

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS JANUARY 5, 2016 – BOARD AGENDA**

- 9:00 1) **J. Mark Wedel, County Board Chairperson**
- A) **Call to Order**
  - B) **Pledge of Allegiance**
  - C) **Board of Commissioners Meeting Procedure**
  - D) **Approval of Agenda**
  - E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File December 22, 2015 – January 4, 2016**
  - B) **Approve December 22, 2015 County Board Minutes**
  - C) **Acknowledge County Administrator's Approval of Year-End Matters**
    - 1. **Reserve Funds – Dept. 206, Forfeiture - Sheriff's Office**
    - 2. **HHS Auditor's Vouchers**

## **ADJOURN (2015 Board)**

- 9:05 3) **Nathan Burkett, County Administrator**
- A) **Call to Order 2016 Board Meeting**
- 4) **2016 County Board Nominations**
- A) **Nominations for Chair & Vice Chair**
- 9:10 5) **Consent Agenda**
- A) **Reaffirm Annual Code of Ethics & Travel Policy**
  - B) **Approve Commissioner Warrants**
  - C) **Approve Auditor Warrants –RE Tax Overpays**
  - D) **Adopt Resolution: In Support of Conducting a Scenic Byway Assessment for the Lake Mille Lacs Area**
  - E) **Approve Extension Committee Appointments**
  - F) **Adopt Resolution: Form LG214 Mille Lacs Trails Snowmobile Club, Inc.**
  - G) **Approve 2016 Fire Protection Contract with City of Aitkin**
- 9:12 6) **Tim Terrill, Executive Director Mississippi Headwaters Board**
- A) **MHB Update and Easement Acquisition Process – Power Point Presentation**
- 9:45 7) **Nathan Burkett, County Administrator**
- A) **Set 2016 Board Meeting Schedule**
  - B) **Adopt Resolution – 2016 Official County Newspaper**

**C) Adopt Resolution – 2016 Aitkin County Board of Commissioners Rules of Business & Meeting Procedures**

**D) Adopt Resolutions (2) – Committee Appointments – Commissioners**

**10:15 8) Committee Updates**

**11:00 Break**

**11:15 9) Nathan Burkett, County Administrator**

**A) Closed Meeting Under MN Statute 13D.05 Subd. 3 (a) Annual Performance Evaluation of County Administrator**

**12:30 Adjourn**

The Aitkin County Board of Commissioners met this 22<sup>nd</sup> day of December, 2015 at 9:02 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Nathan Burkett, and Administrative Assistant Sue Bingham.

**CALL TO ORDER**

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the December 22, 2015 amended agenda. Item 2M, Authorize County Administrator to Sign Year-End Matters, was added to the consent agenda.

**APPROVED AGENDA**

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
December 22, 2015**

**HEALTH & HUMAN SERVICES BOARD**

**I. Attendance**

The Aitkin County Board of Commissioners met this 22<sup>nd</sup> day of December, 2015, at 9:04 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Ann Marcotte, Brian Napstad, Don Niemi and Laurie Westerlund; and others present included: County Administrator Nathan Burkett; H&HS Staff Members Tom Burke, Director; Jessi Schultz & Ann Rivas, Social Service Supervisors; Erin Melz, Public Health Supervisor; Ruth Sundermeyer, Support & Collections Supervisor; Kathy Ryan, Fiscal Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Roberta Elvecrog, and Julie Ann Larkin, H&HS Advisory Committee Member; Tom Mayfield, National HealthCare Capital; and Dennis Kohlgraff, citizen.

**II. Approval of Health & Human Services Board Agenda**

Motion by Commissioner Niemi, seconded by Commissioner Marcotte, and carried; the vote was to approve the Agenda with the addition of V. - C. "Stepping Up" National Summit.

**III. Review November 24, 2015 Health & Human Service Board Minutes**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Minutes of the November 24, 2015 Health & Human Services Board Meeting.

**IV. Review Bills**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the Bills.

**V. General/Miscellaneous Information**

**A. Approve appointment of new applicants to the Health & Human Services Advisory Committee as follows:**

- 1. Carol Holton - McGregor – Comm. Dist. #4

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve the appointment of new applicants to the Health & Human Services Advisory Committee as follows:

- 1. Carol Holton - McGregor – Comm. Dist. #4

**B. Approve re-appointment of Health & Human Services Advisory Committee Members as follows:**

1. Joy Janzen - Aitkin - Comm. Dist. #2
2. Kristine Layne – Aitkin - Comm. Dist. #1

Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the re-appointment of Health & Human Services Advisory Committee Members

as follows:

1. Joy Janzen - Aitkin - Comm. Dist. #2
2. Kristine Layne – Aitkin - Comm. Dist. #1

**C. "Stepping Up" National Summit** has approved of up to five staff members attending the upcoming summit April 17-19, 2016 in Washington, D.C. with expenses fully reimbursed. This is a Mental Health Initiative focus across the nation to determine Best Practices and Common Practices sponsored in part by the American Psychiatric and NACO. Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried, to allow Tom Burke to proceed with the process of arranging for five people to attend the upcoming National Summit in Washington, D.C. on April 17-19, 2016.

**VI. Contracts/Agreements**

**A. Ambulance Service Contracts for the period January 1, 2016 thru December 31, 2016:**

1. Meds-1 Ambulance Service, Grand Rapids
2. Mille Lacs Health System, Onamia
3. McGregor Area Ambulance Service, McGregor
4. North Memorial Medical Transportation, Brainerd

Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve the Ambulance Service Contracts for the period January 1, 2016 thru December 31, 2016:

1. Meds-1 Ambulance Service, Grand Rapids
2. Mille Lacs Health System, Onamia
3. McGregor Area Ambulance Service, McGregor
4. North Memorial Medical Transportation, Brainerd

**B. Purchase of Service Agreements for the period January 1, 2016 to December 31, 2016 between ACHHS and:**

1. New Pathways, Inc, Brainerd
2. Compass Counseling Partners, Nisswa
3. Northern Psychiatric Associates, Baxter
4. George Tetreault, MA, LP, Baxter
5. CORE Professional Services, Brainerd
8. Nystrom & Associates, Baxter

Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried; the vote was to approve the following Purchase of Service Agreements for Clinical Services for the period January 1, 2016 to December 31, 2016 between ACHHS and:

1. New Pathways, Inc, Brainerd
2. Compass Counseling Partners, Nisswa
3. Northern Psychiatric Associates, Baxter
4. George Tetreault, MA, LP, Baxter
5. CORE Professional Services, Brainerd
8. Nystrom & Associates, Baxter

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried; the vote was to approve the following MFIP Purchase of Service Agreements for the period January 1, 2016 to December 31, 2016:

- 6. Arrowhead Economic Opportunity Agency (AEOA) Virginia
- 7. Northeast Minnesota Office of Job Training (NEMOJT) Virginia

**C. Agreement between ACHHS and Northland Counseling Center, Inc., for Detoxification Services for the period January 1, 2016 through December 31, 2016.** Motion by Commissioner Marcotte, seconded by Commissioner Westerlund, and carried; the vote was to approve the Agreement between ACHHS and Northland Counseling Center, Inc., for Detoxification Services for the period January 1, 2016 through December 31, 2016.

**D. WIC Agreements - Malmo between ACHHS and the Bethesda Lutheran Church of Malmo for the period January 1, 2016 to December 31, 2016.** Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the WIC Agreements - Malmo between ACHHS and the Bethesda Lutheran Church of Malmo for the period January 1, 2016 to December 31, 2016.

**E. HealthPartners Participating Provider Agreement effective January 1, 2016.** Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the HealthPartners Participating Provider Agreement effective January 1, 2016.

**F. 2016 Family Planning Contract between ACHHS and Riverwood HealthCare Center, Aitkin, for the period January 1, 2016 through December 31, 2016.** Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the 2016 Family Planning Contract between ACHHS and Riverwood HealthCare Center, Aitkin, for the period January 1, 2016 through December 31, 2016.

**G. IV-D Child Support Cooperative Arrangement with Aitkin County Offices of Human Services, County Sheriff and County Attorney for the period January 1, 2016 to December 31, 2017.** Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the IV-D Child Support Cooperative Arrangement with Aitkin County Offices of Human Services, County Sheriff and County Attorney for the period January 1, 2016 to December 31, 2017.

**H. Minnesota State/County Child Support Program Cooperative Agreement CY 2016-2017 covering the Administration of Child Support and Establishment of Paternity and Medical Support Liability Programs by and between the State of Minnesota DHS and Aitkin County.** Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Minnesota State/County Child Support Program Cooperative Agreement CY 2016-2017 covering the Administration of Child Support and Establishment of Paternity and Medical Support Liability Programs by and between the State of Minnesota DHS and Aitkin County.

**VII. Resolutions**

**A. Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies.** Motion for a resolution by Commissioner Marcotte,

seconded by Commissioner Westerlund and carried, all members voting yes to adopt the following resolution:

**MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA SERVICES FOR GOVERNMENTAL AGENCIES**

**WHEREAS**, the County of Aitkin desires to improve efficiencies through participating in a more efficient court process with the Minnesota Judicial Branch; and,

**WHEREAS**, as the Minnesota Judicial Branch moves towards a more efficient court process, the eCourtMN initiative is committed to ensuring the non-court governmental agencies have the appropriate access to court records and documents; and,

**WHEREAS**, the County of Aitkin desires to subscribe to Minnesota Court Data Services Program.

**NOW, THEREFORE, BE IT RESOLVED** that the Aitkin Board of Commissioners approves and authorizes Thomas Burke, Director of Aitkin County Health & Human Services to sign the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies.

**HHS RESOLUTION  
12-22-2015:  
MASTER  
SUBSCRIBER  
AGREEMENT FOR  
MINNESOTA  
COURT DATA  
SERVICES FOR  
GOVERNMENTAL  
AGENCIES**

**VIII. FYI**

**A. Tentative 2016 Health & Human Services Board Meeting Dates**

**IX. Administrative Reports:**

**A. Financial & Transportation Reports** - Kathleen Ryan - Reviewed and discussed each report.

**X. Joint Powers Board Reports:**

**A. Tri-County Community Health Services Board (CHS)**  
Commissioner Westerlund / Erin Melz / Tom Burke  
December 10, 2015 Meeting Minutes - Erin Melz discussed the MDH fiscal updates regarding grants. Tom Burke noted the nursing issues with respect to training and the shortage of nurses.

**XI. Committee Reports from Commissioners**

**A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte  
Committee Members attending today: Julie Anne Larkin & Roberta Elvecrog

December 2nd meeting minutes. - Roberta Elvecrog noted the Child Support Presentation by Ruth Sundermeyer along with updates on Operation Christmas and Salvation Army. Julie Anne Larkin expressed her appreciation as a newly appointed member of the Advisory Committee and noted her willingness and that of other members to serve if opportunities arise where their involvement could be utilized.

**B. AEOA Committee Update** – Commissioner Westerlund - Was unable to attend recent meeting.

**C. NEMOJT Committee Update** – Commissioner Napstad - Discussed the DEED grant of \$250,000 in Itasca County for training, transportation, housing to break down the barriers for employment. He discussed that need for the training in order to have qualified, educated people apply for positions and noted that Itasca

County is addressing these issues with their MFIP programs. He also discussed the mining issues for laid off employees to get extended unemployment benefits by participating in re-training again to provide trained and well educated people for employment.

**D. CJI (Children’s Justice Initiative)** – Commissioner Westerlund was unable to attend. Jessi Schultz noted that there are upcoming changes with confidential form since much more of the child protection area is public information.

She also noted the concerns of the replacement judges with respect to Courthouse and Courtroom safety in Aitkin County.

**E. Lakes & Pines Update** – Commissioner Niemi noted there was no meeting.

**F. Tom Burke noted that Representative Lueck and others representing the MN House and Senate will be meeting at the Aitkin Public Library on Wednesday, January 13, 2016 from 2 - 4 p.m. to discuss MNSURE.** Others participating in the meeting will be folks from Carlton and Crow Wing Counties and Riverwood HealthCare Center.

Next Meeting – January 26, 2016

Break: 10:09 a.m. to 10:25 a.m.

**BREAK**

Dennis Kohlgraff, resident of Spalding Township addressed the Board about the Minnewawa Sportsmen’s Club gun range, and the increase to his property taxes.

**CITIZEN’S PUBLIC COMMENT**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: December 9, 2015 to December 21, 2015; B) Approve December 8, 2015 County Board Minutes; C) Approve December 8, 2015 Budget Hearing Minutes; D) Approve Auditor Warrants – November Sales & Use Tax: General Fund \$447.72, Road & Bridge \$843.42, State \$6,855.00, Long Lake Conservation Center \$93.06, Parks \$108.56 for a total of \$8,347.76, E) Approve Auditor Warrants – Tax Overpays: Taxes & Penalties \$32,470.98; F) Approve Commissioner Warrants: General Fund \$279,112.91, Road & Bridge \$67,404.67, Special Revenue \$1,026.54, Health & Human Services \$1,755.00, State \$530.28, Trust \$18,169.39, Forest Development \$17,707.90, Agency \$19,387.79, Taxes & Penalties \$0.17, Long Lake Conservation Center \$2,070.67, Parks \$12,125.35 for a total of \$419,290.67; G) Approve November Manual Warrants: General Fund \$39,920.06, Road & Bridge \$1,561,882.57, Health & Human Services \$7,414.07, State \$100,496.50, Forest Development \$-378.49, Taxes & Penalties \$102,772.36, Long Lake Conservation Center \$745.61, Parks \$337.00 for a total of \$1,813,189.68, H) Adopt Resolution: 2016 Liquor License Renewals; I) Adopt Resolution: 2016 Liquor License – Big Sandy Lodge & Resort; J) Accept \$1259.87 Donation to Sobriety Court from Brainerd Community Action for October Dinner/Dance/Silent Auction; K) Approve New Vehicle Purchase for Environmental Services Dept.; L) Approve Personnel Policy Updates; M) Authorize County Administrator to Sign Year-End Matters

**REGULAR BOARD RECONVENED**

**CONSENT AGENDA**

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution - 2016 Liquor License Renewals:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2016 thru December 31, 2016:

**RESOLUTION  
20151222-076  
2016 LIQUOR  
LICENSE  
RENEWALS**

**“ON”, “OFF” and “SUNDAY” Sale:**

Corner Club LLC, d/b/a **Corner Club** – Macville Township  
This Establishment has an address of 60967 Highway 169, Hill City, MN 55748

Denny’s Lakeview Inn LLC, d/b/a **Denny’s Lakeview Inn** – Glen Township  
This establishment has an address of 33592 300<sup>th</sup> Place, Aitkin, MN 56431

Fireside Inn Inc., d/b/a **Fireside Inn** – Jevne Township  
This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

Hillcrest Resort McGregor LLC, d/b/a **Hillcrest Resort** – Shamrock Township  
  
**This establishment has an address of 20612 498<sup>th</sup> Lane, McGregor, MN 55760**

RIPS HLI Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township  
  
**This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760**

Pepera Properties Inc., d/b/a **Jackson’s Hole** – Salo Township  
This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

Phil’s Myr Mar Marina Inc., d/b/a **Phil’s Myr Mar Marina** – Hazelton Township  
This establishment has an address of 44033 Conifer St., Aitkin, MN 56431

Jacque Saari, d/b/a **Whispering Pines** – Shamrock Township  
This establishment has an address of 16469 Goshawk Street, McGregor, MN 55760

**“ON” and “SUNDAY” Sale:**

Zorbaz of Big Sandy Lake Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township  
This establishment has an address of 48760 State Highway 65, McGregor, MN 55760

**“OFF” Sale:**

KRIM15 LLC, d/b/a **Cave Liquors** – Hazelton Township  
This establishment has an address of 22852 US Highway 169, Aitkin, MN 56431

Grand Rapids Greenhouse inc., d/b/a **Gould’s Mississippi Landing** – Ball Bluff Township  
This establishment has an address of 68298 St. Hwy. 65, Jacobson, MN 55752

**“ON” Sale – WINE:**

Kulifaj Resorts Inc., d/b/a **The Red Door Resort** – Wealthwood Township  
This establishment has an address of 38421 State Highway 18, Aitkin, MN 56431

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution – 2016



Liquor License - Big Sandy Lodge & Resort:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following liquor license for a period ending December 31, 2016:

**“ON”, “OFF” and “SUNDAY” Sale:**

Gabeshiwigamig Niish, LLC, d/b/a **Big Sandy Lodge & Resort** - Shamrock Township  
This establishment has an address of 20534 487<sup>th</sup> Street, McGregor, MN 55760

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve purchase of 2016 Ford Escape at a cost of approximately \$15,990.00, with trade of 2005 Chevy Equinox, from Aitkin Motors – Environmental Services Dept.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve updates to the Personnel Policy related to the new Aitkin County Health Care Plan, as presented.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to authorize the County Administrator to approve and sign miscellaneous year-end matters.

Tom Mayfield, representative for Riverwood Healthcare Center discussed tax exempt refinancing bonds for Riverwood Healthcare Center. Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to set date and time for a Public Hearing for a refinancing project by Aitkin Community Hospital, Inc., d/b/a Riverwood Healthcare Center on Tuesday, February 9, 2016 at 10:00 a.m. in the County Boardroom of the Aitkin County Courthouse, located at 217 2<sup>nd</sup> Street NW, Aitkin, MN.

Nathan Burkett, County Administrator reviewed the proposed 2016 Aitkin County Budget and Levy with the Board. Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt the following resolution of adoption:

**Resolution of Adoption – 2016 Budget**

**WHEREAS**, the Aitkin County Board of Commissioners is responsible for adoption of an annual budget for Aitkin County; and

**WHEREAS**, the Aitkin County Board of Commissioners has considered the budget proposed by the County Administrator in accordance with MN Statute Chapter 375A.06, set the preliminary 2016 levy for Aitkin County on September 22, 2015 and held the required public hearing on the proposed 2016 budget on December 8, 2015.

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board adopts this document as the 2016 Budget for Aitkin County, adopts all resolutions, policies, and directives contained herein.

**RESOLUTION  
20151222-077  
2016 LIQUOR  
LICENSE – BIG  
SANDY LODGE &  
RESORT**

**NEW VEHICLE –  
ENVIRONMENTAL  
SERVICES DEPT.**

**PERSONNEL  
POLICY UPDATES**

**YEAR-END  
MATTERS**

**PUBLIC HEARING  
SET –  
RIVERWOOD  
HEALTHCARE  
CENTER**

**RESOLUTION  
20151222-078  
RESOLUTION OF  
ADOPTION – 2016  
BUDGET**

Under the resolution of adoption, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: 2016 Levy:

**2016 Levy**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2016 for the following funds:

**RESOLUTION  
20151222-079  
2016 LEVY**

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$5,318,897
Road and Bridge Fund	\$2,586,942
Health & Human Services Fund	\$2,530,681
Operation or Maintenance Costs Of a County Jail	\$1,996,480
Parks	\$ 15,000
<b>Total:</b>	<b>\$12,448,000</b>

Under the resolution of adoption, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: 2016 Budgets for Levy Funds:

**2016 Budgets for Levy Funds**

**BE IT RESOLVED**, that the following 2016 budgets be set for the leviable funds of Aitkin County:

**RESOLUTION  
20151222-080  
2016 BUDGETS  
FOR LEVY FUNDS**

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$11,920,930	\$12,737	\$11,933,667
Road and Bridge	\$8,078,942	\$78,356	\$8,157,298
Health & Human Service	\$6,503,158	\$367,220	\$6,870,378
Parks	\$572,716	(\$35,194)	\$537,522
<b>Total:</b>	<b>\$27,075,746</b>	<b>\$423,119</b>	<b>\$27,498,865</b>

Under the resolution of adoption, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: 2016 Employee Compensation:

**2016 Employee Compensation**

**WHEREAS**, the Aitkin County Board of Commissioners is in support of a pay-for-performance plan, and Aitkin County has historically followed a pay-for-performance plan for employees not included in a bargaining agreement; and

**RESOLUTION  
20151222-081  
2016 EMPLOYEE  
COMPENSATION**

**WHEREAS**, a reform of the pay-for-performance plan is currently in the process; and

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2016 for non-elected employees not included in a bargaining agreement as follows:

General adjustment - .35/ hour (624/annual)

Upon certification to the Human Resources Department by the employee's Department Head, and in the Case of Department Heads, the County Administrator that the employee's performance during FY 2015 has been at least Satisfactory/Successful and will result in the next performance evaluation demonstrating such:

Performance adjustment – up to 3% of 2015 salary

**BE IT FURTHER RESOLVED**, the County Board authorizes the County Administrator to set individual salaries and wages for union and non-union staff, to interpret policies and union contracts on behalf of the Board and to resolve all errors, omissions or discrepancies that may arise to ensure accurate, timely implementation of this resolution.

Under the resolution of adoption, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: 2016 Elected Officials Salaries:

**2016 Elected Officials Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2016 salaries of Aitkin County Elected Officials at:

County Auditor, Kirk Peysar	\$ 83,585.66
County Treasurer, Lori Grams	\$ 71,798.75
County Recorder, Mick Moriarty	\$ 64,484.00
County Sheriff, Scott Turner	\$ 95,899.00
County Attorney, Jim Ratz	\$112,744.16

These salaries are based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

Under the resolution of adoption, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: 2016 Commissioner Salaries:

**2016 Commissioner Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2016 County Commissioner's salary at \$30,253. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

**RESOLUTION  
20151222-082  
2016 ELECTED  
OFFICIALS  
SALARIES**

**RESOLUTION  
20151222-083  
2016  
COMMISSIONER  
SALARIES**

Under the resolution of adoption, motion for a resolution by Commissioner Marcotte,

seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: 2016 Appropriations to Aitkin County Soil and Water Conservation District and Snake River Watershed:

**2016 Appropriations to Aitkin County Soil and Water Conservation District and Snake River Watershed**

**BE IT RESOLVED**, that the budget and appropriation in the amount of \$143,254 be set for 2016 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$45,220 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

**RESOLUTION  
20151222-084  
2016  
APPROPRIATIONS  
TO AITKIN  
COUNTY SOIL &  
WATER AND  
SNAKE RIVER  
WATERSHED**

Under the resolution of adoption, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: East Central Regional Library:

**East Central Regional Library**

**BE IT RESOLVED**, that the amount of \$219,932 be budgeted and levied for the year 2016 for the East Central Regional Library.

**RESOLUTION  
20151222-085  
EAST CENTRAL  
REGIONAL  
LIBRARY**

Under the resolution of adoption, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: Boat and Water Safety Budget:

**Boat and Water Safety Budget**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners approves the 2016 annual Boat and Water Safety Agreement budget on file in the Office of County Auditor in the amount of \$84,830 for a term January 1, 2016 to December 31, 2016.

**RESOLUTION  
20151222-086  
BOAT AND WATER  
SAFETY BUDGET**

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$150		
Boat & Water Grant	\$27,235		
<b>Totals:</b>	<b>\$27,385</b>	<b>\$57,445</b>	<b>\$84,830</b>

Under the resolution of adoption, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: 2016 Non-Levy Budget:

**2016 Non-Levy Budget**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2016:

**RESOLUTION  
20151222-087  
NON-LEVY  
BUDGETS**

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
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Law Library	\$30,000		\$30,000
County Development	\$339,000	(\$60,389)	\$278,661
Cons. Forf Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,577,500	\$40,172	\$1,617,672
Forest Resource	\$142,500	\$39,151	\$181,651
Reforestation	\$208,875	(\$66,594)	\$142,281
Memorial Forest	\$102,538	\$73,654	\$176,192
Forest Road	\$38,000	\$13,000	\$51,000
Gravel Pit	\$3,000		\$0
Missing Heirs	\$0		\$0
MCIT	\$0		\$0
Collaborative Grant	\$56,500	\$16,350	\$72,850
Environmental Trust	\$10,000		\$10,000
LLCC	\$637,209	\$(4,573)	\$632,636

Under the resolution of adoption, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: 2016 Unorganized Township Budgets:

**2016 Unorganized Township Budgets**

**BE IT RESOLVED**, that the following 2016 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$41,000		\$41,000
Unorganized Fire Fund	\$32,325		\$32,325
Unorganized Cemetery	\$2,700		\$2,700

**RESOLUTION  
20151222-088  
2016  
UNORGANIZED  
TOWNSHIP  
BUDGETS**

Under the resolution of adoption, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: Unorganized Road & Bridge Transfers:

**Unorganized Road & Bridge Transfers**

**BE IT RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the Unorganized Road and Bridge account to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the Unorganized Townships as given below. Purpose of this claim is to cover the expense of snowplowing and repairing of road in the Unorganized Townships with county equipment.

Unorg Township	
52-22	\$6,141.55
45-24	\$3,460.00
47-24	\$13,432.18
52-24	\$2,517.50
50-25	\$4,765.00
52-25	\$6,399.60
50-26	\$520.00
48-27	\$5,465.39

**RESOLUTION  
20151222-089  
UNORGANIZED  
ROAD & BRIDGE  
TRANSFERS**

49-27	\$7,735.52
50-27	\$680.00
51-27	\$1,805.00
52-27	\$3,620.00

Under the resolution of adoption, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: 2015 Ditch Fund Budgets:

**2015 Ditch Fund Budgets**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2015:

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$6		\$0
Co Ditch 5	7-353	\$0		\$0
Co Ditch 21	7-365	\$0		\$0
Co Ditch 24	7-351	\$0		\$0
Co Ditch 28	7-356	\$0		\$117
Co Ditch 30	7-352	\$13		\$0
Co Ditch 34	7-357	\$0		\$0
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$0		\$1,535
St Ditch 63	7-362	\$0		\$364
St Ditch 66	7-363	\$0		\$0
Co Ditch 2	7-367	\$0		\$867
Diversion Channel	7-373	\$0		\$0
Co Ditch 23	7-354	\$0		\$85
Co Ditch 25	7-355	\$0		\$0
Co Ditch 42	7-360	\$0		\$973
Co Ditch 58	7-361	\$0		\$0
Co Ditch 20	7-364	\$0		\$0
Co Ditch 43	7-366	\$0		\$0
Co Ditch 29	7-371	\$0		\$0
Co Ditch 38	7-	\$0		\$0

**RESOLUTION  
20151222-090  
2015 DITCH FUND  
BUDGETS**

Under the resolution of adoption, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: County Ditch and County Development Transfers:

**County Ditch and County Development Transfers**

**BE IT RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the ditch accounts to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the ditch as given below. Purpose of this claim is to cover the expense of Assessment and Maintenance of ditches.

County Ditch 63	\$363.82
-----------------	----------

**RESOLUTION  
20151222-091  
COUNTY DITCH  
AND COUNTY  
DEVELOPMENT  
TRANSFERS**

**BE IT FUTHER RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the County Development Fund to the County Road and bridge Fund to cover maintenance of the following County Ditches:

County Ditch 2	\$867.29
County Ditch 23	\$85.33
County Ditch 28	\$116.91
County Ditch 37	\$1,535.00
County Ditch 42	\$972.50

The Board reported on the following: BWSR, EQB, MHB, ARDC, CARE, Library, CMCC, Parks, DAC, and Mille Lacs Watershed.

**BOARD  
DISCUSSION**

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 12:04 p.m. until Tuesday, January 5, 2016 at 9:00 a.m.

**ADJOURN**

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Nathan Burkett, County Administrator



# Board of County Commissioners Agenda Request

2C  
Agenda Item #

**Requested Meeting Date:** January 5, 2016

**Title of Item:** Acknowledge County Administrator's Approval of Year-End Matters

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Nathan Burkett	<b>Department:</b> Administration
--	--------------------------------------

<b>Presenter (Name and Title):</b> n/a	<b>Estimated Time Needed:</b>
---	-------------------------------

**Summary of Issue:**

At the December 22, 2015 County Board meeting, the Board gave authorization to the County Administrator to approve and sign miscellaneous year-end matters.

Two year-end matters were approved by the County Administrator. They are attached:

1. A request to reserve funds for the forfeiture account in the Sheriff's Office
2. Health & Human Services Auditor's vouchers

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Acknowledge County Administrator's approval on the above items.

**Financial Impact:**  
*Is there a cost associated with this request?*  Yes  No  
*What is the total cost, with tax and shipping? \$*  
*Is this budgeted?*  Yes  No *Please Explain:*





# Aitkin County



## REVENUES & EXPENDITURES BUDGET REPORT

Report Basis: Cash

From: 01/2015 Thru: 12/2015

Percent of Year: 100%

01 Fund  
General Fund  
206 Dept  
Forfeitures

<u>Account Numbe</u>	<u>Description</u>	<u>Status</u>	<u>12/2015 Amount</u>	<u>Selected Months</u>	<u>Proposed 2015</u>	<u>% Of Budget</u>
--- Revenues ---						
01-206-000-0000-5840	Revenue/Forfeitures		.00	22,164.60-	0.00	0
--- Expenditures ---						
01-206-000-0000-6409	Forfeiture Supplies		.00	<del>35,279.57</del> 9,923.27	0.00	0
206 Dept	TOTALS Forfeitures	Revenue	.00	22,164.60-	.00	0
		Expend.	.00	35,279.57	.00	0
		Net	.00	<del>13,114.97</del> 12,240.93-	.00	0

# Aitkin County

## ACCOUNT ACTIVITY REPORT



Tran SC	Typ	Vendor	G/L Month	Receipt/Warrant NUMBER	DATE	Seq #	AMOUNT	DESCRIPTION	Invoice Number	Accr Cd	R1R2 Basis
		01- 204- 000- 0000- 6353 - Workers Compensation Insurance			Total		370.60				
		01- 204- 000- 0000- 6511 - Gas And Oil									
DI	DI	9642- WEX BANK	05/2015	63077	05/08/2015	333	413.62	Gas for squads	042400704:		1
DI	DI	9642- WEX BANK	07/2015	64083	07/31/2015	333	78.09	Fuel	042400704:		1
DI	DI	9642- WEX BANK	11/2015	65066	11/06/2015	333	483.25	GAS	042400704:		1
		01- 204- 000- 0000- 6511 - Gas And Oil			Total		974.96				
		01- 204- 000- 0000- 6610 - Equipment									
DI	DI	2340- Hyytinen Hardware Hank	03/2015	62419	03/13/2015	333	36.99	Tongue jacks	1234590		1
DI	DI	5171- Willey's Marine Inc	03/2015	62511	03/13/2015	333	241.95	ATV RAMP	36791		1
		01- 204- 000- 0000- 6610 - Equipment			Total		278.94				
							PROGRAM 000 Total	135.30			
							DEPT 204 - ATV Total	135.30			
DEPT 206 - Forfeitures											
PROGRAM 000											
		01- 206- 000- 0000- 5840 - Revenue/Forfeitures									
RE	RE	AITKIN CO. SHERIFF'S OFFICE	01/2015	2588	01/08/2015	222	103.10-	Forf/DRUG TASK FORCE SETTLEMT			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	06/2015	2701	06/12/2015	222	375.00-	SALVAGE FORFEITED VEHICLES			1
RE	RE	G02/ADMIN SURPLUS OPERATIONS	07/2015	2728	07/27/2015	222	1,327.50-	ICR #13- 0050 (FORFEIT)			1
RE	RE	G02/ADMIN SURPLUS OPERATIONS	07/2015	2728	07/27/2015	222	440.00-	ICR #14- 2122 (FORFEIT)			1
RE	RE	G02/ADMIN SURPLUS OPERATIONS	07/2015	2728	07/27/2015	222	380.00-	ICR #14- 0386 (FORFEIT)			1
RE	RE	G02/ADMIN SURPLUS OPERATIONS	07/2015	2728	07/27/2015	222	171.00-	ICR #13- 2966 (FORFEIT)			1
RE	RE	G02/ADMIN SURPLUS OPERATIONS	07/2015	2728	07/27/2015	222	684.00-	ICR #12- 2132 (FORFEIT)			1
RE	RE	G02/ADMIN SURPLUS OPERATIONS	07/2015	2728	07/27/2015	222	1,089.00-	ICR #14- 4009 (FORFEIT)			1
RE	RE	G02/ADMIN SURPLUS OPERATIONS	07/2015	2729	07/27/2015	222	14,850.00-	ICR #13- 4144 (FORFEIT)			1
RE	RE	G02/ADMIN SURPLUS OPERATIONS	07/2015	2729	07/27/2015	222	2,745.00-	ICR #14- 3246 (FORFEIT)			1
		01- 206- 000- 0000- 5840 - Revenue/Forfeitures			Total		22,164.60-				
		01- 206- 000- 0000- 6409 - Forfeiture Supplies									
DI	DI	9344- Foremost Promotions	01/2015	61912	01/30/2015	333	466.00	Drug free lollipops	284433		1 P
DI	DI	3371- Minnesota Sheriffs' Association	01/2015	61959	01/30/2015	333	2,523.00	MSA 2015 Lexipol Policy Proj	15- 0088		1
DI	DI	10475- Creative Product Sourcing, Inc	02/2015	62055	02/13/2015	333	49.00	DARE grad pins	81250		1
DI	DI	117- Aitkin County Sheriff	03/2015	62365	03/13/2015	333	74.75	title forfeited vehicles	3/3/15		1
DI	DI	5892- McGregor Printing & Graphics, I	03/2015	62439	03/13/2015	333	470.00	DARE graduation shirts	17228		1
DI	DI	1333- Dell Marketing L.P.	04/2015	62844	04/24/2015	333	25,356.30	(10) Rugged laptops- Latitude	XJNCT93J2		1
DI	DI	1333- Dell Marketing L.P.	04/2015	62844	04/24/2015	333	1,223.90	10 docking power stations	XJN941319		1
DI	DI	11960- ASAP Towing	06/2015	63397	06/19/2015	333	150.00	Tow forfeiture	2495		1
DI	DI	86359- Aitkin Co Attorney	07/2015	63792	07/17/2015	333	39.35	20% Admin Forfeiture funds	13- 0050		1
DI	DI	86359- Aitkin Co Attorney	07/2015	63792	07/17/2015	333	2,646.25	20% Admin Forfeiture funds	13- 4144		1
DI	DI	86359- Aitkin Co Attorney	07/2015	63792	07/17/2015	333	18.08	30% Admin Forfeiture funds	14- 2122		1

FROM RESERVES 2014

25,356.30 (10) Rugged laptops- Latitude

SKA1

12/1/15 10:38AM

Fund 01 - General Fund

# Aitkin County

## ACCOUNT ACTIVITY REPORT



From: 01/01/2015 Thru: 11/30/2015

Page 46

Report Basis: 1

Tran SC	Typ	Vendor	G/L Month	Receipt/Warrant NUMBER	DATE	Seq #	AMOUNT	DESCRIPTION	Invoice Number	Accr Cd	R1R2 Basis
01- 206- 000- 0000- 6409 - Forfeiture Supplies											
DI	DI	86359- Aitkin Co Attorney	07/2015	63792	07/17/2015	333	671.25	30% Admin Forfeiture funds	14- 3246		1
DI	DI	86359- Aitkin Co Attorney	07/2015	63792	07/17/2015	333	193.88	30% Admin Forfeiture funds	14- 4009		1
DI	DI	9429- State Treasurer's Office General	07/2015	63915	07/17/2015	333	19.68	10% Admin Forf	13- 0050		1
DI	DI	9429- State Treasurer's Office General	07/2015	63915	07/17/2015	333	1,323.13	10% Admin Forf	13- 4144		1
DI	DI	117- Aitkin County Sheriff	11/2015	65071	11/20/2015	333	55.00	transfer 3 forfeitures	10/30/15		1
01- 206- 000- 0000- 6409 - Forfeiture Supplies											
							Total	<del>35,279.57</del> 9,923.27			
PROGRAM 000 Total							13,114.97				
DEPT 206 - Forfeitures Total							<del>13,114.97</del> 12,240.93-				
DEPT 252 - Corrections											
PROGRAM 000											
01- 252- 000- 0000- 5530 - Corrections Fees											
RE	RE	AITKIN CO. SHERIFF'S OFFICE	01/2015	2586	01/08/2015	222	220.00-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	01/2015	2590	01/16/2015	222	200.00-	CORRECTIONS FEES/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	01/2015	2596	01/23/2015	222	170.00-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	02/2015	2603	02/03/2015	222	373.68-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	02/2015	2611	02/13/2015	222	209.00-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	02/2015	2617	02/18/2015	222	109.00-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	02/2015	2626	02/26/2015	222	259.72-	CORRECTIONS FEES/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	03/2015	2630	03/05/2015	222	218.40-	CORRECTIONS FEES/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	03/2015	2637	03/12/2015	222	166.00-	CORRECTIONS FEES/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	03/2015	2642	03/17/2015	222	209.70-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	03/2015	2647	03/30/2015	222	96.13-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	04/2015	2650	04/01/2015	222	48.87-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	04/2015	2657	04/10/2015	222	173.77-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	04/2015	2661	04/16/2015	222	188.84-	CORRECTIONS FEES/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	04/2015	2669	04/28/2015	222	237.00-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	05/2015	2676	05/08/2015	222	283.95-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	05/2015	2686	05/20/2015	222	247.25-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	06/2015	2690	06/03/2015	222	250.75-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	06/2015	2698	06/12/2015	222	290.75-	CORRECTIONS FEES/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	06/2015	2703	06/18/2015	222	175.00-	CORRECTIONS FEES/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	06/2015	2708	06/30/2015	222	303.50-	CORRECTIONS FEES/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	07/2015	2712	07/10/2015	222	310.00-	CORRECTIONS FEES/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	07/2015	2720	07/16/2015	222	104.87-	CORRECTIONS FEES/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	07/2015	2725	07/21/2015	222	140.31-	CORRECTIONS FEES/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	07/2015	2732	07/30/2015	222	145.91-	CORRECTIONS FEES/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	08/2015	2739	08/13/2015	222	473.00-	Corrections Fees/BOOKING FEE			1
RE	RE	AITKIN CO. SHERIFF'S OFFICE	08/2015	2745	08/18/2015	222	180.49-	CORRECTIONS FEES/BOOKING FEE			1

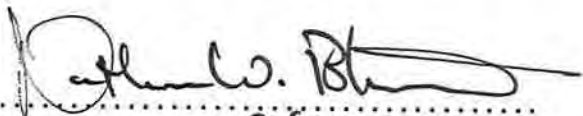
# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	46,635.89	Health & Human Services
All Funds		46,635.89	Total

Approved by,

  
.....  
County Administrator  
12/30/15  
.....

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>				<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1	9065 Aitkin Co Health & Human Service- Acs-05-430-760-0000-5832		518.84	COST OF CARE REFUND	09/01/2015		Misc Adult Service Recoveries
	9065 Aitkin Co Health & Human Service- Acs-05-430-760-0000-5832		518.84	1 Transactions	09/30/2015		
2	86222 Aitkin Independent Age		408.40	C&TC ADVERTISING	12/23/2015		Services/Labor/Contracts
	86222 Aitkin Independent Age		408.40	1 Transactions	12/23/2015		
3	88023 American Payment Centers		12.00	BOX SERVICE	01/01/2016	15-12174	Equipment Lease/Space Rental
	05-420-600-4800-6301		28.00	BOX SERVICE	01/01/2016	15-12174	Equipment Lease/Space Rental
	05-430-700-4800-6301		40.00	BOX SERVICE	01/01/2016	15-12174	Equipment Lease/Space Rental
	88023 American Payment Centers		80.00	3 Transactions	03/31/2016		
4	248 Association Of Mn Counties		1,048.00	2016 LPHG ANNUAL DUES	01/01/2016		Membership/Dues/Association Fees
	05-400-440-0410-6240		165.15	2016 MACSSA ANNUAL DUES	01/01/2016	43998	Membership/Dues/Association Fees
	05-420-600-4800-6240		385.35	2016 MACSSA ANNUAL DUES	01/01/2016	43998	Membership/Dues/Association Fees
	05-430-700-4800-6240		550.50	2016 MACSSA ANNUAL DUES	01/01/2016	43998	Membership/Dues/Association Fees
	248 Association Of Mn Counties		2,149.00	4 Transactions	12/31/2016		
11	10452 AT&T Mobility		60.27	WIC CELL PHONE	11/18/2015	287263655389	Telephone
	05-400-410-0413-6250		60.27	PH HV.FP CELL PHONE	11/18/2015	287263655389	Telephone
7	05-400-440-0410-6250		63.43	PH ADMIN CELL PHONE	11/18/2015	287263655389	Telephone
8	05-400-440-0410-6250		9.51	ACCT CELL PHONE	11/18/2015	287263655389	Telephone

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
8 05-420-600-4800-6250		22.20	11/18/2015 12/17/2015 ACCT CELL PHONE	287263655389 Telephone
9 05-420-600-4800-6250		63.43	11/18/2015 12/17/2015 IM CELL PHONE	287263655389 Telephone
6 05-430-700-4800-6250		874.08	11/18/2015 12/17/2015 SS CELL PHONES	287263655389 Telephone
8 05-430-700-4800-6250		31.72	11/18/2015 12/17/2015 ACCT CELL PHONE	287263655389 Telephone
10452 AT&T Mobility		1,184.91	11/18/2015 12/17/2015 8 Transactions	
13452 ATHMAN/NICOLE				
13 05-420-650-4400-6022		9.04	12/01/2015 12/31/2015 CEHI DENTAL FOR 12/15	709525519 MA CEHI Reimbursement
12 05-420-650-4400-6022		126.52	12/01/2015 12/31/2015 CEHI MEDICAL FOR 12/15	840407519 MA CEHI Reimbursement
13452 ATHMAN/NICOLE		135.56	2 Transactions	
8756 Belden/Joshua				
14 05-420-650-4400-6022		449.00	11/01/2015 11/30/2015 CEHI MEDICAL FOR 11/15	442734814 MA CEHI Reimbursement
15 05-420-650-4400-6022		449.00	12/01/2015 12/31/2015 CEHI MEDICAL FOR 12/15	442734814 MA CEHI Reimbursement
8756 Belden/Joshua		898.00	2 Transactions	
88882 Burke/Thomas				
16 05-400-440-0410-6241		15.00	01/27/2016 01/30/2016 NACO CONF REG	Meeting/Conference Registration Fee
17 05-400-440-0410-6333		112.83	01/27/2016 01/30/2016 NACO AIRFARE	Allocated Admin Mileage/Motorpool
16 05-420-600-4800-6241		35.00	01/27/2016 01/30/2016 NACO CONF REG	Meeting/Conference Registration Fee
17 05-420-600-4800-6333		263.27	01/27/2016 01/30/2016 NACO AIRFARE	Allocated Admin Mileage/Motorpool
16 05-430-700-4800-6241		50.00	01/27/2016 01/30/2016 NACO CONF REG	Meeting/Conference Registration Fee
17 05-430-700-4800-6333		376.10	01/27/2016 01/30/2016 NACO AIRFARE	Allocated Admin Mileage/Motorpool

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
88882 Burke/Thomas	852.20	6 Transactions			
89523 Butterfield/Brenda					
19 05-420-650-4400-6210	80.75	MA MILEAGE 170	A0090		Medical Assistance Access
		12/17/2015 12/17/2015			
18 05-430-700-4800-6330	265.68	EMP MILEAGE HV & TRANSPORT			Mileage/Parking
		12/08/2015 12/29/2015			
89523 Butterfield/Brenda	346.43	2 Transactions			
783 Canon Financial Services, Inc					
21 05-400-440-0410-6301	419.04	PH CONTRACT CHARGE- JAN'16			Equipment Lease/Space Rental
		01/20/2016 01/20/2016			
22 05-400-440-0410-6301	42.24	MAILROOM CONTRACT CHARGE- 01/16			Equipment Lease/Space Rental
		01/20/2016 01/20/2016			
23 05-400-440-0410-6301	31.36	OSS CONTRACT CHARGE- JAN'16			Equipment Lease/Space Rental
		01/20/2016 01/20/2016			
22 05-420-600-4800-6301	98.55	MAILROOM CONTRACT CHARGE- 01/16			Equipment Lease/Space Rental
		01/20/2016 01/20/2016			
23 05-420-600-4800-6301	73.17	OSS CONTRACT CHARGE- JAN'16			Equipment Lease/Space Rental
		01/20/2016 01/20/2016			
20 05-420-640-4800-6301	197.19	CS CONTRACT CHARGE- JAN'16			Equipment Lease/Space Rental
		01/20/2016 01/20/2016			
22 05-430-700-4800-6301	140.79	MAILROOM CONTRACT CHARGE- 01/16			Equipment Lease/Space Rental
		01/20/2016 01/20/2016			
23 05-430-700-4800-6301	104.53	OSS CONTRACT CHARGE- JAN'16			Equipment Lease/Space Rental
		01/20/2016 01/20/2016			
783 Canon Financial Services, Inc	1,106.87	8 Transactions			
12998 CAUFFMAN/STEVEN					
24 05-420-650-4400-6022	253.00	CEHI MEDICAL FOR 12/15	478633785		MA CEHI Reimbursement
26 05-420-650-4400-6022	7.60	CEHI VISION FOR 12/15	626721388		MA CEHI Reimbursement
25 05-420-650-4400-6022	21.18	CEHI DENTAL FOR 12/145	810024384		MA CEHI Reimbursement
12998 CAUFFMAN/STEVEN	281.78	3 Transactions			
88345 Center For Alcohol & Drug					
27 05-430-730-3710-6080	350.00	DETOXIFICATION (CATEGORY I)			Detoxification - Other
		05/01/2015 05/01/2015			
28 05-430-730-3710-6080	350.00	DETOXIFICATION (CATEGORY I)			Detoxification - Other



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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
88345 Center For Alcohol & Drug		700.00	11/10/2015 11/10/2015 2 Transactions	
12554 COLLINS/DONALD				
29 05-420-650-4400-6022		127.41	CEHI MEDICAL FOR 12/15 12/01/2015 12/31/2015	418534225 MA CEHI Reimbursement
30 05-420-650-4400-6022		18.43	CEHI DENTAL FOR 12/15 12/01/2015 12/31/2015	905182272 MA CEHI Reimbursement
12554 COLLINS/DONALD		145.84	2 Transactions	
13036 Cory/Michael				
32 05-420-650-4400-6022		7.36	CEHI DENTAL FOR 12/15	472285335 MA CEHI Reimbursement
31 05-420-650-4400-6022		204.94	CEHI MEDICAL FOR 12/15	733883834 MA CEHI Reimbursement
13036 Cory/Michael		212.30	2 Transactions	
13210 DEMARS/DAWN				
33 05-420-650-4401-6210		48.00	MA MILEAGE 240 11/12/2015 12/10/2015	A0090 MA Access- Individual(Vested Interest)
13210 DEMARS/DAWN		48.00	1 Transactions	
10342 DHS- Anoka Metro Rtc				
34 05-430-745-3721-6081		7,854.00	STATE- OPERATED INPATIENT 11/01/2015 11/30/2015	Commitment Costs - Poor Relief
10342 DHS- Anoka Metro Rtc		7,854.00	1 Transactions	
9220 Dhs- Msop				
35 05-430-745-3721-6081		1,032.00	STATE- OPERATED INPATIENT 11/01/2015 11/30/2015	Commitment Costs - Poor Relief
36 05-430-745-3721-6081		2,580.00	STATE- OPERATED INPATIENT 11/01/2015 11/30/2015	Commitment Costs - Poor Relief
37 05-430-745-3721-6081		1,032.00	STATE- OPERATED INPATIENT 11/01/2015 11/30/2015	Commitment Costs - Poor Relief
9220 Dhs- Msop		4,644.00	3 Transactions	
89965 Dhs- St Peter- See List				
38 05-430-745-3720-6081		2,088.00	STATE- OPERATED INPATIENT 11/25/2015 11/30/2015	State- Operated Inpatient - Rtc Or Cbhh
39 05-430-745-3721-6081		1,884.00	STATE- OPERATED INPATIENT	Commitment Costs - Poor Relief

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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
40 05- 430- 745- 3721- 6081		1,884.00	11/01/2015 11/30/2015 STATE- OPERATED INPATIENT	Commitment Costs - Poor Relief
41 05- 430- 745- 3721- 6081		2,082.00	11/01/2015 11/30/2015 STATE- OPERATED INPATIENT	Commitment Costs - Poor Relief
89965 Dhs- St Peter- See List		7,938.00	11/01/2015 11/30/2015 4 Transactions	
1491 Dutch's Electric, Inc				
42 05- 400- 440- 0410- 6231		62.40	12/02/2015 12/02/2015 WIRE BASEBOARD HTER FW OFFICE	24087 Services/Labor/Contracts
42 05- 420- 600- 4800- 6231		145.60	12/02/2015 12/02/2015 WIRE BASEBOARD HTER FW OFFICE	24087 Services/Labor/Contracts
42 05- 430- 700- 4800- 6231		208.00	12/02/2015 12/02/2015 WIRE BASEBOARD HTER FW OFFICE	24087 Services/Labor/Contracts
1491 Dutch's Electric, Inc		416.00	12/02/2015 12/02/2015 3 Transactions	
9119 Flynn/Sophie				
43 05- 420- 650- 4401- 6210		8.60	11/12/2015 12/16/2015 MA MILEAGE 43	A0090 MA Access- Individual(Vested Interest)
9119 Flynn/Sophie		8.60	1 Transactions	
13866 FORD/TIFFANY				
44 05- 420- 650- 4401- 6210		81.60	07/06/2015 12/11/2015 MA MILEAGE 408	A0090 MA Access- Individual(Vested Interest)
13866 FORD/TIFFANY		81.60	1 Transactions	
12541 FOSTER/DAWN				
45 05- 430- 700- 4800- 6802		25.00	12/17/2015 12/17/2015 LAC STIPEND	Mh Init - Lac
12541 FOSTER/DAWN		25.00	1 Transactions	
11963 Franda/Daniel				
46 05- 420- 650- 4400- 6022		85.30	CEHI MEDICAL FOR 12/15	739072747 MA CEHI Reimbursement
11963 Franda/Daniel		85.30	1 Transactions	
13851 GABRIO/COURTNEY				
47 05- 420- 650- 4401- 6210		25.00	12/08/2015 12/11/2015 MA MILEAGE 125	A0090 MA Access- Individual(Vested Interest)

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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
13851 GABRIO/COURTNEY		25.00	1 Transactions	
13887 HAMILTON/MARK				
48 05- 430- 710- 3440- 6050		600.00	RENT & DEPOSIT FOR CLIENT 12/30/2015 12/31/2015	Housing Services- Child
13887 HAMILTON/MARK		600.00	1 Transactions	
13507 HIX/JOY				
50 05- 420- 650- 4400- 6022		63.89	CEHI DENTAL FOR 12/15 12/01/2015 12/31/2015	692655588 MA CEHI Reimbursement
49 05- 420- 650- 4400- 6022		141.22	CEHI MEDICAL FOR 12/15 12/01/2015 12/31/2015	953086884 MA CEHI Reimbursement
13507 HIX/JOY		205.11	2 Transactions	
11406 Innovative Office Solutions				
51 05- 400- 440- 0410- 6405		2.84	AGENCY SUPPLIES CREDIT 09/22/2015 09/22/2015	IN0917118 Office Supplies
52 05- 400- 440- 0410- 6405		90.39	AGENCY SUPPLIES 10/05/2015 10/05/2015	IN9032422 Office Supplies
51 05- 420- 600- 4800- 6405		6.62	AGENCY SUPPLIES CREDIT 09/22/2015 09/22/2015	IN0917118 Office Supplies
52 05- 420- 600- 4800- 6405		210.93	AGENCY SUPPLIES 10/05/2015 10/05/2015	IN9032422 Office Supplies
51 05- 430- 700- 4800- 6405		9.46	AGENCY SUPPLIES CREDIT 09/22/2015 09/22/2015	IN0917118 Office Supplies
52 05- 430- 700- 4800- 6405		301.33	AGENCY SUPPLIES 10/05/2015 10/05/2015	IN9032422 Office Supplies
11406 Innovative Office Solutions		583.73	6 Transactions	
11805 Insley/Justin				
53 05- 420- 650- 4400- 6022		426.72	CEHI MEDICAL FOR 12/15	834553256 MA CEHI Reimbursement
54 05- 420- 650- 4400- 6022		29.64	CEHI DENTAL FOR 12/15	840403353 MA CEHI Reimbursement
11805 Insley/Justin		456.36	2 Transactions	
13877 INTEGRA				
55 05- 420- 650- 4400- 6022		348.34	CEHI MEDICAL FOR 08/15 08/01/2015 08/31/2015	561439506 MA CEHI Reimbursement
57 05- 420- 650- 4400- 6022		348.34	CEHI MEDICAL FOR 09/15	561439506 MA CEHI Reimbursement

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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
59 05- 420- 650- 4400- 6022		348.34	09/01/2015 09/30/2015 CEHI MEDICAL FOR 10/15	561439506 MA CEHI Reimbursement
61 05- 420- 650- 4400- 6022		174.17	10/01/2015 10/31/2015 CEHI MEDICAL FOR 11/15	561439506 MA CEHI Reimbursement
56 05- 420- 650- 4400- 6022		76.18	08/01/2015 08/31/2015 CEHI DENTAL FOR 08/15	626725874 MA CEHI Reimbursement
58 05- 420- 650- 4400- 6022		76.18	09/01/2015 09/30/2015 CEHI DENTAL FOR 09/15	626725874 MA CEHI Reimbursement
60 05- 420- 650- 4400- 6022		76.18	10/01/2015 10/31/2015 CEHI DENTAL FOR 10/15	626725874 MA CEHI Reimbursement
62 05- 420- 650- 4400- 6022		38.09	11/01/2015 11/30/2015 CEHI DENTAL FOR 11/15	626725874 MA CEHI Reimbursement
13877 INTEGRA		1,485.82	8 Transactions	
13635 JACKMAN/LISA				
63 05- 420- 650- 4400- 6022		206.78	01/01/2016 01/31/2016 CEHI MEDICAL FOR 01/16	923033809 MA CEHI Reimbursement
13635 JACKMAN/LISA		206.78	1 Transactions	
13217 JENNIFER VAUGHN THERAPY SERVICES				
64 05- 430- 745- 3090- 6050		400.00	12/15/2015 12/15/2015 PRE- PETITION SCREENING/HEARING	Pre- Petition Screening/Hearing
65 05- 430- 745- 3090- 6050		200.00	12/22/2015 12/22/2015 PRE- PETITION SCREENING/HEARING	Pre- Petition Screening/Hearing
13217 JENNIFER VAUGHN THERAPY SERVICES		600.00	2 Transactions	
9422 Kliewer/Jessica				
67 05- 420- 650- 4400- 6022		36.74	CEHI DENTAL FOR 12/15	490989588 MA CEHI Reimbursement
66 05- 420- 650- 4400- 6022		32.24	CEHI MEDICAL FOR 12/15	727559734 MA CEHI Reimbursement
9422 Kliewer/Jessica		68.98	2 Transactions	
13878 KY INTERPRETING SERVICES				
68 05- 400- 410- 0413- 6231		136.50	12/17/2015 12/17/2015 WIC- INTERPRETING SERVICES	972 Services/Labor/Contracts
13878 KY INTERPRETING SERVICES		136.50	1 Transactions	
90182 Laboratory Corp Of America Holdings				
69 05- 420- 640- 4800- 6397		84.00	12/11/2015 12/11/2015 IVD GENETIC TEST 0015052890- 01	50373839 Genetic Tests Iv- D

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
70 05-420-640-4800-6397		84.00	IVD GENETIC TEST 0001309840-01 12/12/2015 12/12/2015	50384704 Genetic Tests Iv- D
71 05-420-640-4800-6397		28.00	IVD GENETIC TEST 0011031219-03 12/16/2015 12/16/2015	50407562 Genetic Tests Iv- D
<b>90182 Laboratory Corp Of America Holdings</b>		<b>196.00</b>	<b>3 Transactions</b>	
<b>13538 LANE/MICHAEL</b>				
72 05-420-650-4400-6022		249.64	CEHI MEDICAL FOR 12/15	715870881 MA CEHI Reimbursement
73 05-420-650-4400-6022		48.45	CEHI DENTAL FOR 12/15	983631381 MA CEHI Reimbursement
<b>13538 LANE/MICHAEL</b>		<b>298.09</b>	<b>2 Transactions</b>	
<b>13720 LASSARD/ROXANNA</b>				
74 05-420-650-4400-6022		249.64	CEHI MEDICAL FOR 12/15	478639341 MA CEHI Reimbursement
<b>13720 LASSARD/ROXANNA</b>		<b>249.64</b>	<b>1 Transactions</b>	
<b>90289 Lathrop/Rachel</b>				
76 05-420-650-4400-6022		254.50	CEHI MEDICAL FOR 12/15	555770234 MA CEHI Reimbursement
77 05-420-650-4400-6022		41.48	CEHI DENTAL FOR 12/15	591487338 MA CEHI Reimbursement
75 05-420-650-4401-6210		62.40	MA MILEAGE 312 12/01/2015 12/10/2015	A0090 MA Access- Individual(Vested Interest)
<b>90289 Lathrop/Rachel</b>		<b>358.38</b>	<b>3 Transactions</b>	
<b>91166 Lehman/Karol Kathleen</b>				
78 05-430-700-4800-6802		25.00	LAC STIPEND 12/17/2015 12/17/2015	Mh Init - Lac
79 05-430-700-4800-6802		4.60	LAC TRANSPORTATION 12/17/2015 12/17/2015	Mh Init - Lac
<b>91166 Lehman/Karol Kathleen</b>		<b>29.60</b>	<b>2 Transactions</b>	
<b>11072 Lutheran Social Service Of Mn- St Paul</b>				
80 05-430-750-3950-6020		192.96	PUBLIC GUARDIANSHIP 11/06/2015 11/23/2015	Public Guardianship Dd
<b>11072 Lutheran Social Service Of Mn- St Paul</b>		<b>192.96</b>	<b>1 Transactions</b>	
<b>90365 Math/Sara</b>				
81 05-400-440-0410-6333		11.78	FISCAL MENTOR MTG MILEAGE 12/17/2015 12/17/2015	Allocated Admin Mileage/Motorpool
81 05-420-600-4800-6333		27.50	FISCAL MENTOR MTG MILEAGE	Allocated Admin Mileage/Motorpool

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
81 05- 430- 700- 4800- 6333		39.29	12/17/2015 12/17/2015	FISCAL MENTOR MTG MILEAGE Allocated Admin Mileage/Motorpool
90365 Math/Sara		78.57	12/17/2015 12/17/2015	3 Transactions
82 89078 Mille Lacs Health System 05- 400- 401- 0000- 6814		95.00	11/01/2015 11/30/2015	AMBULANCE RUNS- NOV'15 1 Transactions Isle Ambulance/Mille Lacs Health System
83 89078 Mille Lacs Health System 05- 400- 440- 0410- 6254		108.81	11/01/2015 12/09/2015	GAS BILL Utilities- Gas and Electric
83 05- 420- 600- 4800- 6254		253.91	11/01/2015 12/09/2015	GAS BILL Utilities- Gas and Electric
83 05- 430- 700- 4800- 6254		362.73	11/01/2015 12/09/2015	GAS BILL Utilities- Gas and Electric
9692 Minnesota Energy Resources Corporation 05- 400- 440- 0410- 6254		725.45	11/01/2015 12/09/2015	3 Transactions
84 12745 MJS CONSULTING, INC 05- 420- 600- 4800- 6239		1,478.33	12/12/2015 12/12/2015	EDOCS- REG 3 ONBASE 15 UPGRADE 50439 Software Fees/License Fees
85 05- 420- 600- 4800- 6239		152.49	12/12/2015 12/12/2015	EDOCS- EDMS SUPPORT/MNSURE 50453 Software Fees/License Fees
12745 MJS CONSULTING, INC		1,630.82	12/12/2015 12/12/2015	2 Transactions
86 90942 Mn Child Support Payment Center 05- 430- 700- 4800- 6231		25.00	12/21/2015 12/21/2015	NON IV- E PRISM FEE 1 Transactions Services/Labor/Contracts
90942 Mn Child Support Payment Center		25.00	12/21/2015 12/21/2015	1 Transactions
87 11120 Nardini Fire Equipment Co.,Inc 05- 400- 440- 0410- 6300		59.25	12/09/2015 12/09/2015	ANNUAL INSPECTION 490600 Maintenance/Service Contracts
87 05- 420- 600- 4800- 6300		138.25	12/09/2015 12/09/2015	ANNUAL INSPECTION 490600 Maintenance/Service Contracts
87 05- 430- 700- 4800- 6300		197.50	12/09/2015 12/09/2015	ANNUAL INSPECTION 490600 Maintenance/Service Contracts

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							<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	11120	Nardinl Fire Equipment Co.,Inc		395.00	3 Transactions			
88	89081	North Ambulance Brainerd		855.00	AMBULANCE RUNS- NOV'15	11/01/2015 11/30/2015		No. Memorial Ambulance- Aitkin
		05- 400- 401- 0000- 6809						
	89081	North Ambulance Brainerd		855.00	1 Transactions			
93	12538	North Homes, Inc		176.00	FC COURT TRANSPORTATION	11/10/2015 11/10/2015		Foster Care- Transportation
		05- 430- 710- 3160- 6057						
89		05- 430- 740- 3620- 6020		166.40	IN HOME SERVICE - FAMILY- BASED	11/17/2015 11/23/2015		Family Based Services Mh
90		05- 430- 740- 3620- 6020		25.00	IN HOME SERVICE - MILEAGE - FA	11/17/2015 11/23/2015		Family Based Services Mh
91		05- 430- 740- 3620- 6020		115.20	IN HOME SERVICE - FAMILY- BASED	11/17/2015 11/23/2015		Family Based Services Mh
92		05- 430- 740- 3620- 6020		9.00	IN HOME SERVICE - MILEAGE - FA	11/17/2015 11/17/2015		Family Based Services Mh
	12538	North Homes, Inc		491.60	5 Transactions			
94	13634	PAULSON/MEGAN JO		50.20	MA MILEAGE 251	04/28/2015 04/28/2015	A0090	MA Access- Individual(Vested Interest)
95		05- 420- 650- 4401- 6210		50.20	MA MILEAGE 251	06/30/2015 06/30/2015	A0090	MA Access- Individual(Vested Interest)
	13634	PAULSON/MEGAN JO		100.40	2 Transactions			
96	88878	Productive Alternatives Inc		325.50	MH INIT EMPLOYABILITY	11/01/2015 11/30/2015		Mh Init - Employability
		05- 430- 700- 4800- 6809						
97		05- 430- 750- 3380- 6050		209.25	EXTENDED SUPPRTED EMPLOYMENT	11/01/2015 11/30/2015		Extended Supported Employment
98		05- 430- 750- 3380- 6050		302.25	EXTENDED SUPPRTED EMPLOYMENT	11/01/2015 11/30/2015		Extended Supported Employment
	88878	Productive Alternatives Inc		837.00	3 Transactions			
99	3950	Public Utilities		276.07	ELECTRIC BILL			Utilities- Gas and Electric
		05- 400- 440- 0410- 6254						

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99 05- 420- 600- 4800- 6254		644.18	11/16/2015 12/16/2015 ELECTRIC BILL	Utilities- Gas and Electric
99 05- 430- 700- 4800- 6254		920.25	11/16/2015 12/16/2015 ELECTRIC BILL	Utilities- Gas and Electric
3950 Public Utilities		1,840.50	11/16/2015 12/16/2015 3 Transactions	
13644 QUIEL/ROBERT				
100 05- 420- 650- 4400- 6022		79.87	CEHI MEDICAL FOR 12/15	MA CEHI Reimbursement
101 05- 420- 650- 4400- 6022		11.52	CEHI DENTAL FOR 12/15	MA CEHI Reimbursement
13644 QUIEL/ROBERT		91.39	2 Transactions	
9360 Redwood Toxicology Laboratory, Inc.				
102 05- 430- 710- 3180- 6020		11.84	12/16/2015 12/16/2015 SOCIAL SERVICE DRUG TESTING SU	Health- Related Services
9360 Redwood Toxicology Laboratory, Inc.		11.84	1 Transactions	
13050 SCHOENROCK/KRYSTAL				
104 05- 420- 650- 4400- 6022		6.64	CEHI DENTAL FOR 12/15	MA CEHI Reimbursement
103 05- 420- 650- 4400- 6022		75.78	CEHI MEDICAL FOR 12/15	MA CEHI Reimbursement
13050 SCHOENROCK/KRYSTAL		82.42	2 Transactions	
89003 Seven County Process Servers LLC				
105 05- 420- 640- 4800- 6379		15.00	12/13/2015 12/13/2015 IVD SERVICE 0014017650- 01	Other Iv- D Charges
89003 Seven County Process Servers LLC		15.00	1 Transactions	
86177 Sheriff Aitkin County				
108 05- 420- 640- 4800- 6270		50.00	12/17/2015 12/17/2015 IVD SERVICE 0015379949- 01	Aitkin Co Sheriff Fees Iv- D
107 05- 420- 640- 4800- 6270		50.00	12/17/2015 12/17/2015 IVD SERVICE 0011006629- 01	Aitkin Co Sheriff Fees Iv- D
106 05- 430- 700- 4800- 6231		50.00	12/17/2015 12/17/2015 RR DETOX	Services/Labor/Contracts
86177 Sheriff Aitkin County		150.00	3 Transactions	
86348 Sheriff Cass County- Mn				
109 05- 420- 640- 4800- 6379		75.00	1507840 IVD SERVICE 0015344979- 01	Other Iv- D Charges



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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
86348 Sheriff Cass County- Mn		75.00	12/21/2015 12/21/2015 1 Transactions	
110 86401 Sheriff Isanti County 05- 420- 640- 4800- 6379		70.00	IVD SERVICE 0010234373- 01 12/15/2015 12/15/2015 1 Transactions	10997 Other Iv- D Charges
86401 Sheriff Isanti County		70.00	1 Transactions	
111 86433 Sheriff Mille Lacs County 05- 420- 640- 4800- 6379		79.90	IVD SERVICE 0010753825- 02 12/15/2015 12/15/2015 1 Transactions	6986 Other Iv- D Charges
86433 Sheriff Mille Lacs County		79.90	1 Transactions	
112 13159 SHORT/LIZ 05- 400- 430- 0408- 6330		43.70	PERR BF MTG MILEAGE 12/10/2015 12/10/2015 1 Transactions	Mileage/Parking
13159 SHORT/LIZ		43.70	1 Transactions	
114 13530 SPICER/JESSICA 05- 420- 650- 4400- 6022		3.00	CEHI DENTAL FOR 12/15	858434234 MA CEHI Reimbursement
113 05- 420- 650- 4400- 6022		42.18	CEHI MEDICAL FOR 12/15	947084534 MA CEHI Reimbursement
13530 SPICER/JESSICA		45.18	2 Transactions	
115 86289 State Of Minnesota- Dhs Maxis Rfnd- 211 05- 420- 600- 4800- 6800		255.00	GRH OVERPAYMENT FOR 09/15 09/01/2015 09/30/2015 1 Transactions	Other Expenses - Direct Charge
86289 State Of Minnesota- Dhs Maxis Rfnd- 211		255.00	1 Transactions	
116 10026 Thompson/Mary 05- 420- 650- 4401- 6210		145.00	MA MILEAGE 725 08/06/2015 11/19/2015	A0090 MA Access- Individual(Vested Interest)
117 05- 420- 650- 4407- 6210		12.00	MA PARKING 10/27/2015 11/19/2015	A0170 MA Access- Parking
10026 Thompson/Mary		157.00	2 Transactions	
118 10930 Tidholm Productions 05- 420- 600- 4800- 6405		79.95	BUSINESS CARDS(JG)	81375408 Office Supplies

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
10930 Tidholm Productions		79.95	12/18/2015 1 Transactions	
119 10657 Totalfunds By Hasler 05- 430- 000- 0000- 1205		1,800.00	11/16/2015 1 Transactions	79000110005968 Postage Account
10657 Totalfunds By Hasler		1,800.00	12/07/2015	
120 87417 Tuper/Debra 05- 430- 700- 4800- 6330		231.73	12/14/2015 1 Transactions	Mileage/Parking
87417 Tuper/Debra		231.73	12/22/2015	
121 3518 Voyageur Press Of Mcgregor/The 05- 400- 430- 0403- 6231		288.00	12/29/2015 1 Transactions	32629 Services/Labor/Contracts
3518 Voyageur Press Of Mcgregor/The		288.00	12/29/2015	
122 12089 WRIGHT- NEWTON/JOAN 05- 420- 650- 4400- 6022		161.71	12/10/2015 1 Transactions	769120051 MA CEHI Reimbursement
12089 WRIGHT- NEWTON/JOAN		161.71	12/23/2015	
123 87144 Zahn/Rae 05- 430- 700- 4800- 6330		110.15	12/10/2015 1 Transactions	Mileage/Parking
87144 Zahn/Rae		110.15	12/23/2015	
<b>Final Total .....</b>		<b>46,635.89</b>	<b>68 Vendors</b>	<b>151 Transactions</b>



# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** January 5, 2016

**Title of Item:** Elect Chair and Vice Chair

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Minnesota Statutes 2015 375.13 CHAIR. The county board, at its first session in each year, shall elect from its members a chair and a vice-chair. The chair shall preside at its meetings and sign all documents requiring signature on its behalf. The chair's signature, attested by the clerk of the county board, shall be binding as the signature of the board. In case of the absence or incapacity of the chair, the vice-chair shall perform the chair's duties. If the chair or vice-chair are absent from any meeting, all documents requiring the signature of the board shall be signed by a majority of it and attested by the clerk. History: (663) RL s 429; 1937 c 165 s 1; 1978 c 743 s 15; 1982 c 435 s 2; 1984 c 629 s 2; 1986 c 444		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Elect Chair and Vice Chair		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 100px;"><i>Please Explain:</i></span>		



# Board of County Commissioners Agenda Request

5A

Agenda Item #

**Requested Meeting Date:** 1/05/2016

**Title of Item:** Reaffirm Annual Code of Ethics and Travel Policy

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Bobbie Danielson	<b>Department:</b> Administration/HR
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<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director, or Nate Burkett, County Administrator	<b>Estimated Time Needed:</b> n/a
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**Summary of Issue:**

These policies are reaffirmed annually.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Motion to reaffirm the policies attached and to authorize the Commissioners to sign the Code of Ethics annual confirmation. (Signature page with Sue Bingham.)

**Financial Impact:**

*Is there a cost associated with this request?*       Yes       No

*What is the total cost, with tax and shipping? \$*

*Is this budgeted?*       Yes       No      *Please Explain:*

Legally binding agreements must have County Attorney approval prior to submission.

**Section A. Code Of Ethics**

Purpose: To define conflict of interest to Aitkin County employees.

**CODE OF ETHICS FOR AITKIN COUNTY EMPLOYEES**

**(Conflict of Interest)**

**Subd. (1) Definitions**

For the purpose of this policy the following definitions shall apply:

- (a) Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity that engages either in nonprofit or profit making activities.
- (b) Confidential information means any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (c) Private interest means any interest, including but not limited to a financial interest, which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (d) Immediate family means spouse, child, parent, grandparent and spouse of such persons.
- (e) Employee shall include elected officials and all County employees, including department heads.

**Subd. (2) Acceptance of Gifts Or Favors**

Employees of the County of Aitkin in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the County, for any activity related to the duties of the employee unless otherwise provided by law. The provisions of Minn.Stat. §471.87 and the exceptions set forth in Minn. Stat. §471.88 shall apply. The acceptance of any of the following shall not be in violation of this Section:

- (a) Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause;
- (b) Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the County of Aitkin.

**Subd. (3) Use of Confidential Information**

An employee of the County of Aitkin shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

Subd. (4) Use of Property

An employee shall not use or allow the use of County time, supplies, or County owned or leased property and equipment for the employee's private interest or any other use not in the interest of the County, except as provided by law and/or the County's Information Systems' Policy.

Subd. (5) Conflicts of Interest

The following actions by an employee of the County of Aitkin shall be deemed a conflict of interest and subject to disciplinary action as appropriate:

- (a) Use or attempted use of the employee's official position to secure benefits, privileges, exceptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated, which are different from those available to the public; or
- (b) Acceptance of other employment, engagement in private business or in the conduct of a profession during the hours for which the employee is employed to work for the County, or outside such hours in a manner, that would affect the employee's usefulness as an employee of the County or affect the employee's independent judgement in exercise of the employee's official duties; or
- (c) Actions as an agent or attorney in any action or matter pending before the County of Aitkin, except in the proper discharge of official duties or on the employee's behalf, or as a member of a local labor bargaining unit.

Subd. (6) Determination of Conflict of Interest

When an employee believes that the potential for a conflict of interest exists, it is the employee's duty to report the matter to his/her supervisor, or if there is not a supervisor, to the County Board. Such report shall be made within 7 days after the potential for a conflict becomes known. A conflict of interest shall be deemed to exist when a review of the occurrence by the employee or the employee's supervisor (or the County Board if there is no supervisor) determines that this code of ethics has not been complied with.

Subd. (7) Resolution of Conflict of Interest

If either the employee or the employee's supervisor determines that a conflict of interest exists, the County Board shall handle resolution of the conflict. NOTE: In the case of conflict of interest involving a County Commissioner, the County Attorney shall handle the resolution.

Subd. (8) Acceptance of Advantage By County Employee

(a) No employee of the County in direct contact with suppliers or potential suppliers of the County, or who may directly or indirectly influence a purchased product or products, evaluation contracted services, or otherwise has official involvement in the purchasing or contracting process shall:

(i) Have any financial interest or have any personal beneficial interest directly or indirectly on contracts or purchase orders for goods or services used by, or purchased for resale or furnished to the county; or

(b) Accept directly from a person, firm or corporation to which a contract or purchase order has been or may be awarded, a rebate gift, money, or anything of value other than as defined in Section B. No such employee may further accept any promise, obligation or contract for future reward.

Subd. (9) Complaints

If a fellow employee or a non-employee makes a complaint about an employee's compliance with this Policy, the complaint should be initially brought to the attention of his/her department head in private. The department head will notify the subject of the complaint regarding the complaint within 7 days and before addressing the complaint at a public meeting as allowed by law.

Subd. (10) Violations

Violation of the provisions of this policy shall be grounds for disciplinary action against an employee, up to and including termination of employment.

Subd. (11) Annual Confirmation

Department Heads will sign an annual confirmation that they have received, read and understood the Aitkin County Code of Ethics Policy and that they are not aware of any violations of such policy. Such confirmation will be filed with the Human Resources Director.

Subd. (6)      Travel Time

The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved. The County will observe all FLSA standards related to travel time and compensation. Compensation for travel time is typically at the discretion of the Department Head.



# ARTICLE II EMPLOYEE TRAVEL, CONFERENCES AND TRAINING

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## **Section A. Purpose**

This policy conforms with Minnesota Statutes 471.38, 471.96(1), and 471.97 governing expenses incurred by employees in the conduct of County business. This policy is designed to provide the basis for determining whether there is authority for County expenditure, the expenditure serves a public purpose, and the expenditure is necessary and directly related to the betterment of the County.

## **Section B. Application And Administration**

This policy applies to all employees and elected officials of Aitkin County. In the event that this policy conflicts with an applicable collective bargaining agreement, the latter controls. Should there be any conflict between this policy and State or Federal law, the latter controls.

## **Section C. Travel Requests And Approval**

- (a) The Aitkin County Board of Commissioners shall approve all travel costs through the annual budget process.
- (b) All travel for personnel requires the approval of the Department Head.
- (c) Furthermore, all travel that is not budgeted requires the approval of the County Board.
- (d) Additionally, all out-of-state travel requiring County Board approval, shall be through the consent agenda prior to attendance and payment.

## **Section D. Funds Available**

The Department Head is responsible to see that funds are available to pay for all expenses that they approve.

## **Section E. Billing**

- Subd. (1) Whenever possible, employees will make travel and accommodation arrangements in advance and request that the County be billed. All authorized travel expenses, which are not billed directly to the County, are paid by the employee subject to reimbursement upon approval of a travel expense claim. All employee claims subject to reimbursement should not reflect personal account numbers.

Subd. (2) In the event of an extreme emergency situation, cash advances may be issued with the approval of the Department Head. Such requests are the exception to normal practice and are documented in detail as to the nature of the emergency, purpose of travel, and amount needed. Any money not used must be returned to the County immediately. Receipts will be required.

**Section F. Travel Guidelines**

Subd. (1) County vehicles are for the exclusive use of employees and other individuals involved in County business. Transportation of individuals, who are not involved in County business, in County vehicles is prohibited.

Subd. (2) The County Board reimburses employees for traveling on official County business with a private automobile at the set mileage rate. Mileage is paid on the most reasonable direct route.

Subd. (3) County vehicles and equipment are to be used for County related business only. However, assigned County vehicles may be used to a limited extent for the conduct of personal business when traveling out of town.

Subd. (4) When traveling from the normal work location and then returning to it, the mileage allowance is the actual miles traveled.

Subd. (5) When traveling to an alternate work site (client, meeting, conference, training) the County will reimburse mileage at the current rate per mile for actual miles incurred between the employee's residence and the alternate work site or from the normal work site to the alternate work site, whichever is the lesser of the two.

Subd. (6) The normal work location for employees assigned to multiple work locations is the work location scheduled for the day on which the expense was incurred.

Subd. (7) When an employee is required to attend a County approved work-related training session or conference during regular working hours, the employee shall be compensated for all hours of actual participation in the training session or conference, except meal periods and rest or sleep periods. The employee shall also be compensated for travel time and mileage to and from the conference or training session in excess of time and mileage to the employee's usual work site. If an employee uses a County vehicle or car pools with another conference participant, actual travel compensation shall exclude mileage.

Subd. (8) When using a County vehicle, seat belts will be worn at all times and all laws followed.

Subd. (9) No operation of County vehicles after consumption of alcohol.

Subd. (10) No smoking is allowed in any County vehicle.

**Section G. Reimbursements**

- Subd. (1) The amount of compensation to be paid for mileage reimbursement shall be consistent with the current rate set by the Aitkin County Board of Commissioners.
- Subd. (2) Reimbursement for extended travel is paid on the basis of the prevailing mileage allowance rate or tourist air fares, whichever is less. When personal vehicles are used for extended travel not available by commercial transportation, travel reimbursement is made on an actual mileage basis. This excludes mileage for personal use. When two or more employees are traveling in one car, reimbursement is made to one employee.
- Subd. (3) Reimbursement for out-of-County meals, lodging, parking and other related County expenses will occur only upon submittal of receipts. Non-overnight meal expense reimbursement will be subject to Internal Revenue Service tax deduction.
- Subd. (4) Employees using private automobiles are reimbursed on the actual expense basis for parking when that parking is related to County business at other than your normal location. Receipts for such payments must be submitted with the expense reimbursement request.
- Subd. (5) When an employee chooses to use his or her own vehicle for travel instead of an available vehicle from the Motor Pool, the mileage reimbursement will be made at \$0.10 less than the current mileage rate.

**Section H. Airline Travel**

Any Aitkin County employee or elected official who uses airline travel for County business must report the receipt of any credits or other benefits to the County by notifying the Auditor's Office within 30 days of receipt of any such benefits or credit. Any employee or elected official may accrue credits or other benefits to be used by the individual for additional airline travel for County business only. Credits or other benefits accrued to an employee or elected official who uses airline travel for County business cannot be used for personal gain.

**Section I. Travel Time**

- Subd. (1) County employees may be authorized time for travel the day prior to and/or the day following the convention or meeting date(s) when extended travel is required by the Department Head.
- Subd. (2) If an employee's family members accompany them on County business trips, the portion of the expenses attributable to the family member(s) is not reimbursable.

**Section J. Travel Expenses**

Subd. (1) Expense claim sheets must be prepared after return from travel and presented to the responsible authority for approval within a reasonable period of time. The claims shall be presented to the County Board for approval at County Board meetings in a manner and form as approved by the County Board.

**Section K. Liability Insurance/Driver's License**

Subd. (1) Employees shall not drive vehicles on County business without a valid Minnesota driver's license of the appropriate classification. Driving records of County employees who use vehicles for County business may be checked on an annual basis.

Subd. (2) It is the employee's responsibility to notify his/her supervisor if their license has been revoked or if there is any other reason why they cannot drive a vehicle.

Subd. (3) Employees are required to have liability insurance in effect on all personal vehicles used for County purposes or while performing County business. The County may at any time require proof of such insurance.

**Section L. Car Pooling**

Subd. (1) Definition: When two or more County employees attend the same meeting, workshop, training or conference and ride together in an employee's personal vehicle or County vehicle.

Subd. (2) Car pooling and the use of the County Motor Pool/Department vehicle is required to save on travel related expenses.

Subd. (3) When car pooling and the use of the County Motor Pool/Department vehicle is not feasible, the use of personal vehicles to travel for the performance of job duties will be reimbursed at the County approved rate. Documentation will include date, function, site traveled to and a portal to portal mileage total.

**Section M. Situations Not Specifically Covered**

Situations periodically arise which require flexibility and common sense. Department Heads are authorized to make decisions on situations not specifically covered by this policy, provided the decisions are made within the general intent of this policy.

**Section N. How Automobile Liability Coverage Applies**

It is a fundamental rule of automobile liability coverage that the primary responsibility to respond falls first upon the coverage in effect on the vehicle involved in the accident. The second priority is any coverage in effect covering the operator of the vehicle. Other coverages respond after these first two.

Subd. (1) Member-owned vehicle - In this instance, since the vehicle is owned by the member, the primary responsibility to respond rests with MCIT. The operator's personal coverage may come into play as excess insurance if the MCIT limits prove insufficient to cover all the damages caused.

Subd. (2) Personal vehicle - The personal vehicle being used could be a vehicle owned by the operator, a vehicle leased to the operator on a long term basis, or a vehicle owned by someone else and loaned to the operator. In this instance, the primary responsibility to respond rests with the policy applicable to the vehicle. A vehicle on a long-term lease is treated as though the leasee owns it. The second priority would be the policy applicable to the operator (if different). The MCIT coverage document would respond last.

Subd. (3) Short-term leased (rental) vehicle - Travelers frequently need to rent cars. Uniformly, rental agreements provide state minimum coverages that will be primary over all other applicable coverages. The second priority for coverage will be the renter/operator's personal automobile policy. The MCIT coverage would be in excess. Under a vehicle rental contract, the renter becomes responsible for any damage occurring to the rented vehicle. In Minnesota, automobile policies automatically include coverage for damage to rental cars. It is not necessary to purchase additional collision damage coverage from the rental company.

#### **Section O. County Vehicle Usage**

Subd. (1) Purpose: To define the criteria for using a County vehicle from the motor pool vehicles.

(a) All employees who engage in the use of County vehicles are required to have a valid and appropriate driver's license. It is the employee's responsibility to notify his/her supervisor if the employee's license has been revoked or suspended or if there is any other reason why the employee cannot drive a vehicle.

(b) County vehicles and equipment are to be used for County-related business only. However, assigned County vehicles may be used to a limited extent for the conduct of personal business when traveling out-of-town or for meal purposes during lunch hours. All passengers in County vehicles must be employees of the County or have an official County business function.

(c) Periodically situations arise which require flexibility and common sense. Department Heads are authorized to make decisions relating to matters not specifically covered by this Policy, provided the decisions are made within the general intent of this Policy. (Board approved 7/30/90)

#### **Section P. Meal Reimbursement**

Subd. (1) Purpose: To define the meal reimbursement procedures for County employees, elected officials, and authorized representatives for expenses incurred while conducting business on behalf of Aitkin County as required by the County.

Subd. (2) Aitkin County will provide reimbursement for meal expenses when such expenses are necessarily incurred while conducting County business. The Department Head must approve all requests prior to incurring reimbursable expenses. The actual cost of meals, not to exceed \$46.00 per day, while traveling outside of the County will be reimbursed. The following daily amounts shall be followed:

Breakfast: \$11.00

Lunch: \$14.00

Dinner: \$21.00

Subd. (3) Conditions

- (a) Employees who meet the eligibility requirements for two (2) or more consecutive meals, shall be reimbursed for the actual cost of the meals up to the combined maximum reimbursement amount.
- (b) Reimbursements may be claimed by the individual if they depart from the work location in an assigned travel status before 6:00 a.m. or if the individual is away from home overnight.
- (c) Individuals may claim reimbursement if they are not within the County boundaries during the regular scheduled lunch period.
- (d) Reimbursement may be claimed by the individual if they are away from their normal work location in a travel status overnight or required to remain in a travel status until after 7 p.m.
- (e) The Department Head must authorize meetings with a meal charge in excess of the approved meal allowance.
- (f) When meals are part of a tuition or registration fee, no additional reimbursement request for such meals can be claimed.
- (g) Expenses for alcoholic beverages are not reimbursable.
- (h) Tips or gratuities are only reimbursable up to 20% of the meal allowance when dictated by a restaurant receipt.
- (i) The reimbursement for meals, lodging, parking, and other related County expenses will occur only upon submittal of receipts. Pursuant to federal law, meal reimbursement without overnight lodging will be included as income and subject to income tax withholding and FICA deduction. Reimbursement for out of state travel shall be made at the Federal CONUS rate at the time of travel.
- (j) If meals are included as part of a conference, seminar fee, or airline ticket and are not separately identified, they are not taxable income.

**Section Q. Conference/Seminar Requests**

Subd. (1) Purpose: Define the criteria for attending required and discretionary training.

Subd. (2) Conference/Seminar Request Procedure:

Aitkin County employees must keep up to date with changes being made outside the county which affect the way county business is performed. It is also the intent of Aitkin County to encourage development of its staff to the fullest extent possible. Two areas that are used for this are "required" and "discretionary" training.

Subd. (3) Required Training

- (a) Training requirements prescribed by governing authorities, or by an approved employee development program. (For example, Child Protection currently requires 15 hours of professional training per year.)

Subd. (4) Discretionary Training

- (a) Training requirements that allow staff to attend workshop/seminar activities related to their current position or an approved individual development plan.
- (b) Aitkin County will reimburse or pay directly for registration fees, meals, lodging, and transportation to and from an approved session as defined in the county's travel and meal reimbursement policies.
- (c) The attached request form must be completed and approved by the Department Head prior to attendance of any type of training session. An approved copy of the request form must be forwarded to Human Resources for inter-department coordination purposes.
- (d) A copy of the completion certificate or similar notification will be provided to the Human Resources Department for inclusion in the employee's personnel file. This will provide a permanent record of all formal employees training at a central location.

Subd. (5) Out of State Travel

- (a) Air Transportation - Any employee, traveling on County business shall be reimbursed for their travel expense by coach airfare rates. Airfare should be billed to the County at the lowest available rate based on inquiries to travel or ticket agents.
- (b) Extended Vehicle Use -When a personal vehicle is used for extended travel, reimbursement is paid on the basis of the prevailing mileage allowance rate or coach class air fare, whichever is less. When two or more people are traveling in one vehicle, reimbursement is made to one person.

- (c) Taxi/Bus - Payment for taxi, bus, or limousine service is authorized when no private vehicle is available. Reimbursement will be for whichever form of transportation has the lowest available rate.
- (d) Airline Travel Benefits - Any employee or elected official may accrue credits or other benefits to be used for additional airline travel for County business only. Credits or other benefits accrued by an employee or elected official who uses airline travel for County business cannot be used for personal gain.
- (e) The Department Head must authorize out of state travel. Permission must be then be received from the County Board before traveling outside of the State of Minnesota on county business, except when traveling to cities that directly border Minnesota. The Department Head is responsible to see that funds are available to cover the approved expense.



DKB1  
12/29/15 11:56AM

# Aitkin County

5B



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

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

DKB1  
 12/29/15 11:56AM  
 1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT				Commissioners		
8175	Centurylink	01-001-000-0000-6250	P	7.02	Local phone	313645966	Telephone
8175	Centurylink			7.02		1 Transactions	
10200	Marcotte/Anne Marie	01-001-000-0000-6330	P	10.00	Parking reimb./AMC conf.	12/7/15	Transportation & Travel & Parking
		01-001-000-0000-6330	P	439.88	mileage	765@.575	Transportation & Travel & Parking
					11/18/2015	12/22/2015	
10200	Marcotte/Anne Marie			449.88		2 Transactions	
6097	Verizon Wireless	01-001-000-0000-6250	P	31.07	Cell Phone Chargers	286287802	Telephone
					11/07/2015	12/06/2015	
		01-001-000-0000-6250	P	35.01	Monthly Mifi Charge	786663881	Telephone
					11/05/2015	12/04/2015	
6097	Verizon Wireless			66.08		2 Transactions	
10895	Westerlund/Laurie Ann	01-001-000-0000-6330	P	10.00	Parking reimb./AMC conf.	12/7/15	Transportation & Travel & Parking
		01-001-000-0000-6330	P	515.20	MILEAGE	896@.575	Transportation & Travel & Parking
					10/21/2015	12/17/2015	
10895	Westerlund/Laurie Ann			525.20		2 Transactions	
1	DEPT Total:			1,048.18	Commissioners	4 Vendors	7 Transactions
12	DEPT				Court Administration		
8175	Centurylink	01-012-000-0000-6250	P	112.35	Local phone Q1	313645966	Telephone
8175	Centurylink			112.35		1 Transactions	
10185	Centurylink Communications Inc	01-012-000-0000-6250	P	51.04	LD PHONE- Q 1	320146217	Telephone
10185	Centurylink Communications Inc			51.04		1 Transactions	
12781	CK Law PLLC	01-012-000-0000-6232	P	150.00	FEES 01JV15- 985 & 986	139	Attorney Services
		01-012-000-0000-6232	P	34.50	COSTS	139	Attorney Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/29/15 11:56AM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
12781 CK Law PLLC				
		184.50	2 Transactions	
11634 Gammello,Qualley & Pearson PLLC				
01- 012- 000- 0000- 6232	P	255.00	FEES 01JV- 09- 1134	50506 Attorney Services
11634 Gammello,Qualley & Pearson PLLC		255.00	1 Transactions	
2650 Kingsley/Marlene E				
01- 012- 000- 0000- 6252	P	50.00	Court Visitor Fees	Witnesses
01- 012- 000- 0000- 6252	P	15.00	Mileage	Witnesses
2650 Kingsley/Marlene E		65.00	2 Transactions	
12 DEPT Total:		667.89	Court Administration	5 Vendors 7 Transactions
40 DEPT			Auditor	
88012 Aitkin Co Auditor				
01- 040- 021- 0000- 6205	P	200.00	POSTAGE	Postage
88012 Aitkin Co Auditor		200.00	1 Transactions	
208 American Solutions For Business				
01- 040- 000- 0000- 6405	P	74.65	1099 Forms	02396652 Office & Computer Supplies
208 American Solutions For Business		74.65	1 Transactions	
5465 Boyer/Donna				
01- 040- 000- 0000- 6330	P	15.99	Reimb.for Anti- fatigue mat	Transportation & Travel
01- 040- 000- 0000- 6330	P	11.40	Mileage/IFS yr end training	24@.475 Transportation & Travel
5465 Boyer/Donna		27.39	2 Transactions	
783 Canon Financial Services, Inc				
01- 040- 000- 0000- 6231	P	220.24	copier contract- 026	15571256 Services, Labor, Contracts
783 Canon Financial Services, Inc		220.24	1 Transactions	
8175 Centurylink				
01- 040- 000- 0000- 6250	P	49.16	Local phone	313645966 Telephone
01- 040- 021- 0000- 6250	P	299.63	Local phone	314154028 License Center- Phone
8175 Centurylink		348.79	2 Transactions	
10185 Centurylink Communications Inc				
01- 040- 000- 0000- 6250	P	14.71	NOVEMBER LONG DISTANCE	320146217 Telephone

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10185 Centurylink Communications Inc		1 Transactions		
2214 Holder/Maryann		January 2016 Rent		Rentals
01- 040- 021- 0000- 6301				
2214 Holder/Maryann		1 Transactions		
2386 Information Systems Corp		App Extender licenses/maintena	24031	Services, Labor, Contracts
01- 040- 000- 0000- 6231	P	03/01/2016 02/28/2017		
2386 Information Systems Corp		1 Transactions		
2966 MACO		2016 DUES		Dues
01- 040- 000- 0000- 6240				
2966 MACO		1 Transactions		
3195 MCCC		IFS YR END TRNG- D BOYER	2Y1512017	Registration Fee
01- 040- 000- 0000- 6241	P			
3195 MCCC		1 Transactions		
5892 McGregor Printing & Graphics, Inc		(1000) Payroll change notices	18515	Office & Computer Supplies
01- 040- 000- 0000- 6405	P			
5892 McGregor Printing & Graphics, Inc		1 Transactions		
13862 MILLE LACS CORPORATE VENTURES		December 2015 Refund		Liquor Licenses
01- 040- 000- 0000- 5119	P			
13862 MILLE LACS CORPORATE VENTURES		1 Transactions		
86235 The Office Shop Inc		(1) Typewriter correction ribb	995938- 0	Services, Labor, Contracts
01- 040- 000- 0000- 6231	P			
01- 040- 000- 0000- 6231	P	(6) adding machine ribbon	995938- 0	Services, Labor, Contracts
01- 040- 000- 0000- 6231	P	(12) Claims storage boxes	995970- 0	Services, Labor, Contracts
01- 040- 000- 0000- 6231	P	MICR toner for warrants printe	996259- 0	Services, Labor, Contracts
86235 The Office Shop Inc		4 Transactions		
40 DEPT Total:		3,645.75 Auditor	13 Vendors	18 Transactions
42 DEPT		Treasurer		
8175 Centurylink		Local phone	313645966	Telephone
01- 042- 000- 0000- 6250	P			

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
8175 Centurylink		28.09	1 Transactions	
10185 Centurylink Communications Inc				
01-042-000-0000-6250	P	4.40	NOVEMBER LONG DISTANCE	320146217 Telephone
10185 Centurylink Communications Inc		4.40	1 Transactions	
4173 Grams/Lori				
01-042-000-0000-6332	P	101.09	HOTEL/IFS & BANK MTG	12/10/15 Hotel / Motel Lodging
01-042-000-0000-6340	P	13.53	MEAL/BANK MEETING	12/9/15 Meals (Overnight)
01-042-000-0000-6330	P	106.95	MILEAGE/IFS & BANK MTG	186@.575 Transportation & Travel
4173 Grams/Lori		221.57	3 Transactions	
2386 Information Systems Corp				
01-042-000-0000-6231	P	749.00	App Extender licenses/maintena	24031 Services, Labor, Contracts
			03/01/2016 02/28/2017	
2386 Information Systems Corp		749.00	1 Transactions	
2966 MACO				
01-042-000-0000-6240		360.00	2016 DUES	Dues
2966 MACO		360.00	1 Transactions	
3195 MCCC				
01-042-000-0000-6241	P	100.00	IFS YR END TRNG- L. GRAMS	2Y1512017 Registration Fee
3195 MCCC		100.00	1 Transactions	
5892 McGregor Printing & Graphics, Inc				
01-042-000-0000-6405	P	900.00	(20,000) #10 tinted envelopes	18466 Office & Computer Supplies
5892 McGregor Printing & Graphics, Inc		900.00	1 Transactions	
86235 The Office Shop Inc				
01-042-000-0000-6405	P	22.99	RECEIPT BOOK	282612-0 Office & Computer Supplies
01-042-000-0000-6405	P	13.58	DESK PAD	282612-0 Office & Computer Supplies
01-042-000-0000-6405	P	22.79	Ink Cartridge	282677-0 Office & Computer Supplies
86235 The Office Shop Inc		59.36	3 Transactions	
42 DEPT Total:		2,422.42	Treasurer	8 Vendors 12 Transactions
43 DEPT			Assessor	
783 Canon Financial Services, Inc				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
01- 043- 000- 0000- 6231	P	157.05	copier contract- 033	15571261 Services, Labor, Contracts
<b>783 Canon Financial Services, Inc</b>		<b>157.05</b>		<b>1 Transactions</b>
8175 <b>Centurylink</b>				
01- 043- 000- 0000- 6250	P	77.24	Local phone	313645966 Telephone
<b>8175 Centurylink</b>		<b>77.24</b>		<b>1 Transactions</b>
10185 <b>Centurylink Communications Inc</b>				
01- 043- 000- 0000- 6250	P	27.23	NOVEMBER LONG DISTANCE	320146217 Telephone
<b>10185 Centurylink Communications Inc</b>		<b>27.23</b>		<b>1 Transactions</b>
6097 <b>Verizon Wireless</b>				
01- 043- 000- 0000- 6250	P	85.59	Monthly Cell Phone Bill	680690882 Telephone
			11/02/2015 12/01/2015	
<b>6097 Verizon Wireless</b>		<b>85.59</b>		<b>1 Transactions</b>
<b>43 DEPT Total:</b>		<b>347.11</b>	<b>Assessor</b>	<b>4 Vendors 4 Transactions</b>
44 DEPT			Central Services	
10185 <b>Centurylink Communications Inc</b>				
01- 044- 000- 0000- 6250	P	2.82	NOVEMBER LONG DISTANCE	320146217 Telephone
01- 044- 000- 0000- 6250	P	0.05	toll free phone charges	320295974 Telephone
<b>10185 Centurylink Communications Inc</b>		<b>2.87</b>		<b>2 Transactions</b>
<b>44 DEPT Total:</b>		<b>2.87</b>	<b>Central Services</b>	<b>1 Vendors 2 Transactions</b>
49 DEPT			Information Technologies	
8175 <b>Centurylink</b>				
01- 049- 000- 0000- 6250	P	35.11	Local phone	313645966 Telephone
<b>8175 Centurylink</b>		<b>35.11</b>		<b>1 Transactions</b>
10185 <b>Centurylink Communications Inc</b>				
01- 049- 000- 0000- 6250	P	9.53	NOVEMBER LONG DISTANCE	320146217 Telephone
<b>10185 Centurylink Communications Inc</b>		<b>9.53</b>		<b>1 Transactions</b>
6097 <b>Verizon Wireless</b>				
01- 049- 000- 0000- 6231	P	61.03	Renewal	386695110 Programming, Services, Contracts
			11/02/2015 12/01/2015	

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
6097 Verizon Wireless		1 Transactions		
49 DEPT Total:		105.67	Information Technologies	3 Vendors 3 Transactions
52 DEPT		Administration/Personnel Dept		
86222 Aitkin Independent Age				
01- 052- 000- 0000- 6230	P	65.42	Vacancies- 11/4/15	1483 Printing, Publishing & Adv
01- 052- 000- 0000- 6230	P	60.34	Vacancies- 11/18/15	1483 Printing, Publishing & Adv
86222 Aitkin Independent Age		125.76	2 Transactions	
8175 Centurylink				
01- 052- 000- 0000- 6250	P	42.16	Local phone	313645966 Telephone
8175 Centurylink		42.16	1 Transactions	
10185 Centurylink Communications Inc				
01- 052- 000- 0000- 6250	P	27.08	NOVEMBER LONG DISTANCE	320146217 Telephone
10185 Centurylink Communications Inc		27.08	1 Transactions	
11303 Danielson/Bobbie				
01- 052- 000- 0000- 6330	P	113.72	MILEAGE- document pickup	239.4@.475 Transportation & Travel & Parking
11303 Danielson/Bobbie		113.72	1 Transactions	
2386 Information Systems Corp				
01- 052- 000- 0000- 6231	P	1,449.00	App Extender licenses/maintena	24031 Services, Labor, Contracts
			03/01/2016 02/28/2017	
2386 Information Systems Corp		1,449.00	1 Transactions	
12198 IPMA- HR MN				
01- 052- 000- 0000- 6240		50.00	Membership Fee	Dues & Subscriptions
01- 052- 000- 0000- 6299		75.00	Recruitman Strategy workshop	4/20/16 Employee Training
12198 IPMA- HR MN		125.00	2 Transactions	
3462 MPELRA				
01- 052- 000- 0000- 6241		75.00	MPELRA Winter Conference	02/05/15 Registration Fee
3462 MPELRA		75.00	1 Transactions	
3583 NPELRA				
01- 052- 000- 0000- 6241		299.00	NPELRA Academy III	02/04/15 Registration Fee

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3583 NPELRA			1 Transactions	
13412 Pemberton, Sorlie, Rufer & Kershner PLLC				
01-052-000-0000-6232	P	Labor Attorney Svc.20146317000M	.50@105.00	Attorney Services
01-052-000-0000-6232	P	Labor Attorney Svc.20146317000M	3.30@170.00	Attorney Services
13412 Pemberton, Sorlie, Rufer & Kershner PLLC			2 Transactions	
13243 Shred- N- Go, Inc				
01-052-000-0000-6231	P	342 pound purge service	51898	Services, Labor, Contracts
13243 Shred- N- Go, Inc			1 Transactions	
86235 The Office Shop Inc				
01-052-000-0000-6405	P	highlighters,pens,legal pads	995969-0	Office & Computer Supplies
01-052-000-0000-6405	P	Surge protector	996086-0	Office & Computer Supplies
86235 The Office Shop Inc			2 Transactions	
6097 Verizon Wireless				
01-052-000-0000-6250	P	Monthly Mifi Charge	786663881	Telephone
		11/05/2015 12/04/2015		
6097 Verizon Wireless			1 Transactions	
52 DEPT Total:		3,021.60 Administration/Personnel Dept	12 Vendors	16 Transactions
90 DEPT		Attorney		
783 Canon Financial Services, Inc				
01-090-000-0000-6625	P	CONTRACT CHARGE-028	15587943	Office Equipment
783 Canon Financial Services, Inc			1 Transactions	
8175 Centurylink				
01-090-000-0000-6250	P	Local phone	313645966	Telephone
8175 Centurylink			1 Transactions	
10185 Centurylink Communications Inc				
01-090-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
01-090-000-0000-6250	P	toll free phone charges	320295974	Telephone
10185 Centurylink Communications Inc			2 Transactions	
1265 Dakota Co Sheriff				
01-090-000-0000-6234	P	SUBPOENA 01CR15758	169355	Co Sheriff Services



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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
1265 Dakota Co Sheriff		70.00	1 Transactions	
3242 Minnesota CLE				
01-090-000-0000-6208	P	276.00	MN DWI pratice training	INV736047 Training/Education
3242 Minnesota CLE		276.00	1 Transactions	
6039 Motherway/Michele				
01-090-000-0000-6240		95.00	MN Paralegal Renewal	Dues & Registration Fee
6039 Motherway/Michele		95.00	1 Transactions	
9489 Redwood Toxicology Laboratory, Inc				
01-090-000-0000-6213	P	28.16	UA REIMBURSMENT	122891201511 Drug & Forfeiture Ms387.213
9489 Redwood Toxicology Laboratory, Inc		28.16	1 Transactions	
12775 Shook/Stephanie				
01-090-000-0000-6330	P	6.96	MEAL/BCA/field analysis trn	12/3/15 Transportation & Travel & Parking
01-090-000-0000-6330	P	151.80	Mileage/BCA/field analysis trn	264@.575 Transportation & Travel & Parking
			12/03/2015 12/03/2015	
12775 Shook/Stephanie		158.76	2 Transactions	
5062 Washington Co Sheriffs Office				
01-090-000-0000-6234	P	65.00	SUBPOENA 01CR15916	1153042 Co Sheriff Services
			11/14/2015 12/13/2015	
5062 Washington Co Sheriffs Office		65.00	1 Transactions	
5173 West Payment Center				
01-090-000-0000-6406	P	465.75	MN Practice Series- November	833117018 Law Publ. & Subscriptions
5173 West Payment Center		465.75	1 Transactions	
90 DEPT Total:		1,594.01	Attorney	10 Vendors 12 Transactions
100 DEPT			Recorder	
8175 Centurylink				
01-100-000-0000-6250	P	21.07	Local phone	313645966 Telephone
8175 Centurylink		21.07	1 Transactions	
10185 Centurylink Communications Inc				
01-100-000-0000-6250	P	9.58	NOVEMBER LONG DISTANCE	320146217 Telephone

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
10185 Centurylink Communications Inc		9.58	1 Transactions		
2386 Information Systems Corp					
01-100-195-0000-6231	P	3,963.00	App Extender licenses/maintena 03/01/2016 02/28/2017	24031	Services, Labor, Contracts- Land Records
01-100-196-0000-6231	P	1,085.00	App Extender licenses/maintena 03/01/2016 02/28/2017	24031	Services, Labor, Contracts- Recorder's
2386 Information Systems Corp		5,048.00	2 Transactions		
11406 Innovative Office Solutions					
01-100-000-0000-6405	P	183.66	Toner HP Laserjet	IN1020788	Office & Computer Supplies
11406 Innovative Office Solutions		183.66	1 Transactions		
2966 MACO					
01-100-000-0000-6240		360.00	2016 DUES		Dues
2966 MACO		360.00	1 Transactions		
3951 Pro West & Associates, Inc					
01-100-195-0000-6231	P	550.00	Integrate LINK w/ Active Direc	000095	Services, Labor, Contracts- Land Records
3951 Pro West & Associates, Inc		550.00	1 Transactions		
86235 The Office Shop Inc					
01-100-000-0000-6625	P	2.97	Thermal paper, staples	282573-0	Office Equipment
01-100-000-0000-6625	P	45.58	Labels	996198-0	Office Equipment
01-100-196-0000-6625	P	229.29	Label Printer	996198-0	Office & Other Equipment- Recorder's
01-100-000-0000-6625	P	23.98	Receipt Label	996198-1	Office Equipment
86235 The Office Shop Inc		301.82	4 Transactions		
100 DEPT Total:		6,474.13	Recorder	7 Vendors	11 Transactions
110 DEPT			Courthouse Maintenance		
8175 Centurylink					
01-110-000-0000-6250	P	14.04	Local phone	313645966	Phone
8175 Centurylink		14.04	1 Transactions		
10185 Centurylink Communications Inc					
01-110-000-0000-6250	P	4.11	NOVEMBER LONG DISTANCE	320146217	Phone
10185 Centurylink Communications Inc		4.11	1 Transactions		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
6097 Verizon Wireless 01-110-000-0000-6250	P	Cell Phone Charges 11/07/2015 12/06/2015	286287802	Phone
6097 Verizon Wireless		1 Transactions		
110 DEPT Total:		49.20 Courthouse Maintenance	3 Vendors	3 Transactions
120 DEPT		Service Officer		
8175 Centurylink 01-120-000-0000-6250	P	Local phone	313645966	Telephone
8175 Centurylink		1 Transactions		
10185 Centurylink Communications Inc 01-120-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
01-120-000-0000-6250	P	toll free phone charges	320295974	Telephone
10185 Centurylink Communications Inc		2 Transactions		
10097 Harms Monroe/Penny 01-120-000-0000-6330	P	AL MEETING IN MCGREGOR	46@.475	Transportation & Travel
10097 Harms Monroe/Penny		1 Transactions		
120 DEPT Total:		53.30 Service Officer	3 Vendors	4 Transactions
122 DEPT		Planning & Zoning		
13861 ALDEN/JOANNE 01-122-000-0000-6820		Partial Refund Permit #41698	R#928604	Refunds & Reimbursements
13861 ALDEN/JOANNE		1 Transactions		
783 Canon Financial Services, Inc 01-122-000-0000-6231	P	COPIER CONTRACT-029	15571258	Services, Labor, Contracts, Programming
783 Canon Financial Services, Inc		1 Transactions		
8175 Centurylink 01-122-000-0000-6250	P	Local phone	313645966	Telephone
8175 Centurylink		1 Transactions		
10185 Centurylink Communications Inc 01-122-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
10185 Centurylink Communications Inc		36.96	1 Transactions	
13442 Hagen/Michael				
01- 122- 000- 0000- 6350	P	50.00	PC Meeting	12/21/15 Per Diem
01- 122- 038- 0000- 6330	P	17.25	PC MTG MILEAGE	30@.575 Boa/Pc Mileage
01- 122- 000- 0000- 6350	P	10.00	ONSITE	41705C Per Diem
13442 Hagen/Michael		77.25	3 Transactions	
2386 Information Systems Corp				
01- 122- 000- 0000- 6231	P	2,205.00	App Extender licenses/maintena	24031 Services, Labor, Contracts, Programming
			03/01/2016 02/28/2017	
2386 Information Systems Corp		2,205.00	1 Transactions	
11990 Lange/David				
01- 122- 038- 0000- 6330	P	63.83	PC/ONSITE MTG MILEAGE	111@.575 Boa/Pc Mileage
01- 122- 000- 0000- 6350	P	50.00	PC Meeting	12/21/15 Per Diem
01- 122- 000- 0000- 6350	P	10.00	ONSITE	41704C Per Diem
01- 122- 000- 0000- 6350	P	10.00	ONSITE	41705C Per Diem
11990 Lange/David		133.83	4 Transactions	
5516 Paquette/Jeremy M				
01- 122- 000- 0000- 6350	P	50.00	PC Meeting	12/21/15 Per Diem
01- 122- 038- 0000- 6330	P	92.00	PC/ONSITE MTG MILEAGE	160@.575 Boa/Pc Mileage
01- 122- 000- 0000- 6350	P	10.00	ONSITE	41704C Per Diem
01- 122- 000- 0000- 6350	P	10.00	ONSITE	41705C Per Diem
5516 Paquette/Jeremy M		162.00	4 Transactions	
13424 Sonnee/Dennise J				
01- 122- 000- 0000- 6350	P	50.00	PC Meeting	12/21/15 Per Diem
01- 122- 038- 0000- 6330	P	74.75	PC/ONSITE MTG MILEAGE	130@.575 Boa/Pc Mileage
01- 122- 000- 0000- 6350	P	10.00	ONSITE	41704C Per Diem
01- 122- 000- 0000- 6350	P	10.00	ONSITE	41705C Per Diem
13424 Sonnee/Dennise J		144.75	4 Transactions	
86235 The Office Shop Inc				
01- 122- 000- 0000- 6405	P	9.99	1 Ream 11x17 Paper	995689- 0 Office, Computer, Film, & Field Supplies
01- 122- 000- 0000- 6405	P	28.04	ADDRESS LABELS	996328- 0 Office, Computer, Film, & Field Supplies
86235 The Office Shop Inc		38.03	2 Transactions	

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
6097 Verizon Wireless 01-122-000-0000-6250	P	CELL PHONE CHARGES 11/14/2015 12/13/2015	380690138	Telephone
6097 Verizon Wireless		38.54	1 Transactions	
122 DEPT Total:		3,259.25	11 Vendors	23 Transactions
123 DEPT		Coroner		
6105 National Medical Services 01-123-000-0000-6260	P	ME 15-2747	490598	Autopsies- - Pathologist, Xrays, Etc
6105 National Medical Services		166.00	1 Transactions	
3987 Ramsey County Medical Examiner 01-123-000-0000-6260	P	ME 15-2747		Autopsies- - Pathologist, Xrays, Etc
3987 Ramsey County Medical Examiner		500.00	1 Transactions	
4192 Regions Hospital 01-123-000-0000-6260	P	ME 15-2747		Autopsies- - Pathologist, Xrays, Etc
4192 Regions Hospital		305.00	1 Transactions	
123 DEPT Total:		971.00	3 Vendors	3 Transactions
200 DEPT		Enforcement		
170 Aitkin Motor Company 01-200-000-0000-6302	P	oil change, tire repair #223	7599	Car Maintenance
170 Aitkin Motor Company		64.07	1 Transactions	
11960 ASAP Towing 01-200-000-0000-6359	P	Tow GMC Yukon 15-4706	3432	Wrecker Service
11960 ASAP Towing		104.00	1 Transactions	
12445 Brandl Chevrolet, Buick GMC 01-200-000-0000-6302	P	#216 wipers,oil change,pads	218889	Car Maintenance
12445 Brandl Chevrolet, Buick GMC		629.95	1 Transactions	
13325 Bruggman/Paul 01-200-040-0000-6304	P	October Telephone		TZD Grant Expenses
01-200-040-0000-6304	P	1,152.00	36@32.00	TZD Grant Expenses

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
13325 Bruggman/Paul	P	28.75	October miles	50@.575 TZD Grant Expenses
		1,190.75	3 Transactions	
8175 Centurylink				
01-200-000-0000-6250	P	182.58	Local phone	313645966 Telephone
01-200-000-0000-6250	P	56.18	Local phone- PROBATION	313645966 Telephone
8175 Centurylink		238.76	2 Transactions	
10185 Centurylink Communications Inc				
01-200-000-0000-6250	P	73.67	NOV LD- PROBATION	320146217 Telephone
01-200-000-0000-6250	P	73.04	NOVEMBER LONG DISTANCE	320146217 Telephone
01-200-000-0000-6250	P	5.92	toll free phone charges	320295974 Telephone
10185 Centurylink Communications Inc		152.63	3 Transactions	
964 Chief Supply Corp				
01-200-000-0000-6405	P	347.51	rubber gloves, batteries	417571 Office Supplies
964 Chief Supply Corp		347.51	1 Transactions	
1059 CMI, Inc.				
01-200-000-0000-6409	P	157.18	datamaster dry gas	817404 Deputy Supplies
1059 CMI, Inc.		157.18	1 Transactions	
1777 Grand Rapids Veterinary Clinic				
01-200-019-0000-6231	P	342.75	Loki leg inflammation	207792 Services, Labor, Contracts
1777 Grand Rapids Veterinary Clinic		342.75	1 Transactions	
5756 KEEPRS, Inc				
01-200-000-0000-6410	P	15.99	Refurbish #224 Badge	289136 Clothing Allowance
01-200-000-0000-6410	P	69.63	uniform shirt	291969-03 Clothing Allowance
01-200-000-0000-6410	P	539.99	ACSO Patches	292097 Clothing Allowance
5756 KEEPRS, Inc		625.61	3 Transactions	
10567 Lake Country Auto Center Of Aitkin				
01-200-000-0000-6302	P	510.08	4 tires, install #209	22040 Car Maintenance
10567 Lake Country Auto Center Of Aitkin		510.08	1 Transactions	
252 Lynn Peavey Company				
01-200-000-0000-6405	P	23.25	evidence processing supplies	311280 Office Supplies

# Aitkin County



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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
252 Lynn Peavey Company				
23.25		1 Transactions		
3371 Minnesota Sheriffs' Association				
01- 200- 003- 0000- 6241	P	MSA winter conf,John Drahota	101740	Registration Fee
270.00		1 Transactions		
3371 Minnesota Sheriffs' Association				
270.00				
612 MN BCA CJTE				
01- 200- 003- 0000- 6241	P	DataMaster Trg- Bennett 34137	120815DMT	Registration Fee
285.00				
01- 200- 003- 0000- 6241	P	DataMaster Trng- Cline 34127	120815DMT	Registration Fee
285.00				
612 MN BCA CJTE				
570.00		2 Transactions		
12110 Revelin Vehicle Solutions, LLC				
01- 200- 000- 0000- 6314	P	outfit new #209,swap 218,209	137	Radio Maint
2,220.00		1 Transactions		
12110 Revelin Vehicle Solutions, LLC				
2,220.00				
4870 Turner/Scott A.				
01- 200- 003- 0000- 6330	P	mileage/MSA winter conf.	256@.475	Transportation & Travel & Parking
121.60		1 Transactions		
4870 Turner/Scott A.				
121.60				
5066 Visa				
01- 200- 000- 0000- 6409	P	iphone charger - case 15- 4394	2082 Card 2	Deputy Supplies
6.40				
01- 200- 019- 0000- 6240	P	USPCA Region 12 membership	2082 Card 2	Dues/Assoc Fees
50.00				
01- 200- 019- 0000- 6241	P	K- 9 Handlers Conference Reg.	2082 Card 2	Registration Fee
75.00				
01- 200- 019- 0000- 6409	P	tape for K- 9 injury	2082 Card 2	Supplies
6.72				
01- 200- 003- 0000- 6332	P	Hotel/DataMaster Training	3108 Card 4	Hotels / Motels
743.10				
01- 200- 003- 0000- 6340	P	Meals/DataMaster Training	3108 Card 4	Meals
99.48				
5066 Visa				
980.70		6 Transactions		
9642 WEX BANK				
01- 200- 000- 0000- 6511	P	November Gas	0424007043961	Gas And Oil
3,572.71		1 Transactions		
9642 WEX BANK				
3,572.71				
200 DEPT Total:		Enforcement	18 Vendors	31 Transactions
12,121.55				
204 DEPT		ATV		
9642 WEX BANK				
01- 204- 000- 0000- 6511	P	November Gas	0424007043961	Gas And Oil
272.77		1 Transactions		
9642 WEX BANK				
272.77				

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Paid On Bhf #	On Behalf of Name
204 DEPT Total:		272.77	ATV	1 Vendors 1 Transactions
252 DEPT			Corrections	
12106 Antoine Electric				
01- 252- 000- 0000- 6590	P	297.75	florescent lamps for jail	15132 Repair & Maintenance Supplies
12106 Antoine Electric		297.75		1 Transactions
783 Canon Financial Services, Inc				
01- 252- 000- 0000- 6231	P	96.07	Dispatch copier contract- 032	15571253 Services & Labor (Incl Contracts)
783 Canon Financial Services, Inc		96.07		1 Transactions
8175 Centurylink				
01- 252- 000- 0000- 6250	P	112.35	Local phone	313645966 Telephone
8175 Centurylink		112.35		1 Transactions
10185 Centurylink Communications Inc				
01- 252- 000- 0000- 6250	P	85.80	NOVEMBER LONG DISTANCE	320146217 Telephone
01- 252- 000- 0000- 6250	P	5.92	toll free phone charges	320295974 Telephone
10185 Centurylink Communications Inc		91.72		2 Transactions
964 Chief Supply Corp				
01- 252- 000- 0000- 6405	P	347.52	rubber gloves, batteries	417571 Office & Computer Supplies
964 Chief Supply Corp		347.52		1 Transactions
88628 Dalco				
01- 252- 000- 0000- 6422	P	28.30	jail paper products	2963960 Janitorial Supplies
01- 252- 000- 0000- 6422	P	486.50	jail paper products	2967482 Janitorial Supplies
88628 Dalco		514.80		2 Transactions
88880 Datacomm Computers & Networks Inc				
01- 252- 000- 0000- 6625	P	65.00	replacement battery	8516 Office Equipment
88880 Datacomm Computers & Networks Inc		65.00		1 Transactions
1491 Dutch's Electric, Inc				
01- 252- 000- 0000- 6590	P	89.87	replace kitchen ballast	24049 Repair & Maintenance Supplies
1491 Dutch's Electric, Inc		89.87		1 Transactions
2186 Hillyard Inc - Kansas City				
01- 252- 000- 0000- 6422	P	699.82	Janitorial	601888948 Janitorial Supplies



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
2186 Hillyard Inc - Kansas City		699.82			
			1 Transactions		
11889 Honeywell International Inc.					
01- 252- 000- 0000- 6590	P	1,453.57	exhaust damper motor	5234810494	Repair & Maintenance Supplies
11889 Honeywell International Inc.		1,453.57			
			1 Transactions		
5503 Keefe Supply Company					
01- 252- 252- 0000- 6405	P	57.00	Commissary Supplies	630576	Prisoner Welfare
01- 252- 252- 0000- 6405	P	90.00	Commissary Supplies	633457	Prisoner Welfare
5503 Keefe Supply Company		147.00			
			2 Transactions		
12777 Lammers Appliance Repair					
01- 252- 000- 0000- 6231	P	75.00	adjust start knob, switch- Drye	1243	Services & Labor (Incl Contracts)
12777 Lammers Appliance Repair		75.00			
			1 Transactions		
3160 Mille Lacs Energy Coop- Albert Lea					
01- 252- 000- 0000- 6254	P	421.85	Shelter/Tower	34- 54- 015- 01	Utilities & Heating
3160 Mille Lacs Energy Coop- Albert Lea		421.85			
			1 Transactions		
9692 Minnesota Energy Resources Corporation					
01- 252- 000- 0000- 6254	P	106.89	Gas STS	4058862- 6	Utilities & Heating
01- 252- 000- 0000- 6254	P	466.83	Gas Jail	4244670- 8	Utilities & Heating
01- 252- 000- 0000- 6254	P	1,575.00	Gas Jail	4334475- 3	Utilities & Heating
9692 Minnesota Energy Resources Corporation		2,148.72			
			3 Transactions		
11120 Nardini Fire Equipment Co.,Inc					
01- 252- 000- 0000- 6231	P	650.00	annual alarm inspection	490598	Services & Labor (Incl Contracts)
11120 Nardini Fire Equipment Co.,Inc		650.00			
			1 Transactions		
3789 Pan- O- Gold Baking Company					
01- 252- 000- 0000- 6418	P	162.90	Groceries	010024534408	Groceries
01- 252- 000- 0000- 6418	P	127.12	Groceries	010024535121	Groceries
3789 Pan- O- Gold Baking Company		290.02			
			2 Transactions		
11947 Phoenix Supply					
01- 252- 000- 0000- 6424	P	414.93	inmate supplies	8221	Inmate Supplies
01- 252- 000- 0000- 6424	P	84.36	inmate supplies	8232	Inmate Supplies
11947 Phoenix Supply		499.29			
			2 Transactions		

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Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
5426 Plastocon, Inc.		01- 252- 000- 0000- 6420	P		944.31	disposable lids for cereal		86860		Kitchen Supplies	
5426 Plastocon, Inc.					944.31		1 Transactions				
10771 Regional Diagnostic Radiology		01- 252- 000- 0000- 6262	P		33.25	medical care- Sarkisyan		RDR256736		Medical Expenses & Supplies - Inmates	
10771 Regional Diagnostic Radiology					33.25		1 Transactions				
9499 Reliance Telephone Systems, Inc		01- 252- 252- 0000- 6406	P		1,000.00	Phone Cards		D- 16409		Phone Card Prisoner Welfare	
9499 Reliance Telephone Systems, Inc					1,000.00		1 Transactions				
10037 Sack/Douglas		01- 252- 000- 0000- 6330	P		202.04	Hotel/Prisoner Transport		12/16/15		Prisoner Transportation & Travel	
10037 Sack/Douglas					202.04		1 Transactions				
4761 Sysco Minnesota Inc		01- 252- 000- 0000- 6418	P		3,851.73	Groceries		512100271		Groceries	
		01- 252- 000- 0000- 6420	P		89.00	Supplies		512161444		Kitchen Supplies	
		01- 252- 000- 0000- 6418	P		3,576.41	Groceries		512170252		Groceries	
4761 Sysco Minnesota Inc					7,517.14		3 Transactions				
86235 The Office Shop Inc		01- 252- 000- 0000- 6405	P		28.99	desk organizer		996050- 0		Office & Computer Supplies	
86235 The Office Shop Inc					28.99		1 Transactions				
6128 Tire Barn		01- 252- 000- 0000- 6302	P		73.72	oil change,rotate tires- xport		33087		Car Maintenance	
		01- 252- 000- 0000- 6302	P		57.54	oil change- 2006 Econoline		33117		Car Maintenance	
6128 Tire Barn					131.26		2 Transactions				
9642 WEX BANK		01- 252- 000- 0000- 6330	P		276.91	November Gas		0424007043961		Prisoner Transportation & Travel	
9642 WEX BANK					276.91		1 Transactions				
252 DEPT Total:					18,134.25	Corrections		25 Vendors		35 Transactions	
253 DEPT						Aitkin Co Community Corrections					
170 Aitkin Motor Company											

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
170 Aitkin Motor Company	P	mirror assembly,wipers	7578	Car Maintenance
		337.43		
		337.43	1 Transactions	
8175 Centurylink	P	Local phone	313645966	Telephone
		7.02		
8175 Centurylink			1 Transactions	
10185 Centurylink Communications Inc	P	NOVEMBER LONG DISTANCE	320146217	Telephone
		3.13		
10185 Centurylink Communications Inc			1 Transactions	
12927 Midwest Machinery Co.	P	filter element	1192344	Operating Supplies
		10.65		
12927 Midwest Machinery Co.			1 Transactions	
86235 The Office Shop Inc	P	Phone for STS building	282558-0	Operating Supplies
		36.99		
86235 The Office Shop Inc			1 Transactions	
253 DEPT Total:		395.22	Aitkin Co Community Corrections	5 Vendors
				5 Transactions
255 DEPT			General Crime Victim Grant	
8175 Centurylink	P	Local phone	313645966	Telephone
		7.02		
8175 Centurylink			1 Transactions	
10185 Centurylink Communications Inc	P	NOVEMBER LONG DISTANCE	320146217	Telephone
		4.01		
10185 Centurylink Communications Inc			1 Transactions	
255 DEPT Total:		11.03	General Crime Victim Grant	2 Vendors
				2 Transactions
257 DEPT			Sobriety Court	
8175 Centurylink	P	Local phone	313645966	Telephone
		7.02		
8175 Centurylink			1 Transactions	
11406 Innovative Office Solutions				

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
11406 Innovative Office Solutions	P	PRINTER TONER	IN1002495	Sobriety Crt Expenses
		83.11		
		83.11	1 Transactions	
13056 McKenzie/Jill				
01- 257- 022- 0000- 6406	P	50 Graduation Medallions		Sobriety Crt Expenses
01- 257- 022- 0000- 6406	P	Phase change gift cards	Holiday store	Sobriety Crt Expenses
13056 McKenzie/Jill		75.45		
		20.00	2 Transactions	
		95.45		
11997 Minnesota Monitoring				
01- 257- 022- 0000- 6406	P	Monitoring	1918	Sobriety Crt Expenses
11997 Minnesota Monitoring		603.50	1 Transactions	
		603.50		
9489 Redwood Toxicology Laboratory, Inc				
01- 257- 022- 0000- 6406	P	DRUG TESTING	126458201511	Sobriety Crt Expenses
9489 Redwood Toxicology Laboratory, Inc		135.00	1 Transactions	
		135.00		
257 DEPT Total:		924.08	Sobriety Court	5 Vendors
				6 Transactions
280 DEPT			Emergency Management	
8175 Centurylink				
01- 280- 000- 0000- 6250	P	Local phone	313645966	Telephone
8175 Centurylink		14.04	1 Transactions	
		14.04		
10185 Centurylink Communications Inc				
01- 280- 000- 0000- 6250	P	toll free phone charges	320295974	Telephone
10185 Centurylink Communications Inc		1.03	1 Transactions	
		1.03		
280 DEPT Total:		15.07	Emergency Management	2 Vendors
				2 Transactions
390 DEPT			Environmental Health (FBL)	
8175 Centurylink				
01- 390- 000- 0000- 6250	P	Local phone	313645966	Telephone
8175 Centurylink		7.02	1 Transactions	
		7.02		
10185 Centurylink Communications Inc				
01- 390- 000- 0000- 6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
10185 Centurylink Communications Inc		5.23	1 Transactions	
		5.23		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
13862 MILLE LACS CORPORATE VENTURES 01- 390- 000- 0000- 5136	P	refund 1/2 year FBL license		Fbl Licenses
13862 MILLE LACS CORPORATE VENTURES		1 Transactions		
<b>390 DEPT Total:</b>		<b>Environmental Health (FBL)</b>	<b>3 Vendors</b>	<b>3 Transactions</b>
391 DEPT		Solid Waste		
8175 Centurylink 01- 391- 000- 0000- 6250	P	Local phone	313645966	Telephone
8175 Centurylink		1 Transactions		
10185 Centurylink Communications Inc 01- 391- 000- 0000- 6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
10185 Centurylink Communications Inc		1 Transactions		
2763 J & H Transfer Station-Lakes Sanitary 01- 391- 000- 0000- 6231		MLEC capital credits- transf.st		Services, Labor, & Minor Contracts
01- 391- 060- 0000- 6360	P	Oct.&Nov.Recycling Contract		Recycling Contract
2763 J & H Transfer Station-Lakes Sanitary		2 Transactions		
6097 Verizon Wireless 01- 391- 000- 0000- 6250	P	Neff Cellular Charges	286252299	Telephone
		11/03/2015 12/02/2015		
6097 Verizon Wireless		1 Transactions		
<b>391 DEPT Total:</b>		<b>Solid Waste</b>	<b>4 Vendors</b>	<b>5 Transactions</b>
500 DEPT		Library And Historical Society		
9163 Hommes/Linda Jeanne 01- 500- 500- 0000- 6350	P	Board Meeting- Cambridge	10/12/15	Library Per Diem
01- 500- 500- 0000- 6350	P	Personnel Meeting- Mora	10/26/15	Library Per Diem
01- 500- 500- 0000- 6350	P	Board Meeting- Cambridge	11/9/15	Library Per Diem
01- 500- 500- 0000- 6350	P	Board Meeting- Cambridge	12/14/15	Library Per Diem
01- 500- 500- 0000- 6350	P	Board Meeting- Milaca	5/11/15	Library Per Diem
01- 500- 500- 0000- 6350	P	Personnel Meeting- Mora	6/4/15	Library Per Diem
01- 500- 500- 0000- 6350	P	Board Meeting- Cambridge	6/8/15	Library Per Diem
01- 500- 500- 0000- 6350	P	Personnel Meeting- Mora	8/24/15	Library Per Diem
01- 500- 500- 0000- 6350	P	Board Meeting- Aitkin	9/14/15	Library Per Diem

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
9163 Hommes/Linda Jeanne			9 Transactions	
315.00				
11040 Raisanen/James E				
01- 500- 500- 0000- 6350	P	ECRL MEETING- CAMBRIDGE	12/14/15	Library Per Diem
35.00				
01- 500- 500- 0000- 6350	P	ECRL MEETING- CAMBRIDGE	9/11/15	Library Per Diem
35.00				
01- 500- 500- 0000- 6350	P	LIBRARY LEGACY MEETING	9/12/15	Library Per Diem
35.00				
11040 Raisanen/James E			3 Transactions	
105.00				
500 DEPT Total:		Library And Historical Society	2 Vendors	12 Transactions
420.00				
601 DEPT		Extension		
8175 Centurylink				
01- 601- 000- 0000- 6250	P	Local phone	313645966	Telephone
7.02				
8175 Centurylink			1 Transactions	
7.02				
10185 Centurylink Communications Inc				
01- 601- 000- 0000- 6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
0.20				
10185 Centurylink Communications Inc			1 Transactions	
0.20				
90853 Mickelson/Bonnie H				
01- 601- 000- 0000- 6350	P	Extension Meeting	11/30/15	Per Diem
35.00				
90853 Mickelson/Bonnie H			1 Transactions	
35.00				
11187 Regents Of The University of Minnesota				
01- 601- 000- 0000- 6262	P	Oct- Dec MOA Billing- Strande	0300014871	Univ Of Minn Contracts
12,661.89				
11187 Regents Of The University of Minnesota			1 Transactions	
12,661.89				
601 DEPT Total:		Extension	4 Vendors	4 Transactions
12,704.11				
711 DEPT		Economic Development		
8175 Centurylink				
01- 711- 000- 0000- 6250	P	Local phone	313645966	Telephone
7.02				
8175 Centurylink			1 Transactions	
7.02				
10185 Centurylink Communications Inc				
01- 711- 000- 0000- 6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
6.01				
10185 Centurylink Communications Inc			1 Transactions	
6.01				

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
13834 Minnesota Interactive Inc 01- 711- 000- 0000- 6303	P	118.75	Webdiagnostics for Bus.Prog.	3709
13834 Minnesota Interactive Inc		118.75	1 Transactions	
711 DEPT Total:		131.78	Economic Development	3 Vendors
				3 Transactions
1 Fund Total:		70,822.87	General Fund	234 Transactions

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 3 Road & Bridge

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0 DEPT		Undesignated		
86115 Lueck/Julia				
03-000-000-0000-5857	P	500.00		Culverts
86115 Lueck/Julia		500.00	1 Transactions	
13863 MEYER/DAVID				
03-000-000-0000-5857	P	500.00		Culverts
13863 MEYER/DAVID		500.00	1 Transactions	
0 DEPT Total:		1,000.00	2 Vendors	2 Transactions
301 DEPT		R&B Administration		
783 Canon Financial Services, Inc				
03-301-000-0000-6300	P	212.26	15571255	Service Contracts
783 Canon Financial Services, Inc		212.26	1 Transactions	
9671 Pitney Bowes				
03-301-000-0000-6205	P	60.00	2351056-DC15	Postage
9671 Pitney Bowes		60.00	1 Transactions	
5097 Welle/John Thomas				
03-301-000-0000-6296	P	5.00		Meeting Expense/Physicals
03-301-000-0000-6296	P	7.90		Meeting Expense/Physicals
03-301-000-0000-6296	P	9.49		Meeting Expense/Physicals
5097 Welle/John Thomas		22.39	3 Transactions	
301 DEPT Total:		294.65	3 Vendors	5 Transactions
303 DEPT		R&B Highway Maintenance		
9760 Advanced Diesel Service				
03-303-000-0000-6590	P	47.55	22464	Repair & Maintenance Supplies
03-303-000-0000-6590	P	273.00	22464	Repair & Maintenance Supplies
9760 Advanced Diesel Service		320.55	2 Transactions	
657 Aitkin Glass Service				
03-303-000-0000-6590	P	124.00	11735	Repair & Maintenance Supplies
03-303-000-0000-6590	P	191.00	11735	Repair & Maintenance Supplies



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3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
657 Aitkin Glass Service		315.00	2 Transactions	
195 Aitkin Tire Shop				
03-303-000-0000-6590	P	30.00	REPAIR LABOR 121015	55468 Repair & Maintenance Supplies
03-303-000-0000-6590	P	70.00	TUBE W/ Labor 121415	55476 Repair & Maintenance Supplies
03-303-000-0000-6590	P	25.00	REPAIR LABOR 121415	55476 Repair & Maintenance Supplies
03-303-000-0000-6590	P	35.00	REPAIR LABOR 121415	55476 Repair & Maintenance Supplies
195 Aitkin Tire Shop		160.00	4 Transactions	
13620 American Door Works				
03-303-000-0000-6298	P	259.70	PALISADE SHOP REPAIRS 121415	0030274- IN Shop Maintenance
13620 American Door Works		259.70	1 Transactions	
8674 Boyer Trucks				
03-303-000-0000-6590	P	263.27	REPAIR PARTS 120915	163526R Repair & Maintenance Supplies
8674 Boyer Trucks		263.27	1 Transactions	
8175 Centurylink				
03-303-000-0000-6254	P	31.21	FAX: HWY OFFICE 121115	Utilities
8175 Centurylink		31.21	1 Transactions	
10185 Centurylink Communications Inc				
03-303-000-0000-6254	P	35.30	NOVEMBER LONG DISTANCE	320146217 Utilities
10185 Centurylink Communications Inc		35.30	1 Transactions	
11411 Charter Communications				
03-303-000-0000-6254	P	140.25	PHONE: HWY OFFICE 120915	330400 Utilities
11411 Charter Communications		140.25	1 Transactions	
1200 Cummings Oil, Inc				
03-303-000-0000-6298	P	5,140.41	MCGRATH DIESEL 120315	46346 Shop Maintenance
03-303-000-0000-6298	P	5,140.41	MCGRATH DIESEL 120315	46347 Shop Maintenance
1200 Cummings Oil, Inc		10,280.82	2 Transactions	
7060 Federated Co- Ops Inc.				
03-303-000-0000-6297	P	350.65	MCGREGOR PROPANE 120715	102100577 Shop Fuel
7060 Federated Co- Ops Inc.		350.65	1 Transactions	
13468 G & K Services				

# Aitkin County



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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
03-303-000-0000-6298	P	17.40	SHOP LAUNDRY 121415	1043356675 Shop Maintenance
03-303-000-0000-6298	P	17.40	SHOP LAUNDRY 122115	1043362236 Shop Maintenance
<b>13468 G &amp; K Services</b>		<b>34.80</b>		<b>2 Transactions</b>
<b>9337 Jackman/David</b>				
03-303-000-0000-6411	P	145.00	WORK BOOT REIMBURSEMENT 121215	47290967004 Safety Footwear
<b>9337 Jackman/David</b>		<b>145.00</b>		<b>1 Transactions</b>
<b>8101 Kris Engineering Inc</b>				
03-303-000-0000-6590	P	267.85	REPAIR PARTS 121515	26161 Repair & Maintenance Supplies
03-303-000-0000-6590	P	267.85	REPAIR PARTS 121515	26161 Repair & Maintenance Supplies
03-303-000-0000-6590	P	267.85	REPAIR PARTS 121515	26161 Repair & Maintenance Supplies
03-303-000-0000-6590	P	496.63	REPAIR PARTS 121515	26161 Repair & Maintenance Supplies
<b>8101 Kris Engineering Inc</b>		<b>1,300.18</b>		<b>4 Transactions</b>
<b>91187 Lake Country Power</b>				
03-303-000-0000-6254	P	11.62	JACOBSON SHOP 120415	1400073000 Utilities
03-303-000-0000-6254	P	579.89	SWATARA 120415	140946401 Utilities
<b>91187 Lake Country Power</b>		<b>591.51</b>		<b>2 Transactions</b>
<b>3100 McGregor Oil</b>				
03-303-000-0000-6513	P	28.57	GASOLINE 110915	53340 Motor Fuel & Lubricants
03-303-000-0000-6513	P	43.96	GASOLINE 111315	53341 Motor Fuel & Lubricants
03-303-000-0000-6513	P	45.53	GASOLINE 111315	53342 Motor Fuel & Lubricants
03-303-000-0000-6513	P	45.78	GASOLINE 111715	53343 Motor Fuel & Lubricants
03-303-000-0000-6513	P	54.04	GASOLINE 111715	53344 Motor Fuel & Lubricants
03-303-000-0000-6513	P	42.33	GASOLINE 111915	53345 Motor Fuel & Lubricants
03-303-000-0000-6513	P	13.84	GASOLINE 111915	53346 Motor Fuel & Lubricants
03-303-000-0000-6513	P	38.97	GASOLINE 112015	53347 Motor Fuel & Lubricants
03-303-000-0000-6513	P	1,610.22	SWATARA BLEND 111115	54234 Motor Fuel & Lubricants
03-303-000-0000-6513	P	1,496.78	PALISADE BLENDED 111115	54235 Motor Fuel & Lubricants
03-303-000-0000-6513	P	8.21	DISCOUNT 113015	DISCOUNT Motor Fuel & Lubricants
<b>3100 McGregor Oil</b>		<b>3,411.81</b>		<b>11 Transactions</b>
<b>3160 Mille Lacs Energy Coop- Albert Lea</b>				
03-303-000-0000-6254	P	370.85	POWER: PALISADE 121015	18-52-026-01 Utilities
03-303-000-0000-6254	P	54.44	169 & CSAH 3 121015	19-23-010-01 Utilities
03-303-000-0000-6254	P	26.41	GUN LAKE 121015	27-56-029-03 Utilities
03-303-000-0000-6254	P	76.73	POWER: MCGREGOR 121015	29-53-003-01 Utilities

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
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03-303-000-0000-6254	P	POWER: AITKIN 121015	33-52-007-02	Utilities
03-303-000-0000-6254	P	169 & CSAH28 121015	39-62-022-01	Utilities
03-303-000-0000-6254	P	CSAH 12 121015	40-06-000-01	Utilities
03-303-000-0000-6254	P	47 & CSAH 2 121015	54-51-104-01	Utilities
<b>3160 Mille Lacs Energy Coop- Albert Lea</b>		<b>1,125.52</b>		<b>8 Transactions</b>
<b>10720 Nuss Truck &amp; Equipment</b>				
03-303-000-0000-6590	P	REPAIR PARTS 121715	3144984P	Repair & Maintenance Supplies
03-303-000-0000-6590	P	FILTERS 121015	3144990P	Repair & Maintenance Supplies
<b>10720 Nuss Truck &amp; Equipment</b>		<b>2,610.75</b>		<b>2 Transactions</b>
<b>10431 Verizon Business</b>				
03-303-000-0000-6254	P	HWY OFFICE 120115	4227948181511	Utilities
<b>10431 Verizon Business</b>		<b>18.67</b>		<b>1 Transactions</b>
<b>6097 Verizon Wireless</b>				
03-303-000-0000-6254	P	DEPT CELL PHONES 120115	9756511303	Utilities
<b>6097 Verizon Wireless</b>		<b>334.64</b>		<b>1 Transactions</b>
<b>8279 Winzer Corporation</b>				
03-303-000-0000-6298	P	MCGREGOR SHOP SUPPLIES 120715	5485365	Shop Maintenance
03-303-000-0000-6298	P	AITKIN SHOP SUPPLIES 120815	5485366	Shop Maintenance
<b>8279 Winzer Corporation</b>		<b>599.14</b>		<b>2 Transactions</b>
<b>5295 Ziegler Inc</b>				
03-303-000-0000-6590	P	REPAIR PARTS 120515	PC190051612	Repair & Maintenance Supplies
03-303-000-0000-6590	P	REPAIR PARTS 120915	PC190051722	Repair & Maintenance Supplies
03-303-000-0000-6590	P	REPAIR PARTS 121115	PC190051799	Repair & Maintenance Supplies
<b>5295 Ziegler Inc</b>		<b>952.36</b>		<b>3 Transactions</b>
<b>303 DEPT Total:</b>		<b>23,281.13</b>	<b>21 Vendors</b>	<b>53 Transactions</b>
<b>307 DEPT</b>		<b>R&amp;B Highway Maintenance</b>		
<b>8694 Department of Transportation</b>		<b>R&amp;B Capital Infrastructure</b>		
03-307-000-0000-6260	P	RECORD SAMPLING 121515	P00005354	Professional Services
<b>8694 Department of Transportation</b>		<b>583.33</b>		<b>1 Transactions</b>
<b>7652 Erickson Engineering Co.</b>				
03-307-000-0000-6260	P	BRIDGE PLANS 120815	11533	Professional Services

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
7652 Erickson Engineering Co.		4,975.00	1 Transactions	
<b>307 DEPT Total:</b>		<b>5,558.33</b>	<b>R&amp;B Capital Infrastructure</b>	<b>2 Vendors 2 Transactions</b>
<b>308 DEPT</b>			<b>R&amp;B Equipment &amp; Facilities</b>	
5398 CDW Government, Inc				
03-308-000-0000-6600	P	439.26	ENG TECH MONITORS 113015	BJC6930 Capital Outlay- Facilities
03-308-000-0000-6600	P	197.38	MAINT/OFFICE MONITORS 120415	BJZ4130 Capital Outlay- Facilities
5398 CDW Government, Inc		636.64	2 Transactions	
<b>308 DEPT Total:</b>		<b>636.64</b>	<b>R&amp;B Equipment &amp; Facilities</b>	<b>1 Vendors 2 Transactions</b>
<b>3 Fund Total:</b>		<b>30,770.75</b>	<b>Road &amp; Bridge</b>	<b>64 Transactions</b>

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Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
400	DEPT					Public Health Department					
8175	Centurylink										
		05-400-440-0410-6250	P		63.20	Local phone - PH		313645966		Telephone	
		05-400-440-0410-6250	P		11.59	Local phone - HHS/Accting		313645966		Telephone	
8175	Centurylink				74.79		2 Transactions				
10185	Centurylink Communications Inc										
		05-400-440-0410-6250	P		0.53	NOV.LD- ACCOUNTING		320146217		Telephone	
		05-400-440-0410-6250	P		5.32	NOV. LD- HHS		320146217		Telephone	
		05-400-440-0410-6250	P		43.07	NOV. LD- PUBLIC HEALTH		320146217		Telephone	
		05-400-440-0410-6250	P		6.46	toll free phone charges		320295974		Telephone	
10185	Centurylink Communications Inc				55.38		4 Transactions				
2386	Information Systems Corp										
		05-400-440-0410-6239	P		224.70	App Extender licenses/maintena		24031		Software Fees/License Fees	
						03/01/2016 02/28/2017					
2386	Information Systems Corp				224.70		1 Transactions				
3195	MCCC										
		05-400-440-0410-6208	P		15.00	IFS YR END TRNG- S.MATH		2Y1512017		Staff Development/Training	
3195	MCCC				15.00		1 Transactions				
400	DEPT Total:				369.87	Public Health Department		4 Vendors		8 Transactions	
420	DEPT					Income Maintenance					
8175	Centurylink										
		05-420-600-4800-6250	P		70.22	Local phone - IM		313645966		Telephone	
		05-420-600-4800-6250	P		27.03	Local phone - HHS/Accting		313645966		Telephone	
		05-420-640-4800-6250	P		49.16	Local phone - CS		313645966		Telephone	
8175	Centurylink				146.41		3 Transactions				
10185	Centurylink Communications Inc										
		05-420-600-4800-6250	P		1.25	NOV.LD- ACCOUNTING		320146217		Telephone	
		05-420-600-4800-6250	P		12.40	NOV. LD- HHS		320146217		Telephone	
		05-420-600-4800-6250	P		127.06	NOV. LD- INCOME MAINTENANCE		320146217		Telephone	
		05-420-640-4800-6250	P		35.15	NOV.LD- CHILD SUPPORT		320146217		Telephone	
		05-420-600-4800-6250	P		15.07	toll free phone charges		320295974		Telephone	
10185	Centurylink Communications Inc				190.93		5 Transactions				

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
2386 Information Systems Corp 05- 420- 600- 4800- 6239	P	524.30	App Extender licenses/maintena 03/01/2016 02/28/2017	24031	Software Fees/License Fees
2386 Information Systems Corp		524.30	1 Transactions		
3195 MCCC 05- 420- 600- 4800- 6208	P	35.00	IFS YR END TRNG- S.MATH	2Y1512017	Staff Development/Training
3195 MCCC		35.00	1 Transactions		
<b>420 DEPT Total:</b>		<b>896.64</b>	<b>Income Maintenance</b>	<b>4 Vendors</b>	<b>10 Transactions</b>
<b>430 DEPT</b>			<b>Social Services</b>		
8175 Centurylink 05- 430- 700- 4800- 6250	P	38.62	Local phone - HHS/Accting	313645966	Telephone
05- 430- 700- 4800- 6250	P	182.58	Local phone - SS	313645966	Telephone
8175 Centurylink		221.20	2 Transactions		
10185 Centurylink Communications Inc 05- 430- 700- 4800- 6250	P	1.79	NOV.LD- ACCOUNTING	320146217	Telephone
05- 430- 700- 4800- 6250	P	17.72	NOV. LD- HHS	320146217	Telephone
05- 430- 700- 4800- 6250	P	242.14	NOV. LD- SOCIAL SERVICES	320146217	Telephone
05- 430- 700- 4800- 6250	P	21.53	toll free phone charges	320295974	Telephone
10185 Centurylink Communications Inc		283.18	4 Transactions		
2386 Information Systems Corp 05- 430- 700- 4800- 6239	P	749.00	App Extender licenses/maintena 03/01/2016 02/28/2017	24031	Software Fees/License Fees
2386 Information Systems Corp		749.00	1 Transactions		
3195 MCCC 05- 430- 700- 4800- 6208	P	50.00	IFS YR END TRNG- S.MATH	2Y1512017	Staff Development/Training
3195 MCCC		50.00	1 Transactions		
5774 Riverwood Healthcare Clinic 05- 430- 700- 4800- 6272	P	200.00	pre- empl.physical- Rengo	12/1/15	New Employee Physical Examinations
5774 Riverwood Healthcare Clinic		200.00	1 Transactions		

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
430 DEPT Total:		1,503.38 Social Services	5 Vendors	9 Transactions
5 Fund Total:		2,769.89 Health & Human Services		27 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
900	DEPT		Timber Permit Bonds		
1708	Forsberg/Eldon				
	10- 900- 000- 0000- 2300		Timber Bond Refund R#2415	13714	Timber Permit Bonds
1708	Forsberg/Eldon		1 Transactions		
13447	Futurewood				
	10- 900- 000- 0000- 2300		Timber Bond Refund R#2446	13553	Timber Permit Bonds
13447	Futurewood		1 Transactions		
5791	Sappi				
	10- 900- 000- 0000- 2300		Timber Bond Refund #1812	13203	Timber Permit Bonds
	10- 900- 000- 0000- 2300		Timber Bond refund #2351	13704	Timber Permit Bonds
5791	Sappi		2 Transactions		
900	DEPT Total:		6,429.25 Timber Permit Bonds	3 Vendors	4 Transactions
921	DEPT		Co. Development		
8175	Centurylink				
	10- 921- 000- 0000- 6250	P	Local phone - surveyor	313645966	Telephone
	10- 921- 000- 0000- 6250	P	Local phone - GIS	313645966	Telephone
8175	Centurylink		2 Transactions		
10185	Centurylink Communications Inc				
	10- 921- 000- 0000- 6250	P	NOVEMBER LD- GIS	320146217	Telephone
	10- 921- 000- 0000- 6250	P	NOVEMBER LD- SURVEYOR	320146217	Telephone
10185	Centurylink Communications Inc		2 Transactions		
2386	Information Systems Corp				
	10- 921- 000- 0000- 6405	P	App Ext. licenses/maintena- Dan	24031	Office Supplies
			03/01/2016 02/28/2017		
	10- 921- 000- 0000- 6405	P	App Ext. licenses/maintena- Tom	24031	Office Supplies
			03/01/2016 02/28/2017		
2386	Information Systems Corp		2 Transactions		
921	DEPT Total:		645.70 Co. Development	3 Vendors	6 Transactions
923	DEPT		Forfeited Tax Sales		
13725	Beartooth True Value				



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Vendor No.	Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
13725	Beartooth True Value	10- 923- 000- 0000- 6590	P		36.99	lock		A2651		Repair & Maintenance Supplies	
					36.99		1 Transactions				
783	Canon Financial Services, Inc	10- 923- 000- 0000- 6231	P		263.16	copier contract- 034		15571262		Services, Labor, Contracts	
					263.16		1 Transactions				
8175	Centurylink	10- 923- 000- 0000- 6250	P		56.18	Local phone		313645966		Telephone	
					56.18		1 Transactions				
10185	Centurylink Communications Inc	10- 923- 000- 0000- 6250	P		1.96	NOVEMBER LONG DISTANCE		320146217		Telephone	
					1.96		1 Transactions				
1708	Forsberg/Eldon	10- 923- 000- 0000- 6820			1,023.88	Overappraised Refund		13714		Refunds & Reimbursements	
					1,023.88		1 Transactions				
2410	Jacobs/Mark H	10- 923- 000- 0000- 6330	P		28.50	MN forest Res Partn.mileage		60@.475		Transportation & Travel	
					28.50		1 Transactions				
3100	McGregor Oil	10- 923- 000- 0000- 6511	P		92.54	NOVEMBER GAS		AITKINLA		Gas And Oil	
					92.54		1 Transactions				
5791	Sappi	10- 923- 000- 0000- 6820			209.30	over paid refund		13203		Refunds & Reimbursements	
					209.30		1 Transactions				
6128	Tire Barn	10- 923- 000- 0000- 6590	P		896.09	LOF, rotate,brakes,strut assem		33017		Repair & Maintenance Supplies	
					135.95	battery		33112		Repair & Maintenance Supplies	
					1,032.04		2 Transactions				
923	DEPT Total:				2,744.55	Forfeited Tax Sales			9 Vendors		10 Transactions
926	DEPT					Law Library					

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<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
					<u>On Behalf of Name</u>
8175	Centurylink				
	10- 926- 000- 0000- 6250	P	7.02	Local phone	313645966 Telephone
8175	Centurylink		7.02		1 Transactions
5173	West Payment Center				
	10- 926- 000- 0000- 6408	P	1,164.16	Information Charges- November	833008363 Law Books
				11/01/2015 11/30/2015	
	10- 926- 000- 0000- 6408	P	654.13	Subscription Charges	833093055 Law Books
				11/05/2015 12/04/2015	
5173	West Payment Center		1,818.29		2 Transactions
926	DEPT Total:		1,825.31	Law Library	2 Vendors 3 Transactions
10	Fund Total:		11,644.81	Trust	23 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
6097	Verizon Wireless 11- 924- 000- 0000- 6250	P	61.64	Cell Phone Service 11/02/2015	580683827	Telephone
6097	Verizon Wireless		61.64		12/01/2015 1 Transactions	
13234	Western EcoSystems Technology, Inc. 11- 924- 000- 0000- 6231	P	3,575.00	Bat Survey Work 10/01/2015	47378	Services, Labor, Contracts
13234	Western EcoSystems Technology, Inc.		3,575.00		10/31/2015 1 Transactions	
924	DEPT Total:		3,636.64	Forest Resource	2 Vendors	2 Transactions
925	DEPT			Reforestation		
1701	Forestry Suppliers Inc 11- 925- 000- 0000- 6406	P	2,705.40	paint	824746- 00	Field Supplies
	11- 925- 000- 0000- 6406	P	191.85	shipping charge- Paint	824746- 00	Field Supplies
1701	Forestry Suppliers Inc		2,897.25		2 Transactions	
12927	Midwest Machinery Co. 11- 925- 000- 0000- 6590	P	1,229.31	bearing & brake pads	1193796	Repair & Maintenance Supplies
12927	Midwest Machinery Co.		1,229.31		1 Transactions	
12788	Timmer Implement of Aitkin 11- 925- 000- 0000- 6590	P	17.98	Pin	IA05904	Repair & Maintenance Supplies
	11- 925- 000- 0000- 6590	P	161.12	Window, fro	IA05904	Repair & Maintenance Supplies
	11- 925- 000- 0000- 6590	P	65.38	tractor yok	IA05904	Repair & Maintenance Supplies
	11- 925- 000- 0000- 6590	P	5.58	freight	IA05904	Repair & Maintenance Supplies
12788	Timmer Implement of Aitkin		250.06		4 Transactions	
925	DEPT Total:		4,376.62	Reforestation	3 Vendors	7 Transactions
935	DEPT			Forest Road		
3100	McGregor Oil 11- 935- 000- 0000- 6511	P	72.77	NOVEMBER GAS	AITKINLA	Gas And Oil
3100	McGregor Oil		72.77		1 Transactions	

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11 Forest Development

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
935 DEPT Total:		72.77	Forest Road	1 Vendors	1 Transactions
11 Fund Total:		8,086.03	Forest Development		10 Transactions

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
521	DEPT		LLCC Administration		
85003	Aitkin County DAC				
	19- 521- 000- 0000- 6231	P	Cleaning Service	11/4,6,9	Services, Labor, Contracts
85003	Aitkin County DAC				
				1 Transactions	
11419	Beaudry Propane				
	19- 521- 000- 0000- 6254	P	Propane- Dining Hall	225989	Utilities
	19- 521- 000- 0000- 6254	P	Propane- Director Residence	225990	Utilities
11419	Beaudry Propane				
				2 Transactions	
13867	BrainRunner Inc				
	19- 521- 000- 0000- 6230	P	Online Registr. Set- up Fee	103073	Printing, Publ & Adv Promotion
	19- 521- 000- 0000- 6230	P	Annual Subscription Fee	103073	Printing, Publ & Adv Promotion
13867	BrainRunner Inc				
				2 Transactions	
783	Canon Financial Services, Inc				
	19- 521- 000- 0000- 6231	P	copier contract- 020	15544252	Services, Labor, Contracts
783	Canon Financial Services, Inc				
				1 Transactions	
3160	Mille Lacs Energy Coop- Albert Lea				
	19- 521- 000- 0000- 6254	P	Electric Director's Residence	271300401	Utilities
	19- 521- 000- 0000- 6254	P	Electric Energy Center	271300502	Utilities
	19- 521- 000- 0000- 6254	P	Electric Dining Hall	271300601	Utilities
	19- 521- 000- 0000- 6254	P	Electric North Star Lodge	271300703	Utilities
	19- 521- 000- 0000- 6254	P	Electric Parking Lot	271300801	Utilities
3160	Mille Lacs Energy Coop- Albert Lea				
				5 Transactions	
4425	Shirts Plus				
	19- 521- 000- 0000- 6400	P	(20) tie- dye shirts	62208	Commissary Items
4425	Shirts Plus				
				1 Transactions	
86235	The Office Shop Inc				
	19- 521- 000- 0000- 6405	P	Envelopes, Card stock	282619- 0	Office & Computer Supplies
86235	The Office Shop Inc				
				1 Transactions	
521	DEPT Total:		LLCC Administration	7 Vendors	13 Transactions
522	DEPT		LLCC Education		
86235	The Office Shop Inc				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/29/15 11:56AM  
19 Long Lake Conservation C

Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
86235 The Office Shop Inc		P	11.83	Sharpie markers	282469-0	Education Supplies
			11.83			1 Transactions
<b>522 DEPT Total:</b>			<b>11.83</b>	<b>LLCC Education</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>523 DEPT</b>				<b>LLCC Food</b>		
5998 Appert's Foodservice		P	935.74	Groceries	512100532	Groceries- Students
19- 523- 000- 0000- 6418		P	127.86	Groceries	512100532	Food Service Supplies
19- 523- 000- 0000- 6420			1,063.60			2 Transactions
5998 Appert's Foodservice						
13868 HORNER/GLORIA		P	450.00	chair covers	59	Food Service Supplies
19- 523- 000- 0000- 6420			450.00			1 Transactions
13868 HORNER/GLORIA						
5662 McGregor Dairy, Inc		P	172.84	GROCERIES	24763	Groceries- Students
19- 523- 000- 0000- 6418		P	190.79	GROCERIES	24790	Groceries- Students
19- 523- 000- 0000- 6418			363.63			2 Transactions
5662 McGregor Dairy, Inc						
4968 Upper Lakes Foods, Inc		P	987.34	Groceries	621958- 00	Groceries- Students
19- 523- 000- 0000- 6418		P	794.67	Groceries	626062- 00	Groceries- Students
19- 523- 000- 0000- 6418			1,782.01			2 Transactions
4968 Upper Lakes Foods, Inc						
<b>523 DEPT Total:</b>			<b>3,659.24</b>	<b>LLCC Food</b>	<b>4 Vendors</b>	<b>7 Transactions</b>
<b>524 DEPT</b>				<b>LLCC Maintenance</b>		
246 Brothers Fire Protection		P	1,175.00	replace kitchen Ansul	97737	Repair & Maintenance Supplies
19- 524- 000- 0000- 6590			1,175.00			1 Transactions
246 Brothers Fire Protection						
<b>524 DEPT Total:</b>			<b>1,175.00</b>	<b>LLCC Maintenance</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>19 Fund Total:</b>			<b>10,425.51</b>	<b>Long Lake Conservation Center</b>		<b>22 Transactions</b>

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/29/15 11:56AM  
21 Parks

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
520	DEPT			Parks		
657	Aitkin Glass Service					
	21- 520- 000- 0000- 6590	P	200.38	screen and window glass	11491	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	P	169.27	storm window	11493	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	P	30.00	side view mirror	11697	Repair & Maintenance Supplies
657	Aitkin Glass Service		399.65			3 Transactions
188	Aitkin Sno- Drifters Snowmobile					
	21- 520- 000- 0000- 6802		13,107.78	1st Benchmark		Trail Grants- State
188	Aitkin Sno- Drifters Snowmobile		13,107.78			1 Transactions
13725	Beartooth True Value					
	21- 520- 000- 0000- 6590	P	19.99	cultivator	A2651	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	P	28.95	cleaning equp.for paint guns	B4449	Repair & Maintenance Supplies
13725	Beartooth True Value		48.94			2 Transactions
589	Blomberg/Judith					
	21- 520- 000- 0000- 6350	P	35.00	PARKS MEETING	10/12/15	Per Diem
	21- 520- 000- 0000- 6350	P	35.00	PARKS MEETING	12/14/15	Per Diem
	21- 520- 000- 0000- 6330	P	2.87	MILEAGE	5@.575	Transportation & Travel
589	Blomberg/Judith		72.87			3 Transactions
8175	Centurylink					
	21- 520- 000- 0000- 6250	P	7.02	Local phone	313645966	Telephone
8175	Centurylink		7.02			1 Transactions
1805	Giese Sno- Cruisers Trail Assn.					
	21- 520- 000- 0000- 6802		7,035.66	1ST BENCHMARK		Trail Grants- State
1805	Giese Sno- Cruisers Trail Assn.		7,035.66			1 Transactions
12514	Greater Minnesota Parks & Trails					
	21- 520- 000- 0000- 6231		225.00	2016 Membership		Services, Labor, Contracts
12514	Greater Minnesota Parks & Trails		225.00			1 Transactions
2060	Haypoint Jackpine Savages					
	21- 520- 000- 0000- 6802		22,397.76	1ST BENCHMARK		Trail Grants- State
2060	Haypoint Jackpine Savages		22,397.76			1 Transactions
2448	Janzen/Carroll Mark					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/29/15 11:56AM  
21 Parks

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
	21- 520- 000- 0000- 6350	P	35.00	PARKS MEETING	10/12/15	Per Diem
	21- 520- 000- 0000- 6350	P	35.00	PARKS MEETING	12/14/15	Per Diem
	21- 520- 000- 0000- 6330	P	39.10	MILEAGE	68@.575	Transportation & Travel
<b>2448</b>	<b>Janzen/Carroll Mark</b>		<b>109.10</b>			
				3 Transactions		
<b>5759</b>	<b>Kitzrow/Donald</b>					
	21- 520- 000- 0000- 6350	P	35.00	PARKS MEETING	10/12/15	Per Diem
	21- 520- 000- 0000- 6350	P	35.00	PARKS MEETING	12/14/15	Per Diem
	21- 520- 000- 0000- 6330	P	80.56	MILEAGE	140.1@.575	Transportation & Travel
<b>5759</b>	<b>Kitzrow/Donald</b>		<b>150.56</b>			
				3 Transactions		
<b>3160</b>	<b>Mille Lacs Energy Coop- Albert Lea</b>					
	21- 520- 000- 0000- 6254	P	48.92	Electric- Burglund Park	185110602	Utilities
<b>3160</b>	<b>Mille Lacs Energy Coop- Albert Lea</b>		<b>48.92</b>			
				1 Transactions		
<b>3176</b>	<b>Mille Lacs Trails, Inc.</b>					
	21- 520- 000- 0000- 6802		19,888.92	1st Benchmark		Trail Grants- State
<b>3176</b>	<b>Mille Lacs Trails, Inc.</b>		<b>19,888.92</b>			
				1 Transactions		
<b>9692</b>	<b>Minnesota Energy Resources Corporation</b>					
	21- 520- 000- 0000- 6254	P	143.44	Heating Gas for Shop	4162495- 8	Utilities
<b>9692</b>	<b>Minnesota Energy Resources Corporation</b>		<b>143.44</b>			
				1 Transactions		
<b>3780</b>	<b>Palisade Supersledders Inc.</b>					
	21- 520- 000- 0000- 6802		13,725.90	1st Benchmark		Trail Grants- State
<b>3780</b>	<b>Palisade Supersledders Inc.</b>		<b>13,725.90</b>			
				1 Transactions		
<b>4800</b>	<b>Tamarack Sno- Flyers</b>					
	21- 520- 000- 0000- 6802		28,197.18	1st Benchmark		Trail Grants- State
<b>4800</b>	<b>Tamarack Sno- Flyers</b>		<b>28,197.18</b>			
				1 Transactions		
<b>4927</b>	<b>Turnock/Franklin Allen</b>					
	21- 520- 000- 0000- 6350	P	35.00	PARKS MEETING	10/12/15	Per Diem
	21- 520- 000- 0000- 6350	P	35.00	PARKS MEETING	12/14/15	Per Diem
	21- 520- 000- 0000- 6330	P	78.20	MILEAGE	136@.575	Transportation & Travel
<b>4927</b>	<b>Turnock/Franklin Allen</b>		<b>148.20</b>			
				3 Transactions		
<b>12718</b>	<b>Up North Riders</b>					
	21- 520- 000- 0000- 6802		3,672.00	Lawler ATV Reimbursement	12- 7- 15 billin	Trail Grants- State



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/29/15 11:56AM  
21 Parks

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
12718 Up North Riders		3,672.00	1 Transactions	
520 DEPT Total:		109,378.90	Parks	17 Vendors 28 Transactions
21 Fund Total:		109,378.90	Parks	28 Transactions
Final Total:		243,898.76	256 Vendors	408 Transactions

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	70,822.87	General Fund
3	30,770.75	Road & Bridge
5	2,769.89	Health & Human Services
10	11,644.81	Trust
11	8,086.03	Forest Development
19	10,425.51	Long Lake Conservation Center
21	109,378.90	Parks
<b>All Funds</b>	<b>243,898.76</b>	<b>Total</b>

Approved by, .....

.....

.....

5C

DKB1  
12/29/15 1:09PM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas N

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

Tax Overpays

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/29/15 1:09PM  
13 Taxes & Penalties

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
943	DEPT		Taxes And Penalties			
13871	ADAIR/LISA					
	13- 943- 000- 0000- 2001		63.82	35- 1- 084400 OVERPAY PER 3	ADAIR	Cur - Property Taxes
13871	ADAIR/LISA		63.82	1 Transactions		
13872	BEDOR/WILLIAM					
	13- 943- 000- 0000- 2001		72.80	39- 0- 045204 OVERPAY PER 3	BEDOR	Cur - Property Taxes
13872	BEDOR/WILLIAM		72.80	1 Transactions		
13873	BORGEN/KATHLEEN					
	13- 943- 000- 0000- 2001		48.24	29- 1- 480502 OVERPAY PER 3	BORGEN	Cur - Property Taxes
13873	BORGEN/KATHLEEN		48.24	1 Transactions		
13874	BRAND/DANIEL					
	13- 943- 000- 0000- 2001		5.56	39- 0- 038900 OVERPAY PER 3	BRAND	Cur - Property Taxes
13874	BRAND/DANIEL		5.56	1 Transactions		
10527	Dege/Linda					
	13- 943- 000- 0000- 2001		42.52	29- 1- 415001 OVERPAY PER 3	DEGE	Cur - Property Taxes
10527	Dege/Linda		42.52	1 Transactions		
13875	GONGAWARE/BRYON					
	13- 943- 000- 0000- 2001		3.38	34- 1- 085900 OVERPAY PER 3	GONGAWARE	Cur - Property Taxes
13875	GONGAWARE/BRYON		3.38	1 Transactions		
9897	Grand Timber Bank					
	13- 943- 000- 0000- 2001		26.00	35- 0- 018300 OVERPAY PER 3	NORDBY	Cur - Property Taxes
	13- 943- 000- 0000- 2004		26.00	35- 0- 018300 OVERPAY PER 3	NORDBY	Del - Property Taxes
	13- 943- 000- 0000- 2004		22.00	35- 0- 018300 OVERPAY PER 3	NORDBY	Del - Property Taxes
9897	Grand Timber Bank		74.00	3 Transactions		
13879	HAGEMAN/ALECIA					
	13- 943- 000- 0000- 2001		487.06	14- 0- 039803 OVERPAY PER 3	HAGEMAN	Cur - Property Taxes
13879	HAGEMAN/ALECIA		487.06	1 Transactions		
13880	HUKRIEDE/JOSHUA					
	13- 943- 000- 0000- 2001		4.50	16- 0- 044305 OVERPAY PER 3	HUKRIEDE	Cur - Property Taxes
13880	HUKRIEDE/JOSHUA		4.50	1 Transactions		

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



DKB1  
12/29/15 1:09PM  
13 Taxes & Penalties

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13881 JOHNSON/ROBERT 13- 943- 000- 0000- 2001		5.52	26- 0- 001501 OVERPAY PER 3	JOHNSON Cur - Property Taxes
13881 JOHNSON/ROBERT		5.52	1 Transactions	
13882 KAPSNER/ROGER 13- 943- 000- 0000- 2001		88.02	29- 1- 330500 OVERPAY PER 3	KAPSNER Cur - Property Taxes
13882 KAPSNER/ROGER		88.02	1 Transactions	
12248 Land & Cabins LLC 13- 943- 000- 0000- 2004		38.00	11- 0- 074400 OVERPAY PER 3	LAND/CABINS Del - Property Taxes
12248 Land & Cabins LLC		38.00	1 Transactions	
13869 MORNEAU/SARALYNN MARIE 13- 943- 000- 0000- 2001		23.00	36- 0- 041212 OVERPAY PER 3	MORNEAU Cur - Property Taxes
13869 MORNEAU/SARALYNN MARIE		23.00	1 Transactions	
13870 PECKELS/KENNETH 13- 943- 000- 0000- 2001		192.00	24- 1- 120600 OVERPAY PER 3	PECKELS Cur - Property Taxes
13870 PECKELS/KENNETH		192.00	1 Transactions	
13883 PREMIUM TITLE 13- 943- 000- 0000- 2001		31.08	24- 1- 095700 OVERPAY PER 3	HALL Cur - Property Taxes
13883 PREMIUM TITLE		31.08	1 Transactions	
13885 THURMER/MARCIA 13- 943- 000- 0000- 2001		360.00	24- 0- 058100 OVERPAY PER 3	THURMER Cur - Property Taxes
13885 THURMER/MARCIA		360.00	1 Transactions	
11969 Wellens/Martin 13- 943- 000- 0000- 2001		22.00	41- 0- 059201 OVERPAY PER 3	WELLENS Cur - Property Taxes
13- 943- 000- 0000- 2004		36.00	41- 0- 059201 OVERPAY PER 3	WELLENS Del - Property Taxes
11969 Wellens/Martin		58.00	2 Transactions	
13884 WHITE/LAURIE 13- 943- 000- 0000- 2001		21.00	29- 1- 367900 OVERPAY PER 3	WHITE Cur - Property Taxes
13884 WHITE/LAURIE		21.00	1 Transactions	
943 DEPT Total:		1,618.50	Taxes And Penalties	18 Vendors 21 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/29/15 1:09PM  
13 Taxes & Penalties

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13 Fund Total:		1,618.50	Taxes & Penalties	21 Transactions
Final Total:		1,618.50	18 Vendors	21 Transactions

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>	
	13	1,618.50	Taxes & Penalties	
	<b>All Funds</b>	<b>1,618.50</b>	<b>Total</b>	Approved by, .....
				.....
				.....



# Board of County Commissioners Agenda Request

5D  
Agenda Item #

**Requested Meeting Date:** January 5, 2016

**Title of Item:** Scenic Byway Assessment for Lake Mille Lacs Area

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*
<i>*provide copy of hearing notice that was published</i>		

<b>Submitted by:</b> Nathan Burkett	<b>Department:</b> Administration
--	--------------------------------------

<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
------------------------------------	-------------------------------

**Summary of Issue:**

Attached is a letter to Commissioner Niemi, from Arrowhead Regional Development Commission, requesting Aitkin County adopt a resolution supporting a Scenic Byway assessment for the Lake Mille Lacs area.

A copy of the proposed resolution is also attached.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Adopt the attached resolution.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No *Please Explain:*



By Commissioner: xx

20160105-0xx

**In Support of Conducting a Scenic Byway Assessment for the Lake Mille Lacs Area**

**WHEREAS**, Aitkin County is located within the Lake Mille Lacs area, and

**WHEREAS**, the Lake Mille Lacs area possesses one of the largest, most historic, and most popular recreational lakes in Minnesota, and

**WHEREAS**, the Lake Mille Lacs area also offers countless other amenities including scenic forests, quaint communities, resorts, two state parks, historic sites, and a casino/resort, and

**WHEREAS**, acknowledging and promoting the assets in the Lake Mille Lacs area is critical to improving the area economy and enhancing the tourism experience, and

**WHEREAS**, studies conducted by the University of Minnesota have shown that local economies historically have benefitted through the establishment of Scenic Byway routes, and

**WHEREAS**, the Arrowhead Regional Development Commission, the East Central Regional Development Commission, and the Region 5 Development Commission, with the support of interested stakeholders, have proposed to conduct an assessment of the Lake Mille Lacs area to determine the feasibility of, and local support for, pursuing scenic byway designation for the roadways surrounding Mille Lacs Lake.

**NOW THEREFORE, BE IT RESOLVED**, Aitkin County hereby supports and expresses its commitment to the process for conducting a scenic byway assessment, and

**BE IT FURTHER RESOLVED**, Aitkin County understands this commitment is non-financially binding, and

**BE IT FURTHER RESOLVED**, Aitkin County will designate a representative to participate in the scenic byway assessment process.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 5<sup>th</sup> day of January 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5<sup>th</sup> day of January 2016

\_\_\_\_\_  
Nathan Burkett  
County Administrator



**ARROWHEAD REGIONAL  
DEVELOPMENT COMMISSION**

Leading • Planning • Connecting in the counties of Aitkin • Carlton • Cook • Itasca • Koochiching • Lake • St. Louis

November 13, 2015

Commissioner Donald Niemi  
32340 State Hwy 47  
Aitkin, MN 56431

Dear Commissioner Niemi,

Recently, staff from the Arrowhead Regional Development Commission (ARDC) met informally with interested stakeholders and representatives of local government to discuss how establishing a Scenic Byway route in the areas surrounding Lake Mille Lacs might help improve the local economy and expand tourism to the area.

There are a number of Scenic Byway routes in Minnesota. A designated Scenic Byway route helps bring heightened awareness and recognition of the scenic, natural, historic, cultural, archeological, and recreational assets found in a particular area.

There are a number of community benefits of Scenic Byways as well. They can lead to increased business, tax revenues, and jobs; identification on state, federal, and auto club highway maps; and additional federal and state funding for planning and construction when a follow-up corridor management plan is done.

Designating a route as a Scenic Byway, however, relies heavily on local government support and participation. Because of this, we are asking that you consider passing a resolution supporting the development of a Scenic Byway assessment for the Lake Mille Lacs area. This would include designating someone from your organization to participate in a planning process to develop the Scenic Byway. Enclosed is a one-page description of the scenic byway process along with a sample resolution that your board may consider approving at an upcoming meeting. Please provide us with a copy of the resolution once it is acted upon.

For more information or if you would like to discuss this further, please feel free to contact me by phone at 218-529-7512 or by email at [ahubley@ardc.org](mailto:ahubley@ardc.org). Thank you for your consideration and support. We look forward to hearing from you.

Sincerely,

Andy Hubley, AICP  
Director, Regional Planning Division  
Arrowhead Regional Development Commission

## Lake Mille Lacs Scenic Byway



Enhancing the lake experience.

Scenic Byways beckon the traveling public to experience our region's rich beauty, historic past, cultures, traditions, and diversity. People from around the state and beyond are drawn to the forest, shoreline and Lake Mille Lacs. They also come to experience life "up north at the lake" that reflects the cultures of the people who built the communities and those who live and work here today. Increasingly, people everywhere want to visit authentic places.

Why a Lake Mille Lacs Scenic Byway? Everyone loves to travel along the lake. We have favorite roadways that could be preserved and improved through a scenic byway designation. The roadways and the lake are regarded as a special resource, worthy of work toward some kind of official designation. By doing so, it allows our community to protect and promote its unique qualities.

There is a process to a scenic byways designation. We want to give it some thought before we plunge in. If done well, the steps taken now will lead to an excited community. Building local support at every stage of the process is absolutely crucial. How effective we are at developing our scenic byway plan depends directly on the ideas, energy, interest and expertise of many people.

We're asking for participation early in this process, and often. We're hoping to identify where our support is and work toward those strengths. Planning a scenic byway is an exciting and dynamic process, but it requires commitment to see it through to completion.

Our initial group of advocates will provide the engine that drives the process. With luck, and a little persuasion, we're hoping to find local individuals who can work together, who especially value the route, and who have contacts and influence on others in our community. We are looking for people who might welcome the opportunity to explore, discover, and share the qualities of our route with the goal to increase tourism and economic development, plus maintain this community resource—Lake Mille Lacs into the future. To learn how you can be involved, contact [penny.simonsen@ecrdc.org](mailto:penny.simonsen@ecrdc.org) or 320.679.4065x23

**RESOLUTION NO. \_\_\_\_ IN SUPPORT OF CONDUCTING A SCENIC BYWAY  
ASSESSMENT FOR THE LAKE MILLE LACS AREA**

**WHEREAS**, Aitkin County is located within the Lake Mille Lacs area;

**WHEREAS**, the Lake Mille Lacs area possesses one of the largest, most historic, and most popular recreational lakes in Minnesota; and

**WHEREAS**, the Lake Mille Lacs area also offers countless other amenities including scenic forests, quaint communities, resorts, two state parks, historic sites, and a casino/resort; and

**WHEREAS**, acknowledging and promoting the assets in the Lake Mille Lacs area is critical to improving the area economy and enhancing the tourism experience; and

**WHEREAS**, studies conducted by the University of Minnesota have shown that local economies historically have benefitted through the establishment of Scenic Byway routes; and

**WHEREAS**, the Arrowhead Regional Development Commission, the East Central Regional Development Commission, and the Region 5 Development Commission, with the support of interested stakeholders, have proposed to conduct an assessment of the Lake Mille Lacs area to determine the feasibility of, and local support for, pursuing scenic byway designation for the roadways surrounding Mille Lacs Lake; and

**NOW THEREFORE BE IT RESOLVED** that the County hereby supports and expresses its commitment to the process for conducting a scenic byway assessment; and

**BE IT FURTHER RESOLVED** that the County understands this commitment is non-financially binding; and

**BE IT FURTHER RESOLVED** that the County will designate a representative to participate in the scenic byway assessment process.

**PASSED** by Aitkin County this \_\_\_\_ day of \_\_\_\_\_, 2015.



# Board of County Commissioners Agenda Request

5E  
Agenda Item #

**Requested Meeting Date:** January 5, 2016

**Title of Item:** Extension Committee Appointments

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Susanne Hinrichs	<b>Department:</b> U of M Extension Regional Director
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<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator	<b>Estimated Time Needed:</b> 5 minutes
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**Summary of Issue:**

Sharon Dotzler's term with the Aitkin County Extension Committee expired on December 31, 2015. Ms. Dotzler has agreed to be reappointed to the Extension Committee representing District 1.

Roberta Elvecrog's term with the Aitkin County Extension Committee expired on December 31, 2015. Ms. Elvecrog has agreed to be reappointed to the Extension Committee representing District 3.

Bonnie Mickelson's term with the Aitkin County Extension Committee expired on December 31, 2015. Ms. Mickelson has agreed to be reappointed to the Extension Committee representing the at large seat on the committee.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Reappointment of Sharon Dotzler, representing District 1; Roberta Elvecroc, representing District 3; and Bonnie Mickelson, representing the at large seat, to the Extension Committee, terms January 1, 2016 to December 31, 2018

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No *Please Explain:*

Each County Committee member receives a per diem each meeting they attend. The committee meets quarterly.



# Board of County Commissioners Agenda Request

5F  
Agenda Item #

**Requested Meeting Date:** January 5, 2016

**Title of Item:** LG214 Premises Permit / Mille Lacs Trails Snowmobile Club, Inc.

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Sally M. Huhta	<b>Department:</b> Auditor's
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b> N/A
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**Summary of Issue:**

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214 - of the Mille Lacs Trails Snowmobile Club, Inc.:

Farm Island Store, which has an address of 29037 US Hwy 169, Aitkin, MN 56431– Farm Island Township

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Adopt proposed resolution.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$  
 Is this budgeted?  Yes  No *Please Explain:*



# Board of County Commissioners Agenda Request

5G  
Agenda Item #

Requested Meeting Date: 1-<sup>5</sup>12-2016

Title of Item: 2016 Fire Protection


<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Kirk Peysar, County Auditor		<b>Department:</b> County Auditor
<b>Presenter (Name and Title):</b> Kirk Peysar, County Auditor		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b>  Approve and authorize signatures to the 2016 Fire Protection Contract for the Unorganized Town of 48-27 (Blind Lake) with the City of Aitkin.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve and authorize signatures to the contract with City of Aitkin for fire protection.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ as attached Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.

**Kirk Peysar**  
**Aitkin County Auditor**  
209 Second Street Northwest Room 202  
Aitkin, Minnesota 56431  
218.927.7354

December 29, 2015

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: 2016 Fire Protection contract with the City of Aitkin

The City of Aitkin has submitted a renewal contract to provide fire protection to the unorganized township of 48-27 (Blind Lake).

Request to authorize signatures to the 2016 Fire Protection contract with the City of Aitkin for the unorganized township.



# FIRE CONTRACT

This contract is made and entered into this 1st day of January, 2016 between the City of Aitkin, Aitkin County, Minnesota, 109 1<sup>st</sup> Ave NW, a public corporation ("City"), and Unorganized T48N-R27W Township, Aitkin County, Minnesota, c/o Kirk Peysar, County Auditor, 209 -2<sup>nd</sup> Street NW, Aitkin, MN 56431, a public corporation ("Town").

In consideration of the mutual promises and agreements hereinafter set forth the parties do hereby agree as follows:

1. **Fire Service.** Town agrees to purchase from City, and City agrees to provide Town, the following fire services:

- Structural Firefighting
  - External Structural Firefighting
  - Interior Structural Firefighting
- Grass/Forest Firefighting
- General Firefighting
  - Vehicles & Equipment
  - Carbon Monoxide Calls
  - Other Non-Structural Firefighting
- Rescue
  - Vehicle & Equipment Extrication
  - General Search & Rescue
  - Confined Space Rescue
  - High Level Rescue
  - Water Rescue
- Emergency Medical Services
  - Fire Scenes
  - Rescue Scenes
  - General Medicals
    - Level of Emergency Medical Response
      - First Responder
- Hazardous Materials Response
  - Level of Hazardous Materials Response
    - First Responder, Awareness
    - First Responder, Operations
- Disaster Response
- Other actions determined by chief and department SOG's \_\_\_\_\_

The services indicated above are further explained, or limited, as follows:

- a. **Allocation of Resources.** The parties understand the fire department officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the fire department under the circumstances of a given situation. Failure to provide fire services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this contract.
  - b. **No Guarantee.** The parties understand and agree City will endeavor to provide the services indicated above to the best of its ability given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard.
2. **Payment.** Town agrees to pay City annually during the term of this contract the Payment Amount determined annually according to the following formula:

The following percentages relate specifically to Town in relation to the entire territory to which City provides fire services as the primary service provider (e.g., the entire City, Town's Service Territory, and all or any portions of other cities, towns, or unorganized territories included in the City's primary service area).

Number of fire service hours to Town  
Averaged over last three years: \_\_\_\_\_ %

Net Tax capacity of the township or city  
\_\_\_\_\_ %

Total: \_\_\_\_\_ % ÷ 2 = \_\_\_\_\_ % of Town Cost Allocation

Total Fire Department Annual Operational Budget  
for the upcoming year: \$ \_\_\_\_\_

\$ \_\_\_\_\_ x \_\_\_\_\_ % = \$ \_\_\_\_\_  
Operational Budget                      Town Cost Allocation                      Payment Amount

For the purposes of this formula, the term hours is used but are not actual hours of service but provides a relative measure of time spent in township. Incidents that occur on state or county highways or roads will not be included in the hours spent in township.

City shall provide Town a written claim for the Payment Amount by the following date, or for each partial payment of the Payment Amount according to the following schedule:

- a. **Annual Meeting of Parties.** Town and City shall hold at least one joint meeting annually during term of this contract. One meet shall be just prior to the townships annual budget setting meeting. Purpose of the meeting is to discuss and review the fire department budget and spending during the previous year and review the department's budget for the next two years. The formula's allocation on hours will also be reviewed. The meeting shall be held separately from any regular Town or City meeting.
3. **Emergency Service Charge.** Town, in its sole discretion, may exercise its authority to impose and collect an emergency service charge on those receiving emergency services, including fire services, within Town. City shall have no right to, or interest in, any service fees collected by Town. If Town imposes an emergency service charge it shall provide City a list of the specific types of information it determines it needs collected in order to successfully impose and collect the charge. City shall make a good faith effort to collect the requested information for each service call to the Service Territory and promptly provide Town with the information it collected.
4. **Service Territory.** City shall provide fire services as indicated in this contract to the area in Town described below and/or as indicated on a map which is attached hereto and made part of this contract. The identified area shall constitute the Town's Service Territory for the purposes of this contract.  
*T48N – R27W SECTIONS 1,2,3,4,9,10,11,12,13,14,15,16,21,22,23,24,25,26,27,28,33,34,35,36*
5. **Term.** This contract shall commence on the effective date indicated above and shall expire 5 years from that date unless terminated earlier as provided herein.
6. **Ownership.** City owns the buildings and equipment associated with the Fire Department and the amounts paid by Town do not give rise to any ownership interest in, or responsibility toward, those items unless a specific ownership interest is indicated below:  
*NONE*

7. **City's Responsibilities.** In addition to any other obligations described herein, City shall:
- a. Authorize and direct the City fire department to provide the fire services described herein to Town's Service Territory;
  - b. Develop a detailed annual operational budget for the fire department for each year during the term of this contract by the Anniversary Date and present it to Town along with sufficient information to explain the items included in the budget figures;
  - c. Upon Town's request, provide Town access to financial and cost data related to the fire department for five years prior to the current service year;
  - d. Disclose to Town any proposed action City or the fire department intends to take that can reasonably be expected to effect the Insurance Services Office Fire Protection Grade in the Service Territory or City's ability to provide the fire services indicated above; and
  - e. Promptly disclose to Town any information City can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

8. **Town's Responsibilities.** In addition to any other obligations described herein, Town shall:
- a. Promptly pay City the Payment Amount as indicated above for the year of service, or a prorated share of the Payment Amount for the length of service actually provided if the contract is terminated early;
  - b. Present a budget and levy proposal to the town electors at each annual town meeting during the term of this contract seeking authority to levy funds as needed to pay the "Payment Amount"; and
  - c. Promptly disclose to City any information Town can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

It is understood and agreed Town shall have no responsibility whatsoever toward the fighters or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA, ERISA, RLSA, FMLA, or any other employment related issues. It is further agreed Town has no responsibility, beyond paying the agreed upon Payment Amount, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the fire services described herein.

9. **Insurance Requirements.** City shall maintain general liability insurance for its services and shall include Town as an additional insured for the term of this contract and any extensions thereof. City shall also maintain inland marine, automobile, and property insurance coverages. City shall provide Town proof of such insurance coverages and the additional insured endorsement naming the Town annually by the anniversary date of this contract.
10. **Indemnification.** City agrees to defend and indemnify Town against any claims brought or actions filed against Town or any officer, employee, or volunteer of Town for injury to, death of, or damage to the property of any third person or persons, arising from City's performance under this contract for services. Under no circumstances, however, shall City be required to pay on behalf of itself and Town, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for Town and City may not be added together to determine the maximum amount of liability for City. The intent of this subdivision is to impose on City a limited duty to defend and indemnify Town for claims arising out of the performance of this contract subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.
11. **No Waiver.** Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes Chapter 466 or otherwise.

12. **Modification.** This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both City and Town, and attached hereto.
13. **Subcontracting & Assignment.** City shall not subcontract or assign any portion of this contract to another without prior written permission from Town. Services provided to Town pursuant to a mutual aid agreement City has, or may enter into, with another entity does not constitute a subcontract or assignment requiring prior approval of Town so long as City remains primarily responsible for providing fire services to Town's Service Territory.
14. **Termination.** This contract may be terminated at anytime during its term by mutual agreement of the parties. Either party may terminate this agreement by personally serving a 120 day written notice of termination on the other party. This agreement shall terminate 120 days from the date of personal service of the written termination notice unless the party serving the notice withdraws the notice in writing before it is effective. If Town fails to pay for the service according to the schedule established herein, City may terminate this agreement 60 days from the date of personal service of written termination notice. Notice to City shall be served on the City administrator, or City clerk if there is no City administrator, and notice to Town shall be served on the Town clerk.
15. **Service Contract.** This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties.
16. **Minnesota Law Governs.** This contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this contract shall be venued in the State of Minnesota.
17. **Severability.** The provisions of this contract shall be deemed severable. If any part of this contract is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this contract.

IN WITNESS WHEREOF, the parties have executed this contract effective on the date indicated above.

City  
Aitkin City

Town  
 \_\_\_\_\_ Township

By its Mayor:  
  
 Signature

By its Chairperson:  
 \_\_\_\_\_  
 Signature

GARY TIBBITTS  
 Print Name

\_\_\_\_\_  
 Print Name

11-5-15  
 Date

\_\_\_\_\_  
 Date

  
 Clerk

\_\_\_\_\_  
 Clerk

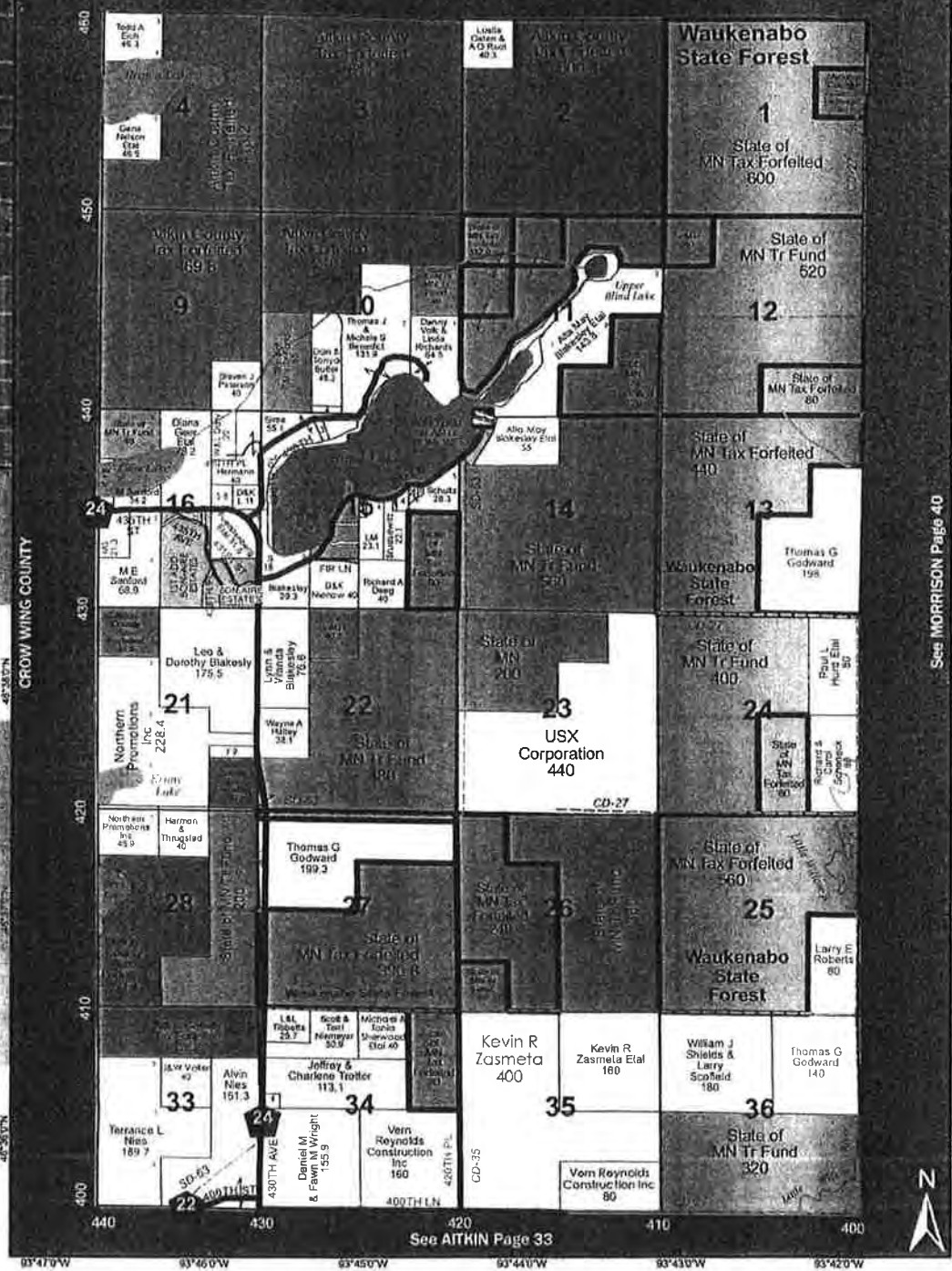
# UNORGANIZED (T.48N.-R.27W.)

T.48N. - R.27W.



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See UNORGANIZED (ESQUAGAMAH) Page 45



See AITKIN Page 33



93°47'0"W 93°46'0"W 93°45'0"W 93°44'0"W 93°43'0"W 93°42'0"W

CROW WING COUNTY

See MORRISON Page 40



# Board of County Commissioners Agenda Request

6A

Agenda Item #

**Requested Meeting Date:** January 5, 2016

**Title of Item:** Mississippi Headwaters Board

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Tim Terrill, Executive Director MHB		<b>Estimated Time Needed:</b> 20 minutes
<b>Summary of Issue:</b>  At Tuesday's Board meeting Tim Terrill will provide an update on Mississippi Headwaters Board and discuss easement acquisition process.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.



# Board of County Commissioners Agenda Request

7A  
Agenda Item #

**Requested Meeting Date:** January 5, 2016

**Title of Item:** 2016 County Board Meeting Dates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Each year the County Board sets the year's County Board meeting dates. Since 2013 the Board has been meeting on the second and fourth Tuesday of each month.  Attached is a 2016 calendar with the proposed Board meeting dates highlighted in yellow. County holidays/days off are highlighted in blue.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve the proposed 2016 Board meeting dates.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain:		

# 2016

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH						
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27	28	29	30	31		

APRIL						
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24	25	26	27	28	29	30

MAY						
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22	23	24	25	26	27	28
29	30	31				

JUNE						
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26	27	28	29	30		

JULY						
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24	25	26	27	28	29	30
31						

AUGUST						
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21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
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25	26	27	28	29	30	

OCTOBER						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

 County Board meeting dates  
 Holidays/Days Off





# Board of County Commissioners Agenda Request

7B

Agenda Item #

**Requested Meeting Date:** January 5, 2016

**Title of Item:** Designation of Official County Newspaper

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  <p>At the first meeting of the year, the County Board must designate an official newspaper. Enclosed for your review are the results of the request for bids that were sent to the Aitkin Independent Age, Voyageur Press, and the Newshopper. The County Board authorized the bid forms and procedures at the November 10, 2015 County Board meeting.</p> <p>Attached is the 2016 bid summary sheet for the County Board to review, the 2015 and 2014 bid summary sheets for comparison, and the proposed resolution.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt the proposed resolution.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**

ADOPTED January 5, 2016

By Commissioner: xx

**20160105-0xx**

**2016 Official County Newspaper**

**BE IT RESOLVED**, that the *Aitkin Independent Age/Voyageur Press* is hereby designated by the Aitkin County Board of Commissioners as the newspaper in which all official business shall be published. *Voyageur Press* is named second publication of Financial Statement.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 5<sup>th</sup> day of January 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5<sup>th</sup> day of January 2016

\_\_\_\_\_  
Nathan Burkett  
County Administrator

**AITKIN COUNTY - BID COMPARISON FORM**  
**PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2016**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

**Aitkin Age & Voyageur Press**

**NewsHopper**

\$ 10.00 per column inch (covers both publications)

\$ no bid per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

**Aitkin Age & Voyageur Press**

**NewsHopper**

\$ 10.00 per column inch (covers both publications)

\$ no bid per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

**Aitkin Age & Voyageur Press**

**NewsHopper**

\$ 10.00 per column inch (covers both publications)

\$ no bid per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

**Aitkin Age only**

**NewsHopper**

\$ 6.50 per column inch

\$ no bid per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

**Voyageur Press only**

**NewsHopper**

\$ 3.50 per column inch

\$ no bid per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**, 10 1/4" x 15" **VP**

Size in inches of newspaper single page sheet = No bid **NewsHopper**

Maximum number of columns per page in legal notice section = 6 **Aitkin Age** 4 **VP**

Maximum number of columns per page in legal notice section = No bid **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = 3,388 **Age**, 575 **VP**

Newspaper circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 3,388 **Age**, 575 **VP**

Weekly circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$35 **Age**/\$35 **VP**

Subscription cost per individual customer within Aitkin County for 1 year = no bid **NewsHopper**

**AITKIN COUNTY - BID COMPARISON FORM**  
**PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2015**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

**Aitkin Age & Voyageur Press**

**NewsHopper**

\$ 9.00 per column inch

\$ no bid per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

**Aitkin Age & Voyageur Press**

**NewsHopper**

\$ 9.00 per column inch

\$ no bid per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

**Aitkin Age & Voyageur Press**

**NewsHopper**

\$ 9.00 per column inch

\$ no bid per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

**Aitkin Age only**

**NewsHopper**

\$ 6.00 per column inch

\$ no bid per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

**Voyageur Press only**

**NewsHopper**

\$ 3.00 per column inch

\$ no bid per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**, 10 1/4" x 15" **VP**

Size in inches of newspaper single page sheet = No bid **NewsHopper**

Maximum number of columns per page in legal notice section = 6 **Aitkin Age** 4 **VP**

Maximum number of columns per page in legal notice section = No bid **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = 3,032 **Age**, 575 **VP**

+ *web readers* 4,174

Newspaper circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 3,607 **Aitkin Age/VP**

Weekly circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$33 **Age**/\$34 **VP**

Subscription cost per individual customer within Aitkin County for 1 year = no bid **NewsHopper**

**AITKIN COUNTY - BID COMPARISON FORM**  
**PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2014**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

**Aitkin Age & Voyageur Press**

**NewsHopper**

\$ 8.58 per column inch

\$ no bid per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

**Aitkin Age & Voyageur Press**

**NewsHopper**

\$ 8.58 per column inch

\$ no bid per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

**Aitkin Age only**

**NewsHopper**

\$ 8.58 per column inch

\$ no bid per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

**Aitkin Age only**

**NewsHopper**

\$ 5.66 per column inch

\$ no bid per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

**Voyageur Press only**

**NewsHopper**

\$ 2.92 per column inch

\$ no bid per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**, 10 1/4" x 15" **VP**

Size in inches of newspaper single page sheet = no bid **NewsHopper**

Maximum number of columns per page in legal notice section = 6 **Aitkin Age** 4 **VP**

Maximum number of columns per page in legal notice section = no bid **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = 3,109 Print **Age**, 575 Print **VP**

+ 7,944 web readers = 15,294 total

Newspaper circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 3,684 **Aitkin Age/VP**

Weekly circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$32.00 **Age**

Subscription cost per individual customer within Aitkin County for 1 year = no bid **NewsHopper**

Joint Bid:  
Aitkin Independent Age  
Voyageur Press

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2016

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 10<sup>-</sup> per column inch (covers both Publications)
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 10<sup>-</sup> per column inch (covers both Publications)
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 10<sup>-</sup> per column inch (covers both Publications)
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 6<sup>50</sup> per column inch Aitkin Age only
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 3<sup>50</sup> per column inch voyageur Press only

Size in inches of newspaper single page sheet = 10<sup>3/8</sup> by 15<sup>21"</sup> AGE  
Voyageur Press

Maximum number of columns per page in legal notice section = 4 AGE  
V.P.

Newspaper circulation within the boundaries of Aitkin County = 575 AGE  
3388

Weekly circulation within the boundaries of Aitkin County = 575 AGE  
3388

Subscription cost per individual customer within Aitkin County for 1 year = \$35

**(Please Print Clearly)**

Name of Bidding Newspaper: Aitkin Independent Age Voyageur Press  
213 Minnesota Ave N 15 Country House Lane  
 Official Address: P.O. Box 259 P.O. Box 59  
Aitkin MN 56431 McGregor MN 55760

Printed Name of Submitter Kevin Anderson, publisher John Granes, Publisher  
Aitkin Independent Age Voyageur Press  
 Phone: 218-927-3761 218-768-3405

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

Kevin Anderson  
Signature in Ink of Submitter 12/10/15

John Granes  
Date 12/10/15

**Aitkin Independent Age**  
**P O Box 259**  
**Aitkin, MN 56431**

December 10, 2015

**Honorable Board of County Commissioners**

**Aitkin County Courthouse**  
**209 Second St. N.W.**  
**Aitkin, MN 56431**

Dear Board of Commissioners:

Thank you for naming the *Aitkin Independent Age* and *Voyageur Press* its legal newspaper(s) in 2015. Attached is the bid sheet to run public notices again in 2016. And, it is again a joint bid with the *Voyageur Press* of McGregor. The joint bid is a great value based upon rates paid historically and the added reach of the public notices appearing in both county papers, and online.

If the bid is awarded to us, the *Aitkin Independent Age* will print the following items and furnish all legal printed materials to the *Voyageur Press* of McGregor to be published as well:

- \*Publication of Official Proceedings (Commissioner and Board of Equalization)
- \*Publication of Legal Notices and miscellaneous advertisements
- \*In the matter of the delinquent tax list, the *Aitkin Independent Age* has elected to bid and the *Voyageur Press* has elected not to bid.
- \*In the matter of the bid for printing the annual financial statement, if accepted, it will be printed in the *Aitkin Independent Age* with a second publication in the *Voyageur Press* of McGregor. The *Age* will furnish all necessary printed materials when approved by the county auditor to the *Voyageur Press* for publication.
- \*All correspondence and billing will be with the *Aitkin Independent Age* and it will forward all information to the *Voyageur Press*. The *Voyageur Press* will bill the county directly for the second printing of the county financial statement.
- \*All legal notices published in the *Age* and *Voyageur Press* are posted at no additional charge at the region's No. 1 website, [www.aitkinage.com](http://www.aitkinage.com).

Please let us know if you have any questions regarding our bid and publications. Thank you for the award of these notices in 2015. We hope to work with you again in 2016.

Sincerely,

Kevin G. Anderson, Publisher  
*Aitkin Independent Age*

John Grones, Publisher  
*Voyageur Press*



# Board of County Commissioners Agenda Request

7C  
Agenda Item #

**Requested Meeting Date:** January 5, 2016

**Title of Item:** 2016 Board of Commissioners Meeting Procedures

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Each year the County Board adopts a resolution for the Board of Commissioners Meeting Procedures & Rules of Business.  The only modifications made for 2016 are noted in yellow (update) or red (addition). The Chair and Vice Chair will have to be identified (Page 2), and the Administrator's telephone number has been updated (Page 12). Additional wording has been added (Page 10, #13) to clarify the County Administrator's role.  The meeting schedule for 2016 is proposed to be the same as it has been since 2013, with the County Board meeting on the 2nd and 4th Tuesdays of each month.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt the attached resolution.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 50px;"><i>Please Explain:</i></span>		



**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**

ADOPTED January 5, 2016

By Commissioner: xx

20160105-0xx

**2016 Board of Commissioners Meeting Procedures & Rules of Business**

**WHEREAS**, the Aitkin County Board of Commissioners sees it prudent and necessary to review and adopt rules of procedure governing the conduct of County Board Meetings; and

**WHEREAS**, the Aitkin County Board has adopted and utilized rules of business, board procedures, and Robert's Rules of Order; and

**WHEREAS**, the Aitkin County Board of Commissioners believes it is important to annually reaffirm the rules; and

**THEREFORE, BE IT RESOLVED**, that the "Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" is hereby amended and reaffirmed.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

**STATE OF MINNESOTA}  
COUNTY OF AITKIN}**

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 5<sup>th</sup> day of January 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5<sup>th</sup> day of January 2016

\_\_\_\_\_  
Nathan Burkett  
County Administrator



**BOARD OF COMMISSIONERS  
MEETING PROCEDURES and  
RULES OF BUSINESS**

Revised January 6, 2015

Welcome to this meeting of the Aitkin County Board of Commissioners. We are extremely pleased that you have shown your interest in Aitkin County affairs by attending this meeting. It is the wish of the Board of Commissioners that interested citizens participate in the deliberations of its meetings and that residents of the county become aware of the procedures to be followed.

This pamphlet has been prepared to familiarize you with the function and the organization of the Aitkin County Board of Commissioners and to outline for you the procedures that must be followed if you wish to actively participate in the meeting. We are pleased that you have decided to attend a meeting and we wish to invite you to attend our future meetings.

The Aitkin County Board of Commissioners

### **Board Members**

Your Board of Commissioners is composed of five members elected to serve over-lapping terms. The County Administrator serves as the recording clerk to the Board and prepares the agendas for consideration. The election of the Board members takes place on the first Tuesday in November of even numbered years and all members are elected by district. New Board members take office on the first Monday in January.

Your Board members this year are:

District I	J. Mark Wedel, <b>Chair</b>	(218) 927-6500
District II	Laurie Westerlund	(320) 684-2652
District III	Donald Niemi	(218) 927-9947
District IV	Brian Napstad	(218) 426-3008
District V	Anne Marcotte, <b>Vice Chair</b>	(218) 256-0277

## **Board Meeting**

The Aitkin County Board of Commissioners meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month. Meeting dates and times are subject to change.

Each Tuesday meeting begins at 9:00 a.m. unless otherwise posted, in the Commissioners Boardroom in the West Annex of the Aitkin County Courthouse, Aitkin, MN. The Health & Human Services Board meets the fourth Tuesday each month. On the fourth Tuesday of each month, the Health & Human Services Board meeting will convene following approval of the regular agenda.

The Chair or three members of the County Board may call special meetings. Such meetings shall be called with a twelve-hour advance notice to all available County Board members and members of the news media. If time will allow, published notice in the official newspaper shall also be given to the public. Notwithstanding any other requirements, notice shall be posted on bulletin boards located in the Courthouse lobby and outside the County Administrator's office, along with the County's website, [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us). Notices shall specify 1) the specific item or items to be considered at the special meeting, and (2) the date, times, and places of the meeting. Special meetings of the County Board shall be held in the Courthouse unless the County Board has determined that other facilities are to be used. All special meetings of the County Board shall be limited to the specific item or items set forth in the notice.

In the event that an emergency meeting is needed, the Board will make a good faith effort to provide notice of the meeting to the media, as required by M.S. 13D.04, Subd. 3.

All meetings of the full Board (regular, special, emergency and adjourned) are open to the public. In fact, the public is urged to attend.

### **Board Actions**

A majority of the members of the County Board shall constitute a quorum for the transaction of business. The Chair shall be a member of the County Board and shall have the right to vote on all matters coming before it, but shall have no veto power. If the vote of the Chair creates a tie, the motion shall fail.

The Board of Commissioners has complete and final control over County matters subject only to the limitation imposed by law, and of course, ultimately the will of the local residents.

### **Public Participation at Board Meetings**

Meetings of the Board of Commissioners will follow a standard agenda. Items not placed on the agenda may be considered at the meeting upon agreement of the members of the Board present. To place an item on the agenda, the following procedures should be used:

The applicant should file a written request with the County Administrator's Office at least seven days prior to the scheduled meeting. The request should include the name, address and telephone number of the person or persons making the request; a statement describing the action the applicant wishes the Board to take and background information outlining the reasons for the request. The County Administrator shall enter the item on the County Board agenda in a work summary adequate to alert the public as to the nature of the matter to be discussed. If the County Administrator is unable to prepare a summary from the information received, the County Administrator may refuse to place the matter on the agenda.

The Board of Commissioners desires public participation at its meetings but at the same time has the responsibility for conducting its business in an orderly fashion. The Chairperson will provide the audience with an opportunity to provide their comments or propose an agenda item for future consideration. This will be done at the beginning of the meeting.

After presentation of the comments, the Board may discuss the comments. After Board discussion, members of the audience shall have an opportunity to be heard prior to Board action.

Each speaker will be allowed 5 minutes for his/her presentation unless the time limit is waived by a majority of the Board members present. When there are a large number of speakers to be heard, the Board of Commissioners may shorten this time. Interruption or other interference with the orderly conduct of Board of Commissioners' business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer (Chairperson) may terminate the speaker's privilege of address, if after being called to order, he/she persists in improper conduct or remarks.

At a public meeting of the Board, no person shall orally initiate charges or complaints against individual employees of the County (due to laws governing data practices) or debate any subjects under jurisdiction of the courts. All such charges, if presented to the Board directly, shall be referred to the County Administrator's Office for investigation and report.

No action will be taken on any item not considered a part of the agenda on the same day it is presented unless action is considered necessary by a majority of the Board.

## **AITKIN COUNTY BOARD RULES OF BUSINESS**

### **Rule 1. Presiding Officer. Roll Call.**

The Chair, or in the Chair's absence, the Vice Chair of the County Board shall take the chair at the time appointed for the meeting and call the County Board to order.

### **Rule 2. Quorum.**

A majority of the members of the County Board shall constitute a quorum for the transaction of business.

### **Rule 3. Minutes.**

The County Administrator shall prepare written copies of the minutes of the preceding session or sessions of the County Board and distribute them to its members no later than the start of its current session, unless otherwise notified. One or more copies of the minutes shall be available in the Office of the County Administrator for examination by members of the public. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the minutes of the previous session or sessions of the County Board as prepared by the County Administrator. Any mistake or omission in the minutes may then be corrected by the County Board. In addition, all meetings will be recorded and kept securely by the office of the County Administrator.

### **Rule 4. Order of Business.**

The Chair or presiding officer of the County Board shall preserve order and decorum. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the agenda as prepared by the County Administrator.

**Agenda Preparation:** The County Administrator shall prepare a written agenda in advance of all regular County Board meetings in consultation with the Board Chairperson and shall place Call to Order, Pledge of Allegiance, Board of Commissioners Meeting Procedures, Approval of Agenda, and Citizens' Public Comment as the first five items; thereafter, other items of business shall be presented in the order deemed best by the County Administrator or as directed by the County Board.

**Rule 5. Recognition by Chair.**

Every County Board member or member of the public shall respectfully address the Chair by the appellation of "Chair" followed by the Chair's surname, and shall not speak further until recognized by the Chair. Once a member of the audience has been recognized by the Chair as requesting to address the County Board, the Chair shall require the individual to identify themselves by stating their name and address.

**Rule 6. Designation by Chair.**

When two or more members request to speak, the Chair or presiding officer shall designate who is first to speak, but in all cases the member who shall first address the Chair shall speak first.

**Rule 7. Presentment of Petitions and Communication.**

Petitions and communications on the agenda may be presented by a member of the County Board or by either the Secretary or County Administrator.

**Rule 8. Voting. Excuse. Failure.**

When a question is put by the Chair, every member present shall vote; unless the County Board, for special reason, shall excuse a member prior to the calling of the roll or a legal



conflict of interest prohibits a member from voting. Any member, who being present when his or her name is called, fails to vote upon any then pending proposition, unless previously excused by the County Board, shall be counted as having voted in the positive. The Chair will conduct a roll call vote at the request of any member of the Board.

**Rule 9. Calling Vote.**

The ayes and nays shall be called upon the passage of ordinances. Unless a member requests, or is designated by Statute, other items will be by voice vote. When a vote is called for and a County Board member is silent, the County Board will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

**Rule 10. Public Hearing Procedure.**

Prior to any public hearing, the Chair or presiding officer shall establish the following rules as part of their introduction to the hearing:

- 1) The Chair will remind all parties of the County Board Rules of Business.
- 2) The presenter of the issue/item/proposal will present the entire issue/item/proposal and any proposed amendments prior to taking any testimony by the citizens or the County Board.
- 3) The County Board shall have the opportunity to discuss the issue/item/proposal and ask any questions they may have of the presenter immediately after the presentation of the issue/item/proposal.

- 4) There will be a public comment period where the audience will have the opportunity to provide comments or questions on the issue/item/proposal after the County Board has discussed the issue/item/proposal. Time limits may be set as to allow for appropriate public comment. Repetitive comments will be discouraged.
- 5) After the public comment period the County Board will discuss the issue/item/proposal and select the appropriate action for the issue/item/proposal.

**Rule 11. Ordinances. Procedure.**

Every proposed ordinance shall be considered at two separate regular sessions of the County Board. Amendments may be offered at either meeting when the ordinance is under consideration. Amendment to any section may be made and acted upon at any time up to the final passage. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final adoption of said ordinance. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session.

**Rule 12. Absent Member.**

Every member of the County Board who anticipates being absent during a County Board meeting shall notify the County Administrator.

**Rule 13. Journal.**

It shall be the duty of the County Administrator to **serve as Clerk to the County Board, and as such** keep the journal of the proceedings of the County Board and perform such duties as may be required by Minnesota Statutes. The County Administrator shall not allow the official journal of the County to be taken from the custody of the County Administrator without the knowledge and consent of the County Board. The approved minutes will be the official record of the County Board meetings. In addition, recorded copies of the proceeding will be securely kept by the Office of the County Administrator for a period of four years.

**Rule 14. Robert's Rules of Order.**

The rules of parliamentary practice, embraced in Robert's Rules of Order shall govern the County Board in all cases in which they are applicable, and in which they are not inconsistent with the Standing Rules of the County Board.

**Rule 15. Conduct.**

Any County Board member, employee, or citizen may be asked to cease their comments, sit down, leave the premises, leave by law enforcement escort, or get arrested for not following the County's policies of mutual respect, harassment, and violence in the workplace. The Chair, or presiding officer shall enforce the conduct policy. Any member of the County Board, or the County Administrator can ask for the enforcement of this policy or recess in the meeting when it becomes apparent that the policies are not being followed. Some general things for which the policy may be enforced include, but are not limited to:

- 1) Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on County property.

- 2) Conduct which violated the common decency or morality of individuals.
- 3) Commission of a felony or gross misdemeanor.
- 4) Violating safety rules and regulations.
- 5) Speaking or making derogatory or false accusations so as to discredit other individuals.
- 6) The use of profanity or abusive language towards any individual.
- 7) Harassment or discrimination.
- 8) Speaking without being recognized by the Chair.

**Rule 16. Suspension or Amendment of Rules.**

No rule of the County Board shall be suspended, altered, or rescinded except upon the affirmation vote of a quorum of the County Board, unless notice of such change shall have been given at a previous meeting in which case only a majority shall be required.

**Rule 17. Notice of Agenda.**

The regular County Board meeting agendas shall be provided to the official County newspaper, posted on bulletin boards outside the County Administrator's office, and posted on the County's website, [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us) to provide the public with timely and accurate notice of regular County Board meetings.

***THESE RULES SHALL TAKE EFFECT*** and be in force from and after their adoption by the County Board, and any and all prior rules are hereby rescinded.

**Aitkin County Department Heads**

Administrator	Nathan Burkett	927-3093
Assessor	Mike Dangers	927-7327
Attorney	Jim Ratz	927-7347
Auditor	Kirk Peysar	927-7354
Engineer	John Welle	927-3741
Environmental Services	Terry Neff	927-7342
Health & Human Services	Tom Burke	927-7200
Human Resources	Bobbie Danielson	927-7306
Land Commissioner	Mark Jacobs	927-7364
Information Technology	Steve Bennett	927-7345
Recorder	Mick Moriarty	927-7336
Sheriff	Scott Turner	927-7400
Treasurer	Lori Grams	927-7325

Send Inquiries to: Aitkin County Administrator's Office  
Attn: Nathan Burkett  
217 2<sup>nd</sup> St. NW – Room 134  
Aitkin, MN 56431



# Board of County Commissioners Agenda Request

7D  
Agenda Item #

**Requested Meeting Date:** January 5, 2016

**Title of Item:** 2016 Committee Appointments

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Nathan Burkett	<b>Department:</b> Administration
--	--------------------------------------

<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator	<b>Estimated Time Needed:</b>
--	-------------------------------

**Summary of Issue:**

The Board needs to make 2016 Committee Appointments. Attached are copies of the 2015 resolutions, along with proposed resolutions for 2016.

The proposed resolutions have strikethroughs and highlights indicating changes. Now is also the time to consider if there are any changes to be made to committee assignments.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Adopt (2) attached resolutions.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No *Please Explain:*

By Commissioner: Napstad

20150106-003

**2015 COMMITTEE APPOINTMENTS**

**BE IT HEREBY RESOLVED**, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2015:

Assessor for Unorganized Twps.  
Fairgrounds Custodian  
AMC Delegates (8)

Mike Dangers  
Kirk Peysar  
County Board  
Environmental Services Director  
HHS Director  
County Administrator  
Board

Purchasing/Building Committee  
Facilities Committee

J. Mark Wedel  
Brian Napstad  
J. Mark Wedel

Aitkin Airport Commission (2)

John Welle  
Brian Napstad

McGregor Airport Commission (2)

William Bedor  
Laurie Westerlund

Tri-County Community Health Services Board  
Arrowhead Regional Development Council  
Aitkin County Water Planning Task Force  
Snake River Watershed Management Board  
NE MN Office Job Training

Don Niemi  
Mark Wedel  
Don Niemi  
Brian Napstad

Commissioner Westerlund moved the adoption of the resolution and it was declared adopted upon the following vote

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

STATE OF MINNESOTA)  
County of Aitkin ) ss.  
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 6<sup>th</sup> day of January A.D., 2015, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 6<sup>th</sup> day of January A.D., 2015

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

**2015 COMMITTEE APPOINTMENTS**

**BE IT HEREBY RESOLVED**, that Board Chair J. Mark Wedel make the following committee appointments for the year 2015:

Aitkin Economic Development Administration	J. Mark Wedel
Arrowhead Counties Association	Don Niemi
	Anne Marcotte
Arrowhead Economic Opportunity Agency	Laurie Westerlund
Arrowhead Regional Transportation Committee	John Welle
ATV Committee (2)	Brian Napstad
	Anne Marcotte
Big Sandy Lake Management Plan (1 + Alternate)	Brian Napstad
	Anne Marcotte, Alternate
Central MN Corrections (2)	J. Mark Wedel
	Laurie Westerlund
Development Achievement Center (liaison) (1 + Alternate)	Laurie Westerlund
	Don Niemi, Alternate
East Central Regional Library Board	Don Niemi
Economic Development (2)	Anne Marcotte
	Don Niemi
Environmental Assessment Worksheet (2)	Anne Marcotte
	Brian Napstad
Emergency Management	J. Mark Wedel
Extension Committee (2)	J. Mark Wedel
	Laurie Westerlund
Forest Advisory Committee (2)	Anne Marcotte
	Brian Napstad
H & HS Advisory Committee (Liaison)	Laurie Westerlund
	Anne Marcotte
Historical Society (Liaison)	J. Mark Wedel
Insurance Committee (2)	J. Mark Wedel
	Laurie Westerlund
Investment Committee	County Board
Joint Powers Natural Resources Board	Brian Napstad
	Mark Jacobs
Labor Management Committee	J. Mark Wedel
	Laurie Westerlund, Alternate
Lakes and Pines (1+ Alternate)	Don Niemi
	Anne Marcotte, Alternate
Law Library	Don Niemi
MCIT Representative (1 + Alternate)	Laurie Westerlund
	Kirk Peysar, Alternate
Mille Lacs Watershed (2)	Don Niemi
	Laurie Westerlund
Mississippi Headwaters Board (MHB)	Brian Napstad



**COMMITTEE APPOINTMENTS**

MN Rural Counties Caucus (1 + Alternate)

Don Niemi  
Anne Marcotte, Alternate

Northeast MN ATP Steering Committee  
Northeast MN ATP

John Welle  
Don Niemi  
John Welle

Northeast MN ATP Township Representative  
Northeast Waste Advisory Committee (NEWAC)  
(1+Alternate)

(Vacant)  
Brian Napstad  
Laurie Westerlund, Alternate

Northern Counties Land Use Coordinating Board  
(NCLUCB) (1 + Alternate)

Brian Napstad  
Anne Marcotte, Alternate

Ordinance Committee (2)

Brian Napstad  
Anne Marcotte

Park Commission  
Personnel Committee (2)

Laurie Westerlund  
Anne Marcotte

Planning Commission  
Sobriety Court  
Solid Waste Task Force (2)

J. Mark Wedel  
Laurie Westerlund  
J. Mark Wedel  
Laurie Westerlund

Toward Zero Deaths (TZD)

Brian Napstad  
J. Mark Wedel



Commissioner Westerlund moved the adoption of the resolution and it was declared adopted upon the following vote

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

**STATE OF MINNESOTA)  
County of Aitkin ) ss.  
Office of County Auditor,)**

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 6<sup>th</sup> day of January A.D., 2015, and that the same is a true and correct copy of the whole thereof.

**WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 6<sup>th</sup> day of January A.D., 2015**

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED January 5, 2016

By Commissioner: xx

20160105-0xx

2016 COMMITTEE APPOINTMENTS

BE IT HEREBY RESOLVED, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2016:

Assessor for Unorganized Twps.  
Fairgrounds Custodian  
AMC Delegates (8)

Mike Dangers  
Kirk Peysar  
County Board  
Environmental Services Director  
HHS Director  
County Administrator

~~Purchasing/Building Committee~~  
Facilities/Technology Committee

~~Board~~

Aitkin Airport Commission (2)

J. Mark Wedel  
Brian Napstad  
J. Mark Wedel

McGregor Airport Commission (2)

John Welle  
Brian Napstad  
William Bedor  
Laurie Westerlund

Tri-County Community Health Services Board  
Arrowhead Regional Development Council  
Aitkin County Water Planning Task Force  
Snake River Watershed Management Board  
NE MN Office Job Training

Don Niemi  
Mark Wedel  
Don Niemi  
Brian Napstad

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 5<sup>th</sup> day of January 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5<sup>th</sup> day of January 2016

\_\_\_\_\_  
Nathan Burkett  
County Administrator

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED January 5, 2016

By Commissioner: xx

20160105-0xx

2016 COMMITTEE APPOINTMENTS

BE IT HEREBY RESOLVED, that Board Chair J. Mark Wedel make the following committee appointments for the year 2016:

Aitkin Economic Development Administration	J. Mark Wedel
Arrowhead Counties Association	Don Niemi
	Anne Marcotte
Arrowhead Economic Opportunity Agency	Laurie Westerlund
Arrowhead Regional Transportation Committee	John Welle
ATV Committee (2)	Brian Napstad
	Anne Marcotte
Big Sandy Lake Management Plan (1 + Alternate)	Brian Napstad
	Anne Marcotte, Alternate
Central MN Corrections (2)	J. Mark Wedel
	Laurie Westerlund
Development Achievement Center (liaison) (1 + Alternate)	Laurie Westerlund
	Don Niemi, Alternate
East Central Regional Library Board	Don Niemi
Economic Development (2)	Anne Marcotte
	Don Niemi
Environmental Assessment Worksheet (2)	Anne Marcotte
	Brian Napstad
Emergency Management	J. Mark Wedel
Extension Committee (2)	J. Mark Wedel
	Laurie Westerlund
Forest Advisory Committee (2)	Anne Marcotte
	Brian Napstad
H & HS Advisory Committee (Liaison)	Laurie Westerlund
	Anne Marcotte
Historical Society (Liaison)	J. Mark Wedel
<del>Insurance Committee (2)</del>	<del>J. Mark Wedel</del>
	<del>Laurie Westerlund</del>
Investment Committee	County Board
Joint Powers Natural Resources Board	Brian Napstad
	Mark Jacobs
Labor Management Committee	J. Mark Wedel
	Laurie Westerlund, Alternate
Lakes and Pines (1+ Alternate)	Don Niemi
	Anne Marcotte, Alternate
Law Library	Don Niemi
MCIT Representative (1 + Alternate)	Laurie Westerlund
	Kirk Peysar, Alternate
Mille Lacs Fisheries Input Group	Laurie Westerlund
Mille Lacs Watershed (2)	Don Niemi
	Laurie Westerlund
Mississippi Headwaters Board (MHB)	Brian Napstad

**COMMITTEE APPOINTMENTS**

MN Rural Counties Caucus (1 + Alternate)	Don Niemi
Northeast MN ATP Steering Committee	Anne Marcotte, Alternate
Northeast MN ATP	John Welle
Northeast MN ATP Township Representative	Don Niemi
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	John Welle
Northern Counties Land Use Coordinating Board (NCLUCB) (1 + Alternate)	(Vacant)
Ordinance Committee (2)	Brian Napstad
Park Commission	Laurie Westerlund, Alternate
Personnel/Insurance Committee (2)	Brian Napstad
Planning Commission	Anne Marcotte, Alternate
Sobriety Court	Brian Napstad
Solid Waste Task Force (2)	Anne Marcotte
Toward Zero Deaths (TZD)	Laurie Westerlund
	Anne Marcotte
	J. Mark Wedel
	Laurie Westerlund
	J. Mark Wedel
	Laurie Westerlund
	Brian Napstad
	J. Mark Wedel

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

**STATE OF MINNESOTA}  
COUNTY OF AITKIN}**

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 5<sup>th</sup> day of January 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5<sup>th</sup> day of January 2016

---

Nathan Burkett  
County Administrator



# Aitkin County Board of Commissioners Agenda Request Form

8

Agenda Item #

**Requested Meeting Date:** January 5, 2016

**Title of Item:** Committee Reports

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Brian Napstad Commissioner Anne Marcotte HHS Director Tom Burke HHS Director Tom Burke Commissioner Laurie Westerlund Commissioner Don Niemi
Aitkin Airport Commission	Monthly	1 <sup>st</sup> Thursday	Wedel
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	As needed		Wedel
Arrowhead Counties Association	8 or 9x yearly	1x a month	Niemi and Marcotte
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund
Arrowhead Regional Development Council	Monthly	3 <sup>rd</sup> Thursday	Niemi
ATV Committee	As needed		Napstad and Marcotte
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Thursday	Napstad, Alt. Marcotte
Central MN Corrections	Monthly	3 <sup>rd</sup> Wednesday	Wedel, Westerlund
Development Achievement Center	Monthly	3 <sup>rd</sup> Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Marcotte and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Wedel and Westerlund
Facilities/Technology	As needed		Wedel and Napstad
Forest Advisory	Every other month	3 <sup>rd</sup> Tues of even numbered mths	Marcotte and Napstad
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Westerlund and Marcotte
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA	Monthly	4 <sup>th</sup> Monday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Napstad and Land Cmr Jacobs
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 <sup>st</sup> Wednesday	Napstad
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	Monthly	3 <sup>rd</sup> Monday	Niemi, Westerlund
Mississippi Headwaters Board	Monthly	3 <sup>rd</sup> Friday	Napstad
MN Rural Counties Caucus	8x year	Varies	Niemi, Alt. Marcotte
NE MN Office Job Training	As called		Napstad
Northeast MN ATP	2x year		Niemi and Engineer Welle
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Napstad, Alt. Marcotte
Ordinance	As needed		Napstad and Marcotte
Park Commission	Monthly	2 <sup>nd</sup> Monday	Westerlund
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Purchasing/Building	As needed		All Commissioners
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Niemi
Sobriety Court	Monthly	3 <sup>rd</sup> Tuesday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund



# Board of County Commissioners Agenda Request

9  
Agenda Item #

**Requested Meeting Date:** January 5, 2016

**Title of Item:** Closed Session - County Administrator Performance Evaluation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> <p>Closed Meeting Under MN Statute 13D.05 Subd. 3 (a) Annual Performance Evaluation of County Administrator</p> <p>2015 Minnesota Statutes</p> <p>13D.05 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.</p> <p>Subd. 3. What meetings may be closed. (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		