'S MOBILE RADIO						
250	03-350-000-0000-6564		831.08	INSTALL RADIOS		EQUIPMENT REPAIR PARTS	N
19310	STONE'S MOBILE RADIO		831.08		1 Transactions		
20378	THE DOOR GUY						
258	03-350-000-0000-6636		1,329.30	FIX DOOR AT SHOP 212		BUILDING IMPROVEMENTS	N
259	03-350-000-0000-6636		1,191.45	FIX DOOR AT SHOP 215		BUILDING IMPROVEMENTS	N
260	03-350-000-0000-6636		843.71	FIX DOOR AT SHOP 211		BUILDING IMPROVEMENTS	N
261	03-350-000-0000-6636		2,274.31	FIX DOOR AT SHOP 500		BUILDING IMPROVEMENTS	N
262	03-350-000-0000-6636		688.36	FIX DOOR AT SHOP 213		BUILDING IMPROVEMENTS	N
20378	THE DOOR GUY		6,327.13		5 Transactions		
20379	THIEF RIVER FORD INC						
251	03-350-000-0000-6564		1,140.20	FIX EXHAUST		EQUIPMENT REPAIR PARTS	N
20379	THIEF RIVER FORD INC		1,140.20		1 Transactions		
20309	TRUE NORTH STEEL						
252	03-350-000-0000-6549		4,297.84	48" PIPE		CULVERTS	N
20309	TRUE NORTH STEEL		4,297.84		1 Transactions		
3 Fund Total:			52,113.12	Road & Bridge		30 Vendors	66 Transactions

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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32 Solid Waste Facility

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
190	12123 LES'S SANITATION SERVICE 32-390-000-0000-6269		75,000.00	2023 CONTRACT AGREEMENT		GENERAL CONTRACTS	N
	12123 LES'S SANITATION SERVICE		75,000.00	1 Transactions			
216	19324 SAFETY-KLEEN SYSTEMS, INC. 32-390-000-0000-6262		155.68	USED OIL RECYCLING	93196394	OTHER SERVICES-SCORE ACCOUN	N
	19324 SAFETY-KLEEN SYSTEMS, INC.		155.68	1 Transactions			
32 Fund Total:			75,155.68	Solid Waste Facility	2 Vendors	2 Transactions	

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

40 Ditch Funds

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
238	15359 OLSON/COLE 40-796-000-0000-6849		675.00	BEAVER BOUNTY		BEAVER CONTROL	Y
	15359 OLSON/COLE		675.00	1 Transactions			
210	18417 QUALITY SPRAY FOAM LLC 40-744-000-0000-6262		7,890.00	DITCHING - CD44	1562	OTHER SERVICES	N
	18417 QUALITY SPRAY FOAM LLC		7,890.00	1 Transactions			
40 Fund Total:			8,565.00	Ditch Funds	2 Vendors	2 Transactions	
Final Total:			299,531.07	108 Vendors	293 Transactions		

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Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	163,697.27	County Revenue
3	52,113.12	Road & Bridge
32	75,155.68	Solid Waste Facility
40	8,565.00	Ditch Funds
All Funds	299,531.07	Total

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Pennington County Financial System



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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	19343 LARSON/MELISSA 01-251-000-0000-6330		18.64	TRANSPORT MEAL REIMBURSEMENT		TRAVEL & EXPENSE	N
	19343 LARSON/MELISSA		18.64	1 Transactions			
25	12323 LAWRENCE/BRUCE 01-003-000-0000-6103		100.00	PERSONNEL MEETING/PAY SCALES	10/10	PER DIEMS - BOARD	N
26	01-003-000-0000-6103		100.00	PERSONNEL MEETING/ UNION	10/11	PER DIEMS - BOARD	N
27	01-003-000-0000-6103		75.00	LAW ENFORCEMENT MEETING	10/12	PER DIEMS - BOARD	N
28	01-003-000-0000-6103		100.00	HWY MEETING/BID OPENING KRAK	10/16	PER DIEMS - BOARD	N
29	01-003-000-0000-6103		100.00	PERSONNEL MEETING/WAGE STUDY	10/17	PER DIEMS - BOARD	N
30	01-003-000-0000-6103		100.00	AIRPORT AUTHORITY	10/18	PER DIEMS - BOARD	N
22	01-003-000-0000-6103		75.00	UNION MEETING/ LOCAL #49	10/2	PER DIEMS - BOARD	N
31	01-003-000-0000-6103		100.00	UNION NEGOTIATIONS/LOCAL#49/TE	10/23	PER DIEMS - BOARD	N
32	01-003-000-0000-6103		100.00	SOLID WASTE MEETING/DATA TRAIN	10/25	PER DIEMS - BOARD	N
23	01-003-000-0000-6103		75.00	PERSONNEL MEETING/UNION	10/3	PER DIEMS - BOARD	N
24	01-003-000-0000-6103		75.00	TECH MEETING	10/9	PER DIEMS - BOARD	N
	12323 LAWRENCE/BRUCE		1,000.00	11 Transactions			
3	14478 NELSON/SETH 01-003-000-0000-6103		75.00	LAW LIBRARY	10/10	PER DIEMS - BOARD	N
4	01-003-000-0000-6103		100.00	AMC DISTRICT MTG	10/19	PER DIEMS - BOARD	N
5	01-003-000-0000-6103		75.00	SOLID WASTE	10/25	PER DIEMS - BOARD	N
2	01-003-000-0000-6103		75.00	COMMUNITY STRONG	10/3	PER DIEMS - BOARD	N
6	01-003-000-0000-6103		75.00	JOINT SESSION	10/30	PER DIEMS - BOARD	N
	14478 NELSON/SETH		400.00	5 Transactions			
14	16362 PETERSON/NEIL 01-003-000-0000-6103		75.00	PERSONNEL	10/10	PER DIEMS - BOARD	N
15	01-003-000-0000-6103		75.00	PERSONNEL	10/11	PER DIEMS - BOARD	N
16	01-003-000-0000-6103		75.00	WRAC	10/16	PER DIEMS - BOARD	N
17	01-003-000-0000-6103		100.00	PERSONNEL - AIRPORT	10/17	PER DIEMS - BOARD	N
18	01-003-000-0000-6103		75.00	AIRPORT AUTHORITY	10/18	PER DIEMS - BOARD	N
19	01-003-000-0000-6103		100.00	AMC DISTRICT MTG -MIDDLE RIVER	10/19	PER DIEMS - BOARD	N
12	01-003-000-0000-6103		75.00	PERSONNEL	10/2	PER DIEMS - BOARD	N
20	01-003-000-0000-6103		100.00	NWSTC/PERSONNEL TRF	10/23	PER DIEMS - BOARD	N
13	01-003-000-0000-6103		75.00	PERSONNEL	10/3	PER DIEMS - BOARD	N
21	01-003-000-0000-6103		75.00	CITY/COUNTY/SCHOOL	10/30	PER DIEMS - BOARD	N
	16362 PETERSON/NEIL		825.00	10 Transactions			
	19577 SOURDIF/ROY						

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 3

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8	01-003-000-0000-6103		75.00	NWRL-PERSONNEL	10/10	PER DIEMS - BOARD	N
9	01-003-000-0000-6103		75.00	NWRL - BOARD	10/12	PER DIEMS - BOARD	N
10	01-003-000-0000-6103		75.00	CHAMBER OF COMMERCE	10/19	PER DIEMS - BOARD	N
11	01-003-000-0000-6103		75.00	NWRL - PERSONNEL	10/24	PER DIEMS - BOARD	N
7	01-003-000-0000-6103		75.00	NWRL-PERSONNEL	10/3	PER DIEMS - BOARD	N
19577	SOURDIF/ROY		375.00		5 Transactions		
1 Fund Total:			2,618.64	County Revenue	5 Vendors	32 Transactions	
Final Total:			2,618.64	5 Vendors	32 Transactions		

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Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	2,618.64	County Revenue
All Funds	2,618.64	Total

Approved by,

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Minnesota Pollution Control Agency County Feedlot Program Delegation Agreement Work Plan

Delegation Agreement Years: 2024 – 2025

County: Pennington

County Feedlot Officer (CFO): Bryanna Grefthen

If CFO is employed solely by SWCD,
list designated County employee who
will sign permits/Grant Agreement: Jennifer Herzberg

Telephone number(s): 218-683-7075 (SWCD), 218-683-7000 (County)

Email address(es): bryanna.grefthen@pennington.mnswcd.org
jmherzberg@pennington.mn.us

A. Strategies

Minn. R. ch. 7020.1600, subp. 3a. states a County must develop annual plans and goals in accordance with registration, inspection, compliance and owner assistance responsibilities as well as permit goals, complaint response and staffing levels.

Registration Strategy

See Appendix A for additional clarifying information regarding Registration of feedlots.

1. Please indicate the method(s) the County will use to provide a feedlot owner, who does not have an email address, with a registration receipt within 30 days of the county entering the registration information into the online registration service: *(Double-click on checkbox and select "checked." Select all that apply.)*

- A registration receipt letter or postcard.
- An inspection letter that contains confirmation about registration/re-registration.
- A permit and/or a permit cover letter that contains confirmation of registration/re-registration.
- The County will document the dated 30-day registration receipts, as described below:

[Click or tap here to enter text.](#)

2. Please indicate how the County will register sites using the online registration service. Select all that apply or provide a narrative if the County is planning to conduct registrations in another manner than those provided below:

- The County will advise feedlot owners to use the online registration service to register new feedlots or update existing feedlot registration information.
- The County will request feedlot owners complete and submit a registration data collection sheet. Upon receiving completed registration data collection sheets the County will enter registration information into the online registration service for feedlot owners.
- The County will collect registration information during site inspections and will enter registration information into the online registration service for feedlot owners.

- The County will use information provided by feedlot owners on permit application forms and/or Notices of Construction forms and will enter registration information into the online registration service for feedlot owners.

Click or tap here to enter text.

3. Please describe how the County will address facilities that upon re-registration show an increase in animal units, a change or addition to animal types, or a change or addition to manure storage (i.e., liquid storage not previously included).

A registration update with a 20% or 30 animal unit increase (whichever is greater) will warrant a call to confirm and discuss the change. An inspection may be needed.

4. Please describe the strategy and timeline the County shall follow to address facilities that are not registered/re-registered in the current and/or prior four-year registration cycle. (Select all that apply.)

- Register/re-register sites throughout the four-year registration cycle.
- Register/re-register sites early in the fourth year of the registration cycle.
- Sites required to be registered that do not have a current registration (registered prior to January 1, 2018) will be inspected or contacted to verify animal numbers so registration can be updated.
- Other (Example: How the county will address multiple AIs/sites that have the same address. Describe below.)

Click or tap here to enter text.

Inspection Strategy

For assistance with completing this part of the Delegation Agreement Work Plan please see **Appendix A**. A County must have an inspection strategy for the purpose of identifying pollution hazards and determining compliance with discharge standards, rules and permit conditions.

Note: *At least half of the required seven percent inspections need to be “Compliance” inspections. However, stockpile and manure storage area closure inspections conducted on their own do not count towards the County’s minimum seven percent inspection rate.*

Required Inspection Strategies

Strategy	Year 1	Year 2
Conduct compliance inspections at existing sites that have not had an inspection within the last year and have submitted permit applications proposing construction or expansion to ensure that the appropriate permit is issued.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

The County’s inspection strategy shall include goals for conducting a **majority** of inspections at high risk/high priority sites. The strategy may also include goals for low risk/low priority sites. The County may choose from the provided examples and/or write an alternative strategy in the space provided in the below sections.

HIGH RISK/HIGH PRIORITY SITES *(check all that apply):*

- Sites within shoreland, a Drinking Water Supply Management Area (DWSMA), Watershed Restoration and Protection Strategy (WRAPS), BWSR One Watershed One Plan (1W1P), or other prioritized impaired waters (see Appendix A for 1W1P link). If the whole county is in a 1W1P/WRAP, perhaps prioritize by sub watersheds.
- Sites that have open lot area(s) without runoff controls.
- Sites that have never been inspected that fall into the first two checkboxes.
- Sites that, according to previous inspections, have not been maintaining adequate land application records and/or manure management plans.
- Sites constructing Manure Storage Areas (MSA) and open lot runoff controls.
- Conduct phosphorus inspections within a formally designated area such as WRAPS or BWSR 1W1P. *(See Appendix A for BWSR 1W1P link.)*
- Conduct in-field land application inspections within a formally designated area such as WRAPS or BWSR 1W1P. *(See Appendix A for BWSR 1W1P link.)*
- Alternative Strategy *(explain alternative strategies below):*
Sites within the Thief River Falls Source Water Assessment Area

LOW RISK/LOW PRIORITY SITES *(check all that apply):*

- Sites within a specified size category (i.e., 300-499 AU). *Please explain/describe your inspection strategies in the text box below.*
- Sites within a watershed, township or other formally designated area.
- Conduct phosphorus inspections within a specific watershed, township or other formally designated area.
- Conduct in-field land application inspections within a specific watershed, township or other formally designated area.
- Conduct phosphorus inspections as part of a compliance inspection.
- Conduct in-field land application inspections as part of a compliance inspection or at non-NPDES sites >300 AU.
- Conduct inspections at all sites in the County on a five year or less rotating basis.
- Conduct inspections at sites required to be registered that have never been inspected.
- Alternative Strategy *(explain alternative strategies below):*
Click or tap here to enter text.

Inspection Strategies

Inspection Strategy	Inspection Goal Year 1*	Inspection Goal Year 2*
A site within a Red Lake River 1W1P Priority area.	1	1
A site within the Thief River Falls Source Water Assessment Area.	1	1
A site that has never been inspected or has not been inspected in the past 5 years.	1	1
Total:	3	3

**Enter the number of inspections the County predicts will be completed for each category.*

Note: Numbers entered for in-field land application goals must be quantified by feedlot sites and not individual farm fields.

At least seventy five percent (75%) of inspection data shall be entered into Tempo within 120 days of the inspection. Minimally funded counties may enter data less frequently.

Yes, I agree No I do not agree (*discuss with MPCA staff*)

Note:

- Counties need to enter data from all feedlot inspections at feedlots required to be registered into Tempo by no later than **February 1** of the year following the end of the program year.
- Counties that enter ninety percent (90%) of inspection data within 60 days of the inspection date will receive four (4) Performance Credits.

Be sure to read and understand Appendix A for required inspection documentation.

Compliance Strategy

1. Please state the various initial method(s) and practice(s) the County will use in response to **compliance inspections** that result in non-compliance: (Blatant violations will be referred to MPCA as soon as possible in accordance with Appendix C.)

Include corrective actions with completion deadlines in the inspection results notification letter.

Issue a Letter of Warning (LOW) or a Notice of Violation (NOV) that will include corrective actions and deadlines.

Issue an interim permit that includes timelines for corrective actions.

Other (describe below):

Click or tap here to enter text.

2. Please indicate the various initial method(s) and practice(s) the County will use in response to **land application inspections** that result in non-compliance: (Blatant violations will be referred to MPCA as soon as possible in accordance with Appendix C.)

Address non-compliance at the same time the facility non-compliance is addressed. See above.

- Include corrective actions with completion deadlines in the inspection results notification letter.
- Issue an LOW or NOV that will include corrective actions and deadlines.
- Other (describe below):

Click or tap here to enter text.

3. Notification of inspection results, including corrective action(s) and completion deadlines, shall be sent to feedlot owners. For compliance inspections and/or desktop N & P record reviews the notification of results will be sent to feedlot owners within 30 days of a compliance determination. County intends to follow-up with feedlot owners to evaluate progress.

- Yes, I agree No I do not agree (*discuss with MPCA staff*)

4. Explain how the County will escalate enforcement action when progress is not being made on corrective actions. (**Note:** See Appendix C – MPCA memorandum on CFO referral to MPCA.)
 Once found non-compliant, corrective actions with completion deadlines will be sent to the feedlot owner in the inspection results letter. If no progress is made on corrective actions halfway to the deadline, a telephone call or site visit with the feedlot owner will be made to ensure they understand the corrective actions. If no progress is made by the deadline, a Letter of Warning followed by a Notice of Violation will be issued with corrective actions and deadlines. If no progress is made by this deadline, the county attorney will be notified and the owner could be held accountable as described in Section 13: Violations and Enforcement of the Pennington County Feedlot Ordinance.

Owner Assistance Strategy

1. Please describe the type and number of activities you plan to conduct during the term of this DAWP and how you will track the number of producers reached. (Example: group education events, newsletters, newspaper articles, producer surveys, distribution of manure sample containers, help with MMP writing, social media posts.)

At least one newsletter article will be sent to all registered feedlot owners each year. At least one Facebook post with feedlot information will be posted each year. Feedlot information will be on display at the fair booth (ex. Factsheets).

Counties are pre-approved to conduct publicity based on their Owner Assistance Strategy. Counties need to add “Paid for by a grant from the State of Minnesota” to any originally created Minn. R. ch. 7020 information intended for distribution.

B. Delegated County Minimum Program Requirements (MPRs)

Minn. Stat. § 116.0711, subd. 2. (c) states that 25% of the total appropriation must be awarded according to the terms and conditions of the following MPRs.

Inspection MPRs

A County must inspect seven percent (7%) or more of their State required registered feedlots annually, as determined by the table in Appendix B, to be eligible for the Inspection MPR award. A full compliance inspection, a construction inspection, a desk-top nitrogen and phosphorus record inspection (desktop N & P) or an in-field land application inspection may only count once towards the minimum seven percent inspection rate. A second inspection done at the same site in the same year would be counted

towards performance credits. At least half of the seven percent (7%) inspections need to be compliance inspections. The remaining half can be a combination of construction inspections, desk-top nitrogen and phosphorus record inspections or in-field land application inspections. Note that stockpile and manure storage area closure inspections, on their own, do not count towards the minimum seven percent inspection requirement.

Inspection MPRs	Year 1	Year 2
1. Agency-approved number of feedlots required to be registered by the State. <i>(For Year 1, enter the “Feedlots Eligible for Funding” number for your county found in Appendix B. For Year 2, the Agency-approved number of feedlots for each county will be determined by the MPCA around April 1, 2024. Counties will need to determine the number of inspections that need to be conducted to meet their 7% inspection rate based on the number of Agency-approved feedlots at that time.)</i>	32	TBD The 2025 MPCA approved number of feedlots is to be added by the county in 2024.
2. County–Agency agreed upon inspection rate. <i>(Enter “7%” unless a different inspection rate percentage was negotiated.)</i>	7%	7%
3. County–Agency agreed upon inspection number for the identified time period. <i>(Calculate 7% of the number from item 1. If not a whole number, round up to the nearest 0.5 and enter it here. Example: 12.0 =12.0, 12.1 thru 12.5 = 12.5, 12.6 thru 12.9 = 13.0)</i>	2.5	TBD To be added by the county in 2024.

Non-Inspection MPRs

Registration MPRs	YES	NO
1. The County will register and maintain registration data in the Tempo database (Minn. R. ch. 7020.0350, subp. 1 and 7020.1600, subp. 2. C). <i>Instructions for entering registration information into the online registration system are available in Tempo HELP/Feedlot folder/Registration Information folder/ “Online Registration FAQs.docx”</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. The County issues a registration receipt to the feedlot owner within 30 days of entering registration information into the online registration service if the site owner does not have an email address (Minn. R. ch. 7020.0350, subp. 5). <i>A file review should indicate the County has fulfilled the registration receipt requirement as stated in their Delegation Agreement Work Plan Registration Strategy.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Registration MPRs	YES	NO
<p>The County acknowledges the following:</p> <p>a. The MPCA will run a report on or about January 30, 2024 to determine the number of feedlots the County will receive funding for during 2025 and 2026.</p> <p>b. In order for feedlot sites to count for funding purposes for 2025 and 2026 they must:</p> <ul style="list-style-type: none"> • Have a locked registration in Tempo, • Have a registration Effective Start Date of January 1, 2018 or later; and • Be required to register: 10 or more AU in shoreland areas or 50 or more AU outside shoreland areas. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Inspection MPRs	YES	NO
<p>3. The County maintains a record of all compliance inspection results, including land application inspections, conducted at feedlots required to be registered. At a minimum, counties must maintain on file (electronic or paper) inspection documentation as outlined in Appendix A (Minn. R. ch. 7020.1600, subp. 2.H.).</p> <p><i>A file review should indicate that the County uses and maintains on file inspection documentation as stated in their Delegation Agreement Work Plan Inspection Strategy.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>4. The County enters data from all feedlot inspections at feedlots required to be registered into Tempo no later than February 1 of the year following the end of the program year (Minn. R. ch. 7020.1600, subp. 2.H) and at least seventy five percent (75%) of inspection data shall be entered into Tempo within 120 days of the inspection. Minimally funded counties may enter data less frequently.</p> <p><i>A Tempo database query should indicate that inspection checklist data was entered into Tempo within required parameters.</i></p> <p><i>Instructions for entering an inspection into Tempo are available in Tempo HELP/Feedlot folder/ Inspection Information folder.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Inspection MPRs	YES	NO
<p>The County acknowledges the following:</p> <p>a. For inspections to count toward the required seven percent (7%) inspection rate they must*:</p> <ul style="list-style-type: none"> • Be at sites that are required to register: 10 or more AU in shoreland areas or 50 or more AU outside shoreland areas; • Have a locked inspection in Tempo; and • Have occurred during the CFO Annual Report reporting year. <p>*If at the time of inspection a site has a current (January 1, 2018 or later) locked registration with animal numbers that require registration (10 or more AU in shoreland or 50 or more AU outside of shoreland), and as a result of the inspection the registration information is updated to animal numbers that no longer require registration, the inspection shall count toward the seven percent (7%) inspection rate.</p> <p>b. Inspections at feedlot sites will not count toward the required seven percent (7%) inspection rate if:</p> <ul style="list-style-type: none"> • Inspection information is not entered into Tempo, or • Inspections entered into Tempo are not locked. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>5. The County's Inspection Strategy has been approved by the agency (Minn. R. ch. 7020.1600, subp. 3a.B(1-2)).</p> <p><i>The County's CFO Annual Report should indicate the County initiated inspection plans and goals as stated in their Delegation Agreement Work Plan Inspection Strategy.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Compliance MPRs	YES	NO
<p>6. The County will notify the producer, in writing or via email, of the results of any inspection. The notification must include a completed copy of the Minnesota Feedlot Inspection Checklist (wq-f3-45e). (Minn. R. ch. 7020.1600, subp. 3a.B(5)(a)). For compliance and desktop N & P inspections the written or emailed inspection notification shall be within 30 days of a compliance determination.</p> <p><i>A file review should indicate the County has notified the producer(s) of compliance inspection results. Notification must be in writing or via email.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>7. The County will bring feedlot operations into compliance through the implementation of scheduled compliance goals as stated in the County's Delegation Agreement Work Plan Compliance Strategy (Minn. R. ch. 7020.1600, subp. 3a.B(5)).</p> <p><i>A file review should indicate that the County brought non-compliant feedlots into compliance as stated in their Delegation Agreement Work Plan Compliance Strategy.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>8. The County maintains documentation and correspondence for any return to compliance from a documented non-compliance status (Minn. R. ch. 7020.1600, subp. 2.H).</p> <p><i>When a County records a corrective action in Tempo, the file should contain documentation verifying the corrective action. Tempo should indicate that the audit data screen is correctly filled out for partial or complete upgrades and the Violations screen in Tempo has been updated to reflect the return to compliance.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Permitting MPRs	YES	NO
<p>9. The County will issue permits within the 60/120-day time period according to Minn. Stat. § 15.99 (Minn. R. ch. 7020.0505, subp. 5.C).</p> <p><i>A file review should indicate that the County date stamps all application components and, if applicable, uses letters to notify producers of incomplete applications. An application component received by the County electronically (via email) does not need a date stamp provided the dated email is saved with the document.</i></p>	☒	☐
<p>10. The County will make sure all permit applications are complete (Minn. R. ch. 7020.1600, subp. 2.C).</p> <p><i>A file review should indicate that the County uses the most recent agency-approved permit application checklist and that application information is complete and accurate as verified through the use of the permit application checklist.</i></p>	☒	☐
<p>11. The County will ensure producer compliance with required notifications (Minn. R. ch. 7020.2000, subp. 4 and subp. 5).</p> <p><i>Public notifications for new or existing feedlots with a capacity of ≥ 500 AU proposing to construct or expand must include the following information:</i></p> <ul style="list-style-type: none"> <i>a. Owner(s) name(s) or legal name of the facility;</i> <i>b. Location of facility - county, township, section, quarter section;</i> <i>c. Species of livestock and total animal units;</i> <i>d. Types of confinement buildings, lots, and areas at the animal feedlot; and</i> <i>e. Types of manure storage areas.</i> <p><i>Public notification is completed by equal or greater notification of one of the following:</i></p> <ul style="list-style-type: none"> <i>a. Newspaper (affidavit in file);</i> <i>b. Delivery by mail or in person; or</i> <i>c. As part of a county/township permitting process (Conditional Use Permit);</i> <i>d. A copy of the newspaper including date of publication;</i> <i>e. A printed copy of the notification from the newspaper website including date of publication.</i> 	☒	☐
<p>12. The County will issue the appropriate permit after completion of required notifications (Minn. R. ch. 7020.2000, subp. 4, 5).</p> <p><i>A file review should indicate that permits have been issued more than twenty (20) business days after public notifications.</i></p>	☒	☐
<p>13. The County will ensure that manure management plan (MMP) conditions have been met according to Minn. R. ch. 7020.2225, subp. 4.D prior to permit issuance (Minn. R. ch. 7001.0140).</p> <p><i>A file should contain either a permit with a deadline for MMP submittal or an MMP and a completed MMP review checklist for any interim permit issued for a site >100 AU; an MMP and a completed MMP review checklist for any CSF (construction short form) permit issued for a feedlot where manure is non-transferred over 300 AU; and a completed copy of the document "MMP When Ownership of Manure is Transferred" for a feedlot ≥ 300 AU where manure is transferred. A file review will confirm that a copy of the most recent Agency-approved MMP review checklist is in the permit file and verify that the MMP is complete, accurate and meets feedlot rule requirements as verified through the use of the MMP review checklist.</i></p>	☒	☐

Permitting MPRs	YES	NO
<p>14. The County will ensure that a producer who submits a permit application that includes a liquid manure storage area (LMSA) meets the requirements in Minn. R. ch. 7020.2100.</p> <p><i>A file review should indicate that the County uses the most recent Agency-approved LMSA checklist and that LMSA plans and specifications are complete, accurate and meet feedlot rule requirements as verified through the use of the LMSA checklist.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>15. The County will ensure that any pollution problem existing at a producer's site will be resolved before the permit is issued or will be addressed by the permit (Minn. R. ch. 7020.0535, subp. 7 and 7001.0140).</p> <p><i>A file review should indicate the County issues interim permits in appropriate situations and conducts an inspection at existing sites within one year prior to permit issuance.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Complaint Response MPR	YES	NO
<p>16. The County maintains a record of all complaint correspondence. (Minn. R. ch. 7020.1600, subp. 2.H. and subp. 2.J.(6))</p> <p><i>The County maintains a complaint log and promptly reports to the MPCA any complaints that represent a possible health threat, a significant environmental impact or indicate a flagrant violation.</i></p> <p><i>The complaint log should include:</i></p> <ul style="list-style-type: none"> <i>a. Type of complaint;</i> <i>b. Location of complaint;</i> <i>c. Date and time complaint was made;</i> <i>d. Facts and circumstances related to the complaint; and</i> <i>e. A statement describing the resolution of the complaint.</i> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Owner Assistance MPR	YES	NO
<p>17. The County's Owner Assistance Strategy has been approved by the agency. (Minn. R. ch. 7020.1600, subp. 2.J.(5) and subp. 3a.B.(7))</p> <p><i>A review should indicate the County initiated their plan as stated in their Delegation Agreement Work Plan Owner Assistance Strategy.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Staffing Level and Training MPR	YES	NO
<p>18. The CFO (and other feedlot staff) attend training necessary to perform the duties of the feedlot program and is consistent with the agency training recommendations. (Minn. R. ch. 7020.1600, subp. 2.K.)</p> <p><i>The County should complete a minimum of 18 continuing education units (CEUs). Each unit consists of one hour of training related to Minn. R. ch. 7020 competency areas: regulating new construction, conducting inspections and evaluating compliance, handling complaints and reported spills, responding to air quality complaints, resolving identified pollution problems, communicating with farmers and the agricultural community.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Air Quality MPR	YES	NO
<p>19. The County maintains a record of all notifications received from feedlot owners claiming air quality exemptions including the days exempted and the cumulative days used. (Minn. R. ch. 7020.1600, subp. 2.1.)</p> <p><i>The County should maintain a pumping notification log. The log should include:</i></p> <ul style="list-style-type: none"> <i>a. Names of the owners/legal facility name;</i> <i>b. Location of the facility (county, township, section, quarter);</i> <i>c. Facility permit number; and</i> <i>d. Start date and number of days to removal.</i> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Web Reporting Requirement	YES	NO
<p>20. The County maintains an active website listing detailed information on the expenditure of County program grant funds and measurable outcomes as a result of the expenditure of funds. (86th Legislature, MN Session Laws 2009, Chapter 37 – H. F No. 2123, article 1, section 3, subdivision 1)</p> <p><i>As of July 1 of the current program year, the CFO Annual Report and MPCA Financial Report from the previous program year should be posted on the County's website:</i></p> <p>https://www.revisor.mn.gov/laws/?year=2009&type=0&doctype=Chapter&id=37</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Appendix A

2024-25 Delegation Agreement Work Plan Guidance

This Delegation Agreement Work Plan applies to feedlots that are required to be registered under Minn. R. ch. 7020.

If a Delegated County (County) will not be able to meet their registration, inspection, compliance and/or owner assistance strategies during the year the County needs to communicate this with the MPCA in a timely manner and work with MPCA to determine an acceptable alternative. If a County is unable to achieve the strategies of the Delegation Agreement Work Plan, they risk losing funding. A County that does not meet the minimum seven percent inspection rate may be at risk for losing funding.

1. DATA PRACTICES:

Any data requested that is part of the Tempo warehouse data dump, MPCA's "What's in my Neighborhood" and a submitted permit application and Manure Management Plan is public information. As such the county is not required to immediately notify the MPCA and is does not need to await direction on whether the county can disseminate this data to the public. The county can release this public data because this statement is a blanket approval for the county to do so.

2. REGISTRATION:

a) Producer contact information

- If a feedlot owner provides contact information (phone / email) it needs to be entered. Counties should not enter their own contact information if a feedlot owner has provided contact information.
- If a feedlot owner does not provide contact information an effort should be made by the CFO to gather/obtain feedlot owner contact information (phone/email) before entering registration information so, if possible, the feedlot owner's contact information is entered rather than the contact information of the CFO.
- Entering CFO contact information (phone/email) as part of a feedlot's contact information should only be done as a last resort... meaning that either:
 - The feedlot owner does not have phone/email contact information.
 - The feedlot owner is unwilling to provide contact information.

b) Collected registration information

- If a feedlot owner submits registration information to the county (i.e., Registration Data Collection sheet or permit application) so that the county can enter the registration information into the on-line registration service, the submitted information needs to be retained (attached in Tempo or in county file).

c) Registration receipt

- If a feedlot owner does not provide email contact information and CFO email contact information is entered as contact information for the feedlot, the CFO needs to clearly document receipt of registration back to the feedlot owner. Acceptable forms of documentation include:
 - Dated registration receipt letter;

- Dated inspection letter that indicates registration was updated;
- Dated permit cover letter that indicates registration was updated; or
- The County will document the dated 30-day registration receipts as described in the Registration Strategy above.

d) Register / Update feedlot registration information when permits are issued

- When a feedlot owner submits an application for a feedlot permit or Notice of Construction, the CFO needs to ensure that:
 - New feedlot sites are registered based on the information submitted; and
 - Registration information is updated for existing feedlot sites based on the information submitted.

6. TYPES OF INSPECTIONS

Please refer to the Minnesota Feedlot Inspection Checklist (Checklist) to learn more about a feedlot inspection. All inspections must be documented.

Compliance Inspection is an onsite, full facility inspection during which all parts of the feedlot are inspected. When inspecting a site registered for ≥ 100 AU, the nitrogen section of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE Compliance Inspection* as the Compliance Evaluation Type and load applicable checklist.

Construction Inspection is an onsite inspection completed at a feedlot site that is constructing. A construction inspection typically involves just inspecting the construction activity that is taking place and does not require inspection of other parts of the feedlot. When entering an inspection of this type into Tempo, select *FE Construction Inspection* as the Compliance Evaluation Type and load applicable checklist.

Complaint Inspection is an inspection conducted in response to a complaint. A complaint inspection typically involves just inspecting the portion of the feedlot, land application site, manure stockpile or other areas relating to the complaint and does not require inspection of any other area not directly related to the complaint. When entering an inspection of this type into Tempo, select *FE Complaint Inspection* as the Compliance Evaluation Type.

Stockpile Inspection is an onsite inspection conducted to inspect one or more stockpiles. A stockpile inspection typically involves just inspecting the portion of the feedlot relating to the stockpile(s) and does not require inspection of other parts of the feedlot. The stockpile section(s) of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE Stockpile Inspection* as the Compliance Evaluation Type and load the applicable checklist portions.

Manure Storage Area Closure is an inspection that has been conducted at a facility and the inspector has evaluated the site's compliance with manure storage area closure requirements. If you have received a notification of manure storage area closure and did not inspect the facility, follow the procedure for "How to enter Notification of Manure Storage Area Closure" located here (<file:///pca.state.mn.us/xdrive/Tempo/Feedlot/>).

Note that stockpile and manure storage area closure inspections, on their own, do not count towards the minimum seven percent inspection requirement.

Land Application Inspections

- **Phosphorus Inspection** is an inspection of the phosphorus portion of land application records that is conducted in conjunction with a compliance inspection of a site registered for ≥ 300 AU. The phosphorus section of the Checklist must be filled out for the inspection to be complete. Feedlot owners are required to maintain three (3) years of field records when fields do not have sensitive features and six (6) years when fields do contain sensitive features. **Please see phosphorus inspection guidance found on the MPCA County Feedlot Officers webpage for more information.**
- **Desktop Nitrogen & Phosphorus Record Review** is an inspection of both nitrogen and phosphorus land application records of a site registered for ≥ 300 AU. This is an independent inspection conducted without inspecting other parts of the feedlot. The nitrogen and phosphorus sections of the Checklist must be filled out for the inspection to be complete. This inspection typically would be conducted in the office after requesting and receiving application records but it could also be conducted onsite. When entering an inspection of this type into Tempo, select *FE Desk-top Nitrogen & Phosphorus Record Inspection* as the Compliance Evaluation Type and load the applicable checklist. **NOTE:** When a Desk-top Nitrogen & Phosphorus Record Inspection is conducted, review of the phosphorus portion of the records must be completed in the same manner as described in the Phosphorus inspection above.
- **In-field Land Application Inspection** is an onsite/in-field inspection that focuses on land application practices including but not limited to discharges and setback requirements. The inspection should include a review of the MMP as applicable. The in-field land application inspection section of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE In-field Land Application Inspection* as the Compliance Evaluation Type and load the applicable checklist. In-field land application inspections should focus on fields that have sensitive features present.

A Special Note about Inspections at Facilities Designated as a Large CAFO or Operating Under an NPDES or SDS Permit

County inspections conducted at NPDES/SDS/CAFO sites DO NOT count towards the minimum seven percent (7%) inspection rate. If the inspection was requested of the County by MPCA feedlot program staff the County can add that inspection to the CFO Annual Report to obtain performance credits.

7. INSPECTION DOCUMENTATION

Required

Each compliance inspection must be documented. A Checklist must be used for all compliance inspections as applicable (MPR #3). The results of compliance and land application inspections are to be documented and communicated in writing or via email to the feedlot owner. For compliance inspections and desktop N & P record reviews results are to be communicated to the feedlot owner within 30 days of a compliance determination (MPR #6).

Both the Checklist and the written communication of inspection results to the feedlot owner need to be either in the County's file or uploaded into Tempo.

It is not necessary to document and communicate results to the feedlot owner for a construction or complaint inspection unless compliance issues are discovered as a result of the inspection.

For **Compliance** inspections at feedlot sites with ≥ 300 AU where **manure application records are kept**, documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- A copy or photo of a representative sample of manure application records that were evaluated. Examples include manure and soil sample results, field maps with application rates, MPCA Manure Planner; (This is not tied to an MPR.)
- The County's evaluation of nitrogen rates (i.e., nitrogen rate worksheet). Include documentation used to make a nitrogen determination; and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet), if an optional phosphorus inspection is conducted in conjunction with a compliance inspection.

The County can also include additional items (photos, site map, etc.) as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Compliance** inspections at feedlot sites with 100-299 AU where **manure application records are required to be kept**, documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- The County's evaluation of nitrogen rates (i.e., nitrogen rate worksheet). Include documentation used to make a nitrogen determination; and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet), if an optional phosphorus inspection is conducted in conjunction with a compliance inspection.

The County can also include additional items (photos, site map, etc.) as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Desk-Top N & P** inspections documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- A copy or photo of a representative sample of manure application records that were evaluated; (This is not tied to an MPR.)
- The County's evaluation of the nitrogen rates (i.e., nitrogen rate worksheet); and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet).

The County can also include additional items as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Compliance inspections** at feedlot sites where manure application records are **not** required to be kept (sites with less than 100 AU) and other types of inspections, documentation in the file must include the Checklist, written communication of inspection results to the feedlot owner and at least one of the following suggested pieces of documentation.

Suggested

The following are suggestions for documenting an inspection. This documentation should be either in the County's file or uploaded into Tempo.

- **Compliance Inspection** - aerial photos, maps, camera photos, notes (on non-compliance),

- **Construction Inspection** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, as-built documentation
- **Complaint Inspection** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, land ownership records, nitrogen and phosphorus record review worksheets, manure and/or soil test results
- **Stockpile Inspection** - aerial photos, maps, camera photos, notes, locations of nearby sensitive features requiring setbacks, soil information (slope/depth to seasonal water table/texture).
- **Land Application Inspections** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, land ownership records, nitrogen and phosphorus record review worksheets, manure and/or soil test results
- **Manure Storage Area (MSA) Closure** – either a letter stating that the MSA was closed in accordance with rule requirements and/or photo documenting the closure

For all inspection types except Construction and Complaint:

- Checklist must be used.
- Results must be entered in Tempo.
- A follow-up letter needs to be sent to the feedlot owner. The letter should include Checklist section(s) where non-compliance was identified (or a copy of the entire Checklist) and corrective actions/time frames for addressing non-compliance if applicable. For Compliance and Desk-Top N & P inspections the follow-up letter is to be sent to the producer within 30 days of compliance determination.
- Inspection documentation needs to be in County files or uploaded into Tempo.

For Construction and Complaint inspections:

- Inspection checklist can be used.
- Results must be entered in Tempo.
- Inspection documentation should be in County files or uploaded into Tempo.

HOW THE MINIMUM 7% INSPECTION RATE IS DETERMINED AND CALCULATED

1. A minimum of 7% of sites required to be registered must be inspected before any PCs are earned.
 - Only sites that received a Compliance, Construction, Desktop N&P, or In-field Land Application inspection can be used to satisfy the 7% minimum.
2. The following multipliers are used when using site inspections to satisfy the 7% minimum:
 - Sites that received a Compliance Inspection are counted as one (1.0) inspection.
 - Sites that received a Construction inspection are counted as one (1.0) inspection.
 - Sites that received a Desk-top Nitrogen & Phosphorus Record inspection are counted as one (1.0) inspection.
 - Sites that received an In-field Land Application inspection are counted as one half (0.5) of an inspection.

HOW PERFORMANCE CREDITS (PCs) ARE CALCULATED

3. Counties must meet or exceed 85% of the Minimum Program Requirements (MPRs) and the 7% minimum site inspection rate to be eligible to receive PCs.
4. At least half of the site inspections used to satisfy the 7% minimum need to be **Compliance** inspections. The remaining half can be a combination of inspection types including Compliance, Construction, Desktop Nitrogen & Phosphorus Record Inspection, or In-field Land Application.

5. PCs are not earned for inspections that satisfy the 7% minimum.
6. Inspections are applied to the 7% minimum in the following order:
 1. Compliance
 2. Construction
 3. Desktop Nitrogen & Phosphorus
 4. In-field Land Application
7. PCs are awarded for any inspection(s) not used to satisfy the 7% minimum based on the PC multipliers in the CFO Annual Report.

EXAMPLES

A county has 100 feedlots required to be registered. A minimum 7% inspection rate means a minimum of seven (7) feedlot sites need to be inspected and at least three and a half (3.5) of these inspections need to be Compliance inspections.

1. If the county inspects eight feedlot sites (8 Compliance inspections), they would receive 3 PCs for the extra Compliance inspection.
2. If the county inspects eight feedlot sites (7 Compliance and 1 Construction), they would receive 2 PCs for the extra Construction inspection.
3. If the county inspects nine feedlot sites (3 Compliance and 6 Construction), they would receive 0 PC. Only three Compliance inspections were done and that is not at least half (3.5) of the required 7% (7).
4. If the county inspects 13 feedlot sites (4 Compliance, 2 Construction, 1 Desk-top Nitrogen & Phosphorus and 6 In-field Land Application), they would receive 6 PCs.
 - o 4 Compliance, 2 Construction, and 1 Desktop N&P inspections satisfy the 7%.
 - o What's left goes towards PCs: 6 In-field Land Application x 1 = 6 PCs.
5. If the county inspects 18 feedlot sites (8 Compliance, 2 Construction, 1 Desk-top Nitrogen & Phosphorus and 7 In-field Land Application), they would receive 17 PCs.
 - o The first 7 Compliance inspections go towards the 7%.
 - o What's left goes towards PCs: one Compliance x 3 = 3 + two Construction x 2 = 4 + one Desktop N&P x 3 = 3 + seven In-field Land Application x 1 = 7 for a total of 17 PCs (3 + 4 + 3 + 7).
6. If the county inspects 15 feedlot sites (4 Compliance, 1 Construction, and 10 In-field Land Application), they would receive 6 PCs.
 - o Four Compliance, one Construction, and four In-field Land Application inspections go towards the 7% ($4 + 1 + \{4 \times 0.5=2\} = 7$).
 - o What's left goes towards PCs: six In-field Land Application x 1 = 6 PCs.

HOW INSPECTIONS COUNT TOWARDS THE MINIMUM SEVEN PERCENT (7%) INSPECTION RATE

Compliance and construction Inspections count toward the minimum 7% inspection rate, each as one (1) inspection.

Desktop Nitrogen & Phosphorus Record Review (conducted independent of a compliance inspection) at a feedlot site ≥ 300 AU counts as one (1) inspection. Credit will be given only if there are records available and if those records are sufficient to meet the nitrogen record requirement first and then the phosphorus record requirement second. Therefore, looking at both nitrogen and phosphorus records during a desk-top nitrogen and phosphorus inspection counts as one (1) inspection.

In-field Land Application Inspection at a feedlot site that is required to be registered or at a feedlot site that receives manure from a site required to be registered counts as one half (0.5) an inspection.

In order for the in-field land application inspection to count towards the minimum 7% inspection rate, the feedlot that is the source of the manure should not be considered a large CAFO or operating under an NPDES or SDS permit.

It is important to note that only one inspection can be counted toward the minimum 7% inspection rate for any given feedlot site during the program year. For example, if a County completes a compliance inspection and an in-field land application inspection at the same feedlot site during the same program year, the in-field land application inspection cannot be counted towards the minimum 7% inspection rate. However, any additional inspections completed for the same feedlot site during the same program year may count towards performance credits.

If **at the time of inspection**, a site has a current (January 1, 2022 or later) locked registration with animal numbers that require registration (10 or more AU in shoreland or 50 or more AU outside of shoreland) and as a result of the inspection the registration information is updated to animal numbers that no longer require registration, the inspection shall count toward the 7% inspection rate.

8. INSPECTION STRATEGY

As part of developing a realistic inspection strategy the County needs to consider all of their strategies (compliance and land application) and the time commitment required. The County should not design their inspection goals to simply meet the minimum 7% inspection rate. Rather, the County is urged to set inspection goals according to their inspection needs such as feedlots that have never been inspected. The County needs to be realistic with their inspection strategy because they will be required to initiate and work towards these strategy goals (MPR #5).

Recommended Approach for Developing an Inspection Strategy

Step 1. The first step is to calculate the number of feedlots the County intends to inspect annually. The County needs to set a goal of inspecting at least 7% of the total number of feedlots required to be registered in the County. Given this formula, a County with 300 feedlots would need to conduct 21 compliance inspections or a combination of 21 compliance/construction/desk-top nitrogen and phosphorus record/in-field land application inspections annually. One in-field land application inspection counts as one half (0.5) inspection towards the minimum 7% inspection rate.

Step 2. The second step is to decide how many inspections the County can conduct in each of the high risk/low risk categories over the next two years. Counties are encouraged to inspect sites in the BWSR One Watershed One Plan (see link below). Remember that inspections require follow-up and possible enforcement for non-compliant sites. Follow-up calls, letters, assistance and enforcement do not count towards the minimum 7% inspection rate.

9. BWSR ONE WATERSHED ONE PLAN (1W1P): <http://bwsr.state.mn.us/planning/1W1P/index.html>

APPENDIX B

2024 County Program Base Grant Award Feedlot Number

Delegated County	Feedlots Eligible for Funding	Part B. Base Grant Award	County Match Requirement	Part C. MPR Award	Total Award
Big Stone	49	\$6,385.48	\$6,385.48	\$2,718.03	\$9,103.51
Blue Earth	342	\$44,568.07	\$44,568.07	\$18,970.74	\$63,538.81
Brown	304	\$39,616.06	\$39,616.06	\$16,862.88	\$56,478.94
Carver	174	\$22,674.98	\$22,674.98	\$9,651.78	\$32,326.76
Clay	77	\$10,034.33	\$10,034.33	\$4,271.19	\$14,305.52
Cottonwood	170	\$22,153.72	\$22,153.72	\$9,429.90	\$31,583.62
Douglas	247	\$32,188.05	\$32,188.05	\$13,701.09	\$45,889.14
Faribault	266	\$34,664.06	\$34,664.06	\$14,755.02	\$49,419.08
Fillmore	568	\$74,019.49	\$74,019.49	\$31,506.96	\$105,526.45
Freeborn	225	\$29,321.10	\$29,321.10	\$12,480.75	\$41,801.85
Goodhue	428	\$55,775.25	\$55,775.25	\$23,741.16	\$79,516.41
Houston	295	\$38,443.22	\$38,443.22	\$16,363.65	\$54,806.87
Jackson	284	\$37,009.74	\$37,009.74	\$15,753.48	\$52,763.22
Kandiyohi	308	\$40,137.33	\$40,137.33	\$17,084.76	\$57,222.09
Kittson	15	\$7,500.00	\$7,500.00		\$7,500.00
Lac qui Parle	168	\$21,893.09	\$21,893.09	\$9,318.96	\$31,212.05
Lake of the Woods	20	\$7,500.00	\$7,500.00		\$7,500.00
Le Sueur	147	\$19,156.45	\$19,156.45	\$8,154.09	\$27,310.54
Lincoln	384	\$50,041.34	\$50,041.34	\$21,300.48	\$71,341.82
Lyon	286	\$37,270.38	\$37,270.38	\$15,864.42	\$53,134.80
Marshall	48	\$6,255.17	\$6,255.17	\$2,662.56	\$8,917.73
Martin	502	\$65,418.63	\$65,418.63	\$27,845.94	\$93,264.57
McLeod	233	\$30,363.63	\$30,363.63	\$12,924.51	\$43,288.14
Meeker	271	\$35,315.64	\$35,315.64	\$15,032.37	\$50,348.01
Morrison	531	\$69,197.80	\$69,197.80	\$29,454.57	\$98,652.37
Mower	291	\$37,921.96	\$37,921.96	\$16,141.77	\$54,063.73
Murray	435	\$56,687.46	\$56,687.46	\$24,129.45	\$80,816.91
Nicollet	281	\$36,618.80	\$36,618.80	\$15,587.07	\$52,205.87
Nobles	457	\$59,554.41	\$59,554.41	\$25,349.79	\$84,904.20
Norman	45	\$5,864.22	\$5,864.22	\$2,496.15	\$8,360.37
Pennington	32	\$7,500.00	\$7,500.00		\$7,500.00
Pipestone	420	\$54,732.72	\$54,732.72	\$23,297.40	\$78,030.12
Polk	47	\$6,124.85	\$6,124.85	\$2,607.09	\$8,731.94
Pope	119	\$15,507.60	\$15,507.60	\$6,600.93	\$22,108.53
Red Lake	31	\$7,500.00	\$7,500.00		\$7,500.00
Renville	271	\$35,315.64	\$35,315.64	\$15,032.37	\$50,348.01
Rice	221	\$28,799.84	\$28,799.84	\$12,258.87	\$41,058.71
Rock	539	\$70,240.32	\$70,240.32	\$29,898.33	\$100,138.65
Stearns	1370	\$178,532.92	\$178,532.92	\$75,993.90	\$254,526.82
Steele	191	\$24,890.36	\$24,890.36	\$10,594.77	\$35,485.13
Stevens	108	\$14,074.13	\$14,074.13	\$5,990.76	\$20,064.89
Swift	137	\$17,853.29	\$17,853.29	\$7,599.39	\$25,452.68
Todd	702	\$91,481.83	\$91,481.83	\$38,939.94	\$130,421.77
Traverse	35	\$7,500.00	\$7,500.00		\$7,500.00
Wadena	71	\$9,252.44	\$9,252.44	\$3,938.37	\$13,190.81
Waseca	232	\$30,233.31	\$30,233.31	\$12,869.04	\$43,102.35
Watonwan	170	\$22,153.72	\$22,153.72	\$9,429.90	\$31,583.62
Winona	477	\$62,160.73	\$62,160.73	\$26,459.19	\$88,619.92
Wright	222	\$28,930.15	\$28,930.15	\$12,314.34	\$41,244.49
Yellow Medicine	223	\$29,060.47	\$29,060.47	\$12,369.81	\$41,430.28
Total	13,469	\$1,775,394.18	\$1,775,394.18	\$739,747.92	\$2,515,142.10

APPENDIX C

CFO referral of enforcement to MPCA

Policy memo: Referral of enforcement cases from delegated counties to MPCA

DATE : June 21, 2006 (updated June 1, 2021)
TO : MPCA and County Feedlot Staff
FROM : Randall G. Hukriede, Feedlot Program Manager
PHONE : 320-295-2227

Goal: To provide criteria to promote statewide consistency regarding acceptance of feedlot enforcement referrals from delegated counties to the Minnesota Pollution Control Agency (MPCA) where there is a persistent failure by a feedlot owner to correct pollution hazards. Referral of cases from the delegated counties to the MPCA should be done infrequently and only for very serious cases. This memo does not apply to situations where a county feedlot officer (CFO) discovers a blatant violation (e.g., acute discharging, pumping, piping, dumping manure to waters of the state). These situations should be referred to the MPCA immediately.

Situations where referrals may be accepted:

- Conflict of interest between producer and county/CFO;
- Serious environmental harm/potential for harm;
- Pollution problems and/or investigations involving multiple counties; and
- Other cases as determined appropriate by the MPCA.

Requirements for the county before cases are referred:

- County must have issued a Notice of Violation (NOV);
- County must have tried to refer the case to its county attorney if its previous enforcement action was not successful in resolving the case;
- County must send a letter to the MPCA describing what it has done to resolve the case and why it wants to refer the case to the MPCA; and
- County must agree to continue to work with the MPCA as needed to resolve the case.

Requirements for the MPCA:

- Incorporate enforcement requirements by reference into county workplans and delegation agreements.
- Staff meet with supervisor and compliance coordinator to approve acceptance of the referral.
- Continue to conduct enforcement training for CFOs and/or county attorney as needed.
- Maintain a NOV and Letter of Warning to be used by counties.

PENNINGTON COUNTY RESOLUTION

WHEREAS, \$84.954 million in LRIP funding is available, with a cap of \$1.5 million for each project; and

WHEREAS, \$6 million is designated for grants to townships; and

WHEREAS, Rocksbury Township has requested county sponsorship for this project since the program requires the County to be the sponsor of a Township; and

WHEREAS, 150TH Avenue from CSAH 8 to CR 62 and CR 62 from Kendall to Hanson Drive have changed in function from local roads to collectors due to development of the City of Thief River Falls; and

WHEREAS, the City of Thief River Falls has requested that Pennington County include the reconstruction of Kendall Avenue from Greenwood to CR 62 as part of the grant application; and

WHEREAS, the Township understands that it will be responsible for all costs not covered by LRIP including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; and

WHEREAS, Rocksbury Townships construction costs will be covered 100% and the remaining grant funds will be split 75% Pennington County and 25% City; and

WHEREAS, Rocksbury Township and Pennington County agree to maintain such improvements for the lifetime of the improvements.

THEREFORE, BE IT RESOLVED THAT, Pennington County agrees to act as project sponsor for the project should the township be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

1. Be the fiscal agent on behalf of the community and have funds flow from MnDOT to the county to the contractor
2. Request SAP/SP number for the project
3. Ensure the project meets milestones and dates
4. Assist Rocksbury Township in execution of a grant agreement
5. Develop, review and/or approve the plan
6. Submit plan, engineers estimate, and proposal to the DSAE
7. Advertise, let, and award the project
8. Submit pay requests to State Aid
9. Communicate progress and updates with the DSAEs and State Aid State Programs Engineer
10. Ensure that the project receives adequate supervision and inspection
11. Assist with project close out

THEREFORE, BE IT FURTHER RESOLVED THAT, Pennington County agrees to apply for a joint application with Rocksbury Township and the City of Thief River Falls for the reconstruction of CR 62, Kendall Avenue and 150th Ave.