

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS November 8, 2016 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chair
- 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 October 25, 2016 to November 7, 2016**
 - B) **Approve October 25, 2016 County Board Minutes**
 - C) **Approve Highway Department Contract Payment**
 - D) **Approve Commissioner Warrants**
 - E) **Approve Appointment to Corrections Advisory Board**
 - F) **Approve 2017 Newspaper Bid Specifications**
 - G) **Approve 2017 Fire Protection Contract – Ball Bluff Twp.**
 - H) **Accept \$400 Donation to STS from Fleming United Methodist Church**
- 9:05 3) Mark Jacobs, Land Commissioner
- A) **Approve Roof Replacement – North Star Lodge LLCC**
- 9:20 4) John Welle, County Engineer
- A) **2016 Construction Project Update**
 - B) **2017 Construction Project Update**
- 9:50 5) Bobbie Danielson, Human Resources Director
- A) **Approve Personnel Committee Recommendations**
 - 1. **Non-union 2017 and 2018 wages**
 - 2. **Health Insurance**
 - 3. **Administrative Assistant Reclassification**
 - 4. **Christmas Eve**
- 10:10 6) Patrick Wussow, Interim County Administrator
- A) **Approve Agreement for Municipal Advisor Services**
 - B) **Approve Quote for 2017 and 2018 Aitkin County Annual Audit**
- 10:45 7) Committee Updates
- 11:15 Break

- 11:30 8) Patrick Wussow, Interim County Administrator**
A) Closed Session Pursuant to Minnesota Statutes §13D.05 for Preliminary Consideration of Allegations Against an Individual Subject to the Board's Authority
- 12:00 Break**
- 12:10 Return Out of Closed Session for Potential Action Related to Employment of Individual Subject to the Board's Authority**
- 12:15 Adjourn**

The Aitkin County Board of Commissioners met this 25th day of October, 2016 at 9:03 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Don Niemi, Brian Napstad, and Anne Marcotte. Commissioner Laurie Westerlund was present via interactive tv. Her physical location was 12167 Douglas Street Yucaipa, CA 92399. Interim County Administrator Patrick Wussow and Administrative Assistant Sue Bingham were also present.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to approve the October 25, 2016 amended agenda. Item 4C - Approve MOU with IPPC Technologies, and Item 4D – Approve 3rd Avenue Road Closure Design, were added.

AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD MEETING MINUTES October 25, 2016

I. Attendance

The Aitkin County Board of Commissioners met this 25th day of October, 2016, at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Brian Napstad, Anne Marcotte, and Don Niemi, Commissioner Laurie Westerlund participated via skype; and others present included: Interim County Administrator Patrick Wussow; H&HS Staff Members Erin Melz, Public Health Supervisor; Kathy Ryan, Fiscal Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Carole Holton, Marlene Abear and Roberta Elvecrog, H&HS Advisory Committee Members; Bob Harwarth, Bill Pratt, Kris Kahler, and Mike Hagen, Citizens.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried; the vote was to approve the Agenda with two additions under IX.-F. METS Program - Anne Marcotte and under VII-A. ICWA Out of Home Placements - Anne Marcotte.

III. Review September 27, 2016 Health & Human Service Board Minutes

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve the Minutes of the September 27, 2016 Health & Human Services Board Meeting.

IV. Review Bills

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

Kathy Ryan noted that another client has been placed in Anoka with 100% responsibility on Aitkin County as of October 10th. Letters will be written to get further clarification on this placement and staff will report back to the Board.

V. General/Miscellaneous Information

A. NACo (National Association of Counties) Appointments of Tom Burke

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH &
HUMAN
SERVICES
BOARD**

1. Confirmed nomination as member of the Health Steering Committee
 2. Member appointment of the Healthy Counties Initiative Advisory Board
- Motion by Commissioner Marcotte, seconded by Commission Napstad, and carried, the vote was to deny the above two appointments of Tom Burke as a member to the NACO (National Association of Counties) Health Steering Committee and the Healthy Counties Initiative Advisory Board.

VI. Contracts/Agreements

- A. **CY17/18 Adult Mental Health Grant Plan** - Motion by Commissioner Marcotte, seconded by Commission Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the State of Minnesota Department of Human Services County Mental Health Grant Contract effective January 1, 2017 through December 31, 2018.

VII. Administrative Reports:

- A. **Financial Report** - Kathleen Ryan presented and reviewed the new format of reporting. Commissioner Marcotte discussed the ICWA (Indian Child Welfare Out of Home Placement) costs noting Aitkin County is one of 24 counties with a high number of ICWA placements and those placement costs are currently covered by the County.

VIII. Joint Powers Board Reports:

- A. **Tri-County Community Health Services Board (CHS)**
Commissioner Westerlund & Erin Melz reported on the Interviews for the CHS Planner/Administrator and the fact that an offer was made and accepted by an individual currently going through the background check process.

Erin Melz also noted we applied for and received the Breastfeeding Friendly Workplace Recognition. The Recognition reads as follows: "MDH recognizes Aitkin County for its exemplary effort in supporting and promoting breastfeeding. This designation is achieved by adopting a written breastfeeding policy, ensuring adequate break time for breastfeeding employees, providing a clean, private place to pump breast milk, and demonstrating a strong commitment to supporting breastfeeding in the workplace." The Board Congratulated Erin and staff.

IX. Committee Reports from Commissioners

- A. **H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte
Committee Members attending today Carole Holten & Marlene Abear - Carole Holten noted that she had just joined the Adult Social Services Task Force and the supervisor resigned so she has not been able to attend a Task Force meeting yet.
- B. **AEOA Committee Update** – Commissioner Westerlund reported a meeting in Biwabik last week. The chairperson retired but they had an Annual Meeting with a tour of the camp facility along with some budget discussion. She also noted that the Arrowhead Transit drivers may go on strike as they are being asked to work late or night shifts. Commissioner Marcotte noted that AEOA had a recent Beacon Program Meeting with

- lots of organizations participating and sharing information about programs available.
- C. **NEMOJT Committee Update** – Commissioner Napstad noted no recent meeting to report on.
 - D. **CJI (Children’s Justice Initiative)** – Commissioner Westerlund reported no meeting/no report.
 - E. **Lakes & Pines Update** – Commissioner Niemi reported no meeting/no report.
 - F. **Commissioner Marcotte** reported on the METS Standing Task Force thru AMC (the new name for MNSURE). METS is Minnesota Eligibility Technology System but she reported there are no IT folks on the task force. It is believed it will take two years to become operable and require 33% more staff to implement it. They will invest \$10 million into the project and still won't know if it will work.

Next Meeting – November 22, 2016

Break: 10:12 a.m. to 10:27 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: October 11, 2016 to October 24, 2016; B) Approve County Board Minutes: October 11, 2016; C) Approve Commissioner Warrants: General Fund \$138,425.29, Road & Bridge \$123,279.64, State \$90.00, Trust \$18,670.92, Forest Development \$83,483.72, Agency \$4,320.23, Long Lake Conservation Center \$5,988.31, Parks \$7,120.89 for a total of \$381,379.00; D) Approve Auditor Warrants – September Sales & Use Tax: General Fund \$715.33, Road & Bridge \$1,421.71, State \$7,086.50, Trust \$17.76, Forest Development \$0.24, Long Lake Conservation Center \$65.75, Parks \$176.79 for a total of \$9,484.28; E) Approve September Manual Warrants: General Fund \$192,483.21, Road & Bridge \$50.00, Health & Human Services \$223.37, State \$49,305.30, Trust \$210.42, Taxes & Penalties \$1,142.00, Long Lake Conservation Center \$1,085.95, Parks \$270.18 for a total of \$24,770.43; F) Approve Anderson Brothers Contract Payment: Road & Bridge \$297,142.12; G) Accept \$1,500 Donation to Aitkin County STS from McGregor Area Lions Club; H) Approve 2017 Fire Protection Contract – City of McGrath; I) Adopt Resolution: Resolution Authorizing Signing Authority Allowing Access to Minnesota Government Access (MGA) Accounts for Electronic Court Records and Documents

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, to adopt resolution – Resolution Authorizing Signing Authority Allowing Access to Minnesota Government Access (MGA) Accounts for Electronic Court Records and Documents:

WHEREAS, the new Minnesota Government Access Accounts, allowing government agencies to view appropriate electronic court records and documents stored in the Minnesota Court Information System for cases in Minnesota district courts, require authorization from the governing body.

NOW, THEREFORE, BE IT RESOLVED, the County Board of Aitkin County, Minnesota as follows:

BREAK

**REGULAR BOARD
RECONVENES**

**CONSENT
AGENDA**

**RESOLUTION
20161025-071
RESOLUTION
AUTHORIZING
SIGNING
AUTHORITY
ALLOWING
ACCESS TO**

- MINNESOTA
GOVERNMENT
ACCESS (MGA)
ACCOUNTS FOR
ELECTRONIC
COURT RECORDS
AND DOCUMENTS**

**RESOLUTION
20161025-072
EXPEDITED LAND
EXCHANGE
CLASS 2 AND
CLASS 3
PROPERTY**

3rd QUARTER REVENUE & EXPENDITURES

REQUEST FOR QUOTES – ANNUAL AUDITS

MOU WITH IPPC TECHNOLOGIES

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve quote of \$30,227 from Anderson Brothers Construction for 3rd Avenue road closure project. The quote is a unit price quote, so the actual cost may vary based on actual quantities of work performed.

**3RD AVENUE
ROAD CLOSURE
DESIGN**

The Board discussed the following: Forest Advisory, AMC, Facilities, BWSR, AIS, JCNRB, ARDC, Drug Abuse, Drones, Mille Lacs Watershed, HRA, ACAT, CARE Finance Mtg., DAC, Fisheries Input Group, Personnel, EDA, and Emergency Preparedness.

**BOARD
DISCUSSION**

Commissioner Don Niemi left at 12:11 p.m.

NIEMI LEFT

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried (4-0 Niemi absent), to adjourn the meeting at 12:25 p.m. until Tuesday, November 8, 2016 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Board Chair
Aitkin County Board of Commissioners

Patrick Wussow, Interim County Administrator

Aitkin County



DKB1
10/26/16 11:00AM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Page Break By: 1
1 - Page Break by Fund
2 - Page Break by Dept

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

Highway Department Contract Payment

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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10/26/16 11:00AM
3 Road & Bridge

Vendor	<u>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>
307	DEPT			R&B Capital Infrastructure	
	7050 Anderson Bros Construction Co				
	03-307-000-0000-6262		563,355.57	Contract Payment	Contract Payments
	7050 Anderson Bros Construction Co		563,355.57	1 Transactions	
307	DEPT Total:		563,355.57	R&B Capital Infrastructure	1 Vendors 1 Transactions
3	Fund Total:		563,355.57	Road & Bridge	1 Transactions
	Final Total:		563,355.57	1 Vendors	1 Transactions

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	563,355.57	Road & Bridge
All Funds	563,355.57	Total

Approved by,

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10/28/16 3:44PM

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 1

Print List in Order By: 2 1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept) Page Break By: 1 1 - Page Break by Fund
3 - Vendor Number 2 - Page Break by Dept
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
10/28/16 3:44PM
1 General Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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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>On Behalf of Name</u>
1	DEPT		Commissioners		
	3473 NACO				
	01-001-000-0000-6241		450.00	2017 Membership dues	152413
	3473 NACO		450.00	1 Transactions	Registration Fee
	6097 Verizon Wireless				
	01-001-000-0000-6250		31.27	Cell phone charges	286287802
				09/07/2016 10/06/2016	Telephone
	6097 Verizon Wireless		31.27	1 Transactions	
1	DEPT Total:		481.27	Commissioners	2 Vendors
					2 Transactions
12	DEPT		Court Administration		
	10385 Brandt Law Office				
	01-012-000-0000-6232		70.00	Professional Services	26314
	10385 Brandt Law Office		70.00	1 Transactions	Attorney Services
	8175 Centurylink				
	01-012-000-0000-6250		172.84	LD/LOCAL Q4	313645966
	8175 Centurylink		172.84	1 Transactions	Telephone
	89383 Haugen Phd Lp/Mark L				
	01-012-000-0000-6232		1,015.00	Psychological Testing	
	89383 Haugen Phd Lp/Mark L		1,015.00	1 Transactions	Attorney Services
	14165 Karlsson Law Office				
	01-012-000-0000-6232		950.00	Attorney Fees	01CR- 16- 816
	01-012-000-0000-6232		112.32	Costs	01CR- 16- 816
	14165 Karlsson Law Office		1,062.32	2 Transactions	Attorney Services
12	DEPT Total:		2,320.16	Court Administration	4 Vendors
					5 Transactions
40	DEPT		Auditor		
	783 Canon Financial Services, Inc				
	01-040-000-0000-6231		220.24	Contract Charges- 026	16577821
	783 Canon Financial Services, Inc		220.24	1 Transactions	Services, Labor, Contracts
	8175 Centurylink				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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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
	01- 040- 000- 0000- 6250		25.17	LD/LOCAL	313645966	Telephone
	01- 040- 021- 0000- 6250		309.49	Local Calls License Center	314154028	License Center- Phone
8175	Centurylink		334.66	2 Transactions		
1457	CPS Technology Solutions, Inc					
	01- 040- 000- 0000- 6231		26.40	November Maint.Contract	371384	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		26.40	1 Transactions		
3267	Peysar/Kirk					
	01- 040- 000- 0000- 6330		56.92	MCIC board mtg mileage	105.4@.54	Transportation & Travel
				10/20/2016 10/20/2016		
3267	Peysar/Kirk		56.92	1 Transactions		
40	DEPT Total:		638.22	Auditor	4 Vendors	5 Transactions
42	DEPT			Treasurer		
8175	Centurylink					
	01- 042- 000- 0000- 6250		8.04	LD/LOCAL	313645966	Telephone
8175	Centurylink		8.04	1 Transactions		
42	DEPT Total:		8.04	Treasurer	1 Vendors	1 Transactions
43	DEPT			Assessor		
783	Canon Financial Services, Inc					
	01- 043- 000- 0000- 6231		164.08	copier contract- 033	16577826	Services, Labor, Contracts
783	Canon Financial Services, Inc		164.08	1 Transactions		
8175	Centurylink					
	01- 043- 000- 0000- 6250		24.65	LD/LOCAL	313645966	Telephone
8175	Centurylink		24.65	1 Transactions		
43	DEPT Total:		188.73	Assessor	2 Vendors	2 Transactions
44	DEPT			Central Services		
783	Canon Financial Services, Inc					
	01- 044- 000- 0000- 6231		326.43	Contract Charges- 031	16577825	Services, Labor, Contracts
783	Canon Financial Services, Inc		326.43	1 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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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
8175	Centurylink				
	01- 044- 000- 0000- 6250	6.78	LD/LOCAL	313645966	Telephone
8175	Centurylink	6.78	1 Transactions		
10185	Centurylink Communications Inc				
	01- 044- 000- 0000- 6250	0.02	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc	0.02	1 Transactions		
44	DEPT Total:	333.23	Central Services	3 Vendors	3 Transactions
49	DEPT		Information Technologies		
5398	CDW Government, Inc				
	01- 049- 000- 0000- 6231	128.52	25 RSA Securid Software	FMQ3049	Programming, Services, Contracts
5398	CDW Government, Inc	128.52	1 Transactions		
8175	Centurylink				
	01- 049- 000- 0000- 6250	21.41	LD/LOCAL	313645966	Telephone
8175	Centurylink	21.41	1 Transactions		
6097	Verizon Wireless				
	01- 049- 000- 0000- 6231	61.03	October Renewal	386695110	Programming, Services, Contracts
			09/02/2016 10/01/2016		
6097	Verizon Wireless	61.03	1 Transactions		
49	DEPT Total:	210.96	Information Technologies	3 Vendors	3 Transactions
52	DEPT		Administration/Personnel Dept		
86222	Aitkin Independent Age				
	01- 052- 000- 0000- 6230	60.34	position vacancies 9/7/16	1483	Printing, Publishing & Adv
	01- 052- 000- 0000- 6230	72.91	position vacancies 9/14/16	1483	Printing, Publishing & Adv
86222	Aitkin Independent Age	133.25	2 Transactions		
8175	Centurylink				
	01- 052- 000- 0000- 6250	36.76	LD/LOCAL	313645966	Telephone
8175	Centurylink	36.76	1 Transactions		
12048	McDowell Agency, Inc./The				
	01- 052- 000- 0000- 6234	49.00	Background screening	81202	Background Check Fee

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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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
12048	McDowell Agency, Inc./The				
		49.00	1 Transactions		
13412	Pemberton, Sorlie, Rufer & Kershner PLLC				
	01-052-000-0000-6232	1,000.00	Credit	20146317-001M	Attorney Services
	01-052-000-0000-6232	135.54	Mileage	20146317-001M	Attorney Services
	01-052-000-0000-6232	3,192.00	Investigative Svcs- Paralegal	30.4@105.00	Attorney Services
	01-052-000-0000-6232	7,650.00	Investigative Svcs- Partner	45@170.00	Attorney Services
	01-052-000-0000-6232	1,020.00	County Law- Partner	6@170.00	Attorney Services
	01-052-000-0000-6232	997.50	County Law- Legal Assist.	9.5@105.00	Attorney Services
13412	Pemberton, Sorlie, Rufer & Kershner PLLC	11,995.04	6 Transactions		
10930	Tidholm Productions				
	01-052-000-0000-6405	79.95	500 business cards for Bobbie	87676070	Office & Computer Supplies
10930	Tidholm Productions	79.95	1 Transactions		
52	DEPT Total:	12,294.00	Administration/Personnel Dept	5 Vendors	11 Transactions
90	DEPT		Attorney		
117	Aitkin County Sheriff				
	01-090-000-0000-6250	21.14	Jim ratz Cell	16-0984	Telephone
117	Aitkin County Sheriff	21.14	1 Transactions		
340	Anoka Co Sheriff				
	01-090-000-0000-6234	70.00	subpoena 01CR15664	16004068	Co Sheriff Services
340	Anoka Co Sheriff	70.00	1 Transactions		
783	Canon Financial Services, Inc				
	01-090-000-0000-6405	355.45	Contract Charges- 028	16595390	Office & Computer Supplies
783	Canon Financial Services, Inc	355.45	1 Transactions		
8175	Centurylink				
	01-090-000-0000-6250	49.09	LD/LOCAL	313645966	Telephone
8175	Centurylink	49.09	1 Transactions		
10185	Centurylink Communications Inc				
	01-090-000-0000-6250	0.79	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc	0.79	1 Transactions		
89541	Culligan				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt					
No.	Account/Formula	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	
				Service Dates	Paid On Bhf #	On Behalf of Name	
89541	Culligan		56.00	monthly water supply	150X00844001	Drug & Forfeiture Ms387.213	
			56.00		1 Transactions		
2140	Hennepin County Sheriff's Office						
	01- 090- 000- 0000- 6234		80.00	Subpoena 01CR 15883	76007	Co Sheriff Services	
2140	Hennepin County Sheriff's Office		80.00		1 Transactions		
2569	Kanabec Co Sheriff						
	01- 090- 000- 0000- 6234		48.10	Subpoena 01CR 15664	16- 000389	Co Sheriff Services	
2569	Kanabec Co Sheriff		48.10		1 Transactions		
3195	MCCC						
	01- 090- 000- 0000- 6208		45.00	MCAPS users conference	2Y1610163	Training/Education	
3195	MCCC		45.00		1 Transactions		
10736	Miller/Tammy						
	01- 090- 000- 0000- 6208		97.20	mileage- MCAPS training	180@.54	Training/Education	
10736	Miller/Tammy		97.20		1 Transactions		
3713	Olmsted Co Sheriff Dept						
	01- 090- 000- 0000- 6234		85.00	subpoena 01CR16767	2016- 00002462	Co Sheriff Services	
3713	Olmsted Co Sheriff Dept		85.00		1 Transactions		
5173	THOMSON REUTERS- WEST PUBLISHING						
	01- 090- 000- 0000- 6406		1,216.02	September Information charges	834800438	Law Publ. & Subscriptions	
	01- 090- 000- 0000- 6406		94.00	MN Practice Series	834902436	Law Publ. & Subscriptions	
5173	THOMSON REUTERS- WEST PUBLISHING		1,310.02		2 Transactions		
90	DEPT Total:		2,217.79	Attorney	12 Vendors	13 Transactions	
100	DEPT			Recorder			
12156	Beaufeaux/Annette						
	01- 100- 000- 0000- 6330		78.32	e- recording trng- Duluth	178@.44	Transportation & Travel	
				10/06/2016 10/06/2016			
12156	Beaufeaux/Annette		78.32		1 Transactions		
5398	CDW Government, Inc						
	01- 100- 000- 0000- 6625		257.04	25 RSA Securid Software	FMQ3049	Office Equipment	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor Name	<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>
5398 CDW Government, Inc		257.04	1 Transactions	
8175 Centurylink				
01- 100- 000- 0000- 6250		19.74	LD/LOCAL	313645966 Telephone
8175 Centurylink		19.74	1 Transactions	
11406 Innovative Office Solutions				
01- 100- 000- 0000- 6405		37.30	8x12 Envelopes	IN1366457 Office & Computer Supplies
11406 Innovative Office Solutions		37.30	1 Transactions	
10930 Tidholm Productions				
01- 100- 000- 0000- 6230		240.00	#10 Reg. Envelopes printed	8774 6095 Printing, Publishing & Adv
10930 Tidholm Productions		240.00	1 Transactions	
100 DEPT Total:		632.40	Recorder	5 Vendors 5 Transactions
110 DEPT			Courthouse Maintenance	
8175 Centurylink				
01- 110- 000- 0000- 6250		6.06	LD/LOCAL	313645966 Phone
8175 Centurylink		6.06	1 Transactions	
2186 Hillyard Inc - Kansas City				
01- 110- 000- 0000- 6422		285.74	cleaner, liners,soap	602274837 Janitorial Supplies
2186 Hillyard Inc - Kansas City		285.74	1 Transactions	
11889 Honeywell International Inc.				
01- 110- 000- 0000- 6231		4,164.86	rebuilt hot water heating pump	5237936230 Services, Labor, Contracts
11889 Honeywell International Inc.		4,164.86	1 Transactions	
9692 Minnesota Energy Resources Corporation				
01- 110- 000- 0000- 6254		202.52	Gas- Courthouse	0506823754 Utilities & Heating
9692 Minnesota Energy Resources Corporation		202.52	1 Transactions	
3950 Public Utilities				
01- 110- 000- 0000- 6254		1,942.35	Courthouse	Utilities & Heating
01- 110- 000- 0000- 6254		27.28	Old County Garage	Utilities & Heating
01- 110- 000- 0000- 6254		466.66	Jail West Annex	Utilities & Heating
01- 110- 000- 0000- 6254		99.64	CH Building Coordinator	Utilities & Heating
01- 110- 000- 0000- 6254		229.17	LA Tool Building	Utilities & Heating

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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
		01-110-000-0000-6254			96.79	Glarco Building				Utilities & Heating	
3950		Public Utilities			2,861.89						
							6 Transactions				
6097		Verizon Wireless									
		01-110-000-0000-6250			31.27	Cell phone charges		286287802		Phone	
						09/07/2016	10/06/2016				
6097		Verizon Wireless			31.27		1 Transactions				
110		DEPT Total:			7,552.34	Courthouse Maintenance		6 Vendors		11 Transactions	
120		DEPT				Service Officer					
	8175	Centurylink									
		01-120-000-0000-6250			46.89	LD/LOCAL		313645966		Telephone	
	8175	Centurylink			46.89		1 Transactions				
	10185	Centurylink Communications Inc									
		01-120-000-0000-6250			3.15	Toll Free Charges		320295974		Telephone	
	10185	Centurylink Communications Inc			3.15		1 Transactions				
120		DEPT Total:			50.04	Service Officer		2 Vendors		2 Transactions	
121		DEPT				Housing & Redevelopment					
	11113	Anderson/Edward									
		01-121-000-0000-6350			35.00	HRA MEETING		10/12/16		Per Diem	
		01-121-000-0000-6350			35.00	HRA MEETING		7/27/16		Per Diem	
		01-121-000-0000-6350			35.00	HRA MEETING		8/24/16		Per Diem	
	11113	Anderson/Edward			105.00		3 Transactions				
	13164	Turner/Evelyn									
		01-121-000-0000-6350			35.00	HRA MEETING		10/12/16		Per Diem	
		01-121-000-0000-6350			35.00	HRA MEETING		7/27/16		Per Diem	
		01-121-000-0000-6350			35.00	HRA MEETING		8/24/16		Per Diem	
	13164	Turner/Evelyn			105.00		3 Transactions				
	10017	Tveit/Galen									
		01-121-000-0000-6350			35.00	HRA MEETING		10/12/16		Per Diem	
		01-121-000-0000-6350			35.00	HRA MEETING		7/27/16		Per Diem	
		01-121-000-0000-6350			35.00	HRA MEETING		8/24/16		Per Diem	

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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
10017 Tveit/Galen					105.00						
							3 Transactions				
11355 Williams/Ihleen E											
		01- 121- 000- 0000- 6350			35.00	HRA MEETING		10/12/16		Per Diem	
		01- 121- 000- 0000- 6350			35.00	HRA MEETING		7/27/16		Per Diem	
		01- 121- 000- 0000- 6350			35.00	HRA MEETING		8/24/16		Per Diem	
11355 Williams/Ihleen E					105.00						
							3 Transactions				
121 DEPT Total:					420.00	Housing & Redevelopment			4 Vendors		12 Transactions
122 DEPT						Planning & Zoning					
783 Canon Financial Services, Inc											
		01- 122- 000- 0000- 6231			248.73	Copier Charges- 029		16577823		Services, Labor, Contracts, Programming	
783 Canon Financial Services, Inc					248.73				1 Transactions		
8175 Centurylink											
		01- 122- 000- 0000- 6250			89.71	LD/LOCAL		313645966		Telephone	
8175 Centurylink					89.71				1 Transactions		
13442 Hagen/Michael											
		01- 122- 000- 0000- 6350			10.00	Onsite		000918		Per Diem	
		01- 122- 000- 0000- 6350			50.00	PC Meeting		10/17/16		Per Diem	
		01- 122- 038- 0000- 6330			16.20	PC Mileage		30@.54		Boa/Pc Mileage	
13442 Hagen/Michael					76.20				3 Transactions		
13066 Hargrave/Bryan											
		01- 122- 000- 0000- 6231			3,500.00	CONTRACT INSPECTIONSQ		10@350.00		Services, Labor, Contracts, Programming	
						10/17/2016	10/28/2016				
13066 Hargrave/Bryan					3,500.00				1 Transactions		
11990 Lange/David											
		01- 122- 000- 0000- 6350			10.00	Onsite		000918		Per Diem	
		01- 122- 000- 0000- 6350			50.00	PC Meeting		10/17/16		Per Diem	
		01- 122- 038- 0000- 6330			59.40	PC/Onsite mileage		110@.54		Boa/Pc Mileage	
11990 Lange/David					119.40				3 Transactions		
5516 Paquette/Jeremy M											
		01- 122- 000- 0000- 6350			50.00	PC Meeting		10/17/16		Per Diem	
		01- 122- 038- 0000- 6330			91.80	PC/Onsite mileage		170@.54		Boa/Pc Mileage	

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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
	01-122-000-0000-6350		10.00	Onsite	Tim Johnson	Per Diem
5516	Paquette/Jeremy M		151.80	3 Transactions		
4400	Security State Bank					
	01-122-052-0000-6304		6,800.00	Pay Ag- Bmp Loan - Vernon Cobb	see R# 1785	ISTS AG BMP EXPENSES
4400	Security State Bank		6,800.00	1 Transactions		
13424	Sonnee/Dennise J					
	01-122-000-0000-6350		10.00	Onsite	000918	Per Diem
	01-122-000-0000-6350		50.00	PC Meeting	10/17/16	Per Diem
	01-122-038-0000-6330		27.00	PC/Onsite mileage	50@.54	Boa/Pc Mileage
13424	Sonnee/Dennise J		87.00	3 Transactions		
86235	The Office Shop Inc					
	01-122-000-0000-6405		109.56	Office Supplies	1014022-0	Office, Computer, Film, & Field Supplies
86235	The Office Shop Inc		109.56	1 Transactions		
6097	Verizon Wireless					
	01-122-000-0000-6250		39.02	monthly cellular charges	380690139	Telephone
				09/14/2016 10/13/2016		
6097	Verizon Wireless		39.02	1 Transactions		
10895	Westerlund/Laurie Ann					
	01-122-000-0000-6350		10.00	Onsite	000918	Per Diem
	01-122-038-0000-6330		46.44	PC/Onsite mileage	86@.54	Boa/Pc Mileage
10895	Westerlund/Laurie Ann		56.44	2 Transactions		
122	DEPT Total:		11,277.86	Planning & Zoning	11 Vendors	20 Transactions
200	DEPT			Enforcement		
5322	A & M AUTO OF MCGREGOR					
	01-200-000-0000-6302		40.07	oil change #217	46323	Car Maintenance
5322	A & M AUTO OF MCGREGOR		40.07	1 Transactions		
117	Aitkin County Sheriff					
	01-200-000-0000-6241		10.00	remainder of license tab fees	ck 9566	Registration Fee
117	Aitkin County Sheriff		10.00	1 Transactions		
11960	ASAP Towing					

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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>
11960 ASAP Towing		206.00	tow Bonneville 16- 3498	4187 Wrecker Service
		206.00	1 Transactions	
86467 Auto Value Aitkin				
01- 200- 000- 0000- 6610		159.99	booster pac	40091029 Equipment & Radios
86467 Auto Value Aitkin		159.99	1 Transactions	
10442 Bureau Of Crim.Apprehension				
01- 200- 039- 0000- 6425		585.00	new and renewals	01- 000050 Gun Permit Expenses
10442 Bureau Of Crim.Apprehension		585.00	1 Transactions	
5398 CDW Government, Inc				
01- 200- 000- 0000- 6231		642.60	25 RSA Securid Software	FMQ3049 Services & Labor (Incl Contracts)
5398 CDW Government, Inc		642.60	1 Transactions	
8175 Centurylink				
01- 200- 000- 0000- 6250		139.74	LC/LOCAL PROBATION	313645966 Telephone
01- 200- 000- 0000- 6250		110.18	LD/LOCAL	313645966 Telephone
8175 Centurylink		249.92	2 Transactions	
10185 Centurylink Communications Inc				
01- 200- 000- 0000- 6250		7.30	Toll Free Charges	320295974 Telephone
10185 Centurylink Communications Inc		7.30	1 Transactions	
3516 Coffman/Sue				
01- 200- 000- 0000- 6405		18.24	2017 miniplanner for #220	Office Supplies
3516 Coffman/Sue		18.24	1 Transactions	
3263 K&M Signs Inc.				
01- 200- 000- 0000- 6302		700.00	letter #219 Ford Taurus	11337 Car Maintenance
3263 K&M Signs Inc.		700.00	1 Transactions	
5892 McGregor Printing & Graphics, Inc				
01- 200- 000- 0000- 6405		138.00	business cards #211, #216	191661 Office Supplies
5892 McGregor Printing & Graphics, Inc		138.00	1 Transactions	
14168 MHSRC/Range				
01- 200- 003- 0000- 6241		256.00	EVOC training #217	629430- 5417 Registration Fee

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<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>
14168 MHSRC/Range		256.00	1 Transactions	
612 MN BCA CJTE				
01- 200- 003- 0000- 6241		130.00	Crim Justice training Baxter	19357- 092716MC Registration Fee
612 MN BCA CJTE		130.00	1 Transactions	
10412 O'Reilly Auto Parts				
01- 200- 000- 0000- 6302		38.98	wiper blades #219	1878- 342994 Car Maintenance
10412 O'Reilly Auto Parts		38.98	1 Transactions	
13864 Sandberg/Kristi				
01- 200- 000- 0000- 6150		1,000.00	November 2016 Cobra Premium	Health Insurance- Employer
13864 Sandberg/Kristi		1,000.00	1 Transactions	
6040 Taser International				
01- 200- 000- 0000- 6409		325.70	cartridges, battery packs	SI1455476 Deputy Supplies
6040 Taser International		325.70	1 Transactions	
86235 The Office Shop Inc				
01- 200- 000- 0000- 6405		109.12	office supplies	1013613- 0 Office Supplies
01- 200- 000- 0000- 6405		109.11	office supplies	1013613- 0 Office Supplies
86235 The Office Shop Inc		218.23	2 Transactions	
13934 Tire Barn				
01- 200- 000- 0000- 6302		22.50	tire repair withvalve stem #21	16303 Car Maintenance
01- 200- 000- 0000- 6302		133.21	oil change, ABS wires #212	36184 Car Maintenance
01- 200- 000- 0000- 6302		43.98	oil change # 218	36191 Car Maintenance
01- 200- 000- 0000- 6302		123.79	oil change, headlight #219	36364 Car Maintenance
13934 Tire Barn		323.48	4 Transactions	
11936 TJ Towing				
01- 200- 000- 0000- 6359		353.00	tow Pontiac GTO 16- 3532	11890 Wrecker Service
11936 TJ Towing		353.00	1 Transactions	
9642 WEX BANK				
01- 200- 000- 0000- 6511		3,396.93	Gas	0424007043961 Gas And Oil
9642 WEX BANK		3,396.93	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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
200	DEPT Total:		8,799.44	Enforcement	20 Vendors	25 Transactions
202	DEPT			Boat & Water		
	3950 Public Utilities					
	01- 202- 000- 0000- 6254		20.88	Boat & Water		Utilities
	3950 Public Utilities		20.88		1 Transactions	
	9642 WEX BANK					
	01- 202- 000- 0000- 6511		150.20	Gas	0424007043961	Gas And Oil
	9642 WEX BANK		150.20		1 Transactions	
202	DEPT Total:		171.08	Boat & Water	2 Vendors	2 Transactions
204	DEPT			ATV		
	9642 WEX BANK					
	01- 204- 000- 0000- 6511		60.97	Gas	0424007043961	Gas And Oil
	9642 WEX BANK		60.97		1 Transactions	
204	DEPT Total:		60.97	ATV	1 Vendors	1 Transactions
252	DEPT			Corrections		
	14005 American Tower Corporation					
	01- 252- 000- 0000- 6231		316.69	Jacobson Tower Rent	403588861	Services & Labor (Incl Contracts)
	14005 American Tower Corporation		316.69		1 Transactions	
	5658 Amerigas					
	01- 252- 000- 0000- 6254		86.87	Propane	803040232	Utilities & Heating
	5658 Amerigas		86.87		1 Transactions	
	783 Canon Financial Services, Inc					
	01- 252- 000- 0000- 6231		96.07	Contract Charges- 032	16577819	Services & Labor (Incl Contracts)
	783 Canon Financial Services, Inc		96.07		1 Transactions	
	5398 CDW Government, Inc					
	01- 252- 000- 0000- 6625		179.44	Monitor Baker	FPW9708	Office Equipment
	5398 CDW Government, Inc		179.44		1 Transactions	
	8175 Centurylink					

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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
8175 Centurylink	01- 252- 000- 0000- 6250	274.56	LD/LOCAL	313645966 Telephone
		274.56		1 Transactions
10185 Centurylink Communications Inc	01- 252- 000- 0000- 6250	7.30	Toll Free Charges	320295974 Telephone
10185 Centurylink Communications Inc		7.30		1 Transactions
163 Charter Communications	01- 252- 252- 0000- 6405	181.67	Cable TV	83523056600060 Prisoner Welfare
163 Charter Communications		181.67		1 Transactions
5583 Crawford Supply Company	01- 252- 252- 0000- 6408	280.80	commissary supplies	756344 Commissary Supplies
	01- 252- 252- 0000- 6408	347.52	commissary supplies	756496 Commissary Supplies
5583 Crawford Supply Company		628.32		2 Transactions
88628 Dalco	01- 252- 000- 0000- 6422	457.04	Jail paper products	3089033 Janitorial Supplies
88628 Dalco		457.04		1 Transactions
2186 Hillyard Inc - Kansas City	01- 252- 000- 0000- 6422	496.52	Janitorial	602274886 Janitorial Supplies
2186 Hillyard Inc - Kansas City		496.52		1 Transactions
11889 Honeywell International Inc.	01- 252- 000- 0000- 6590	5,970.00	new heating coil Jail AHU1	5237751771 Repair & Maintenance Supplies
11889 Honeywell International Inc.		5,970.00		1 Transactions
5503 Keefe Supply Company	01- 252- 252- 0000- 6408	43.20	Cr.719345- 738121	Commissary Supplies
	01- 252- 252- 0000- 6408	105.60	commissary supplies	756345 Commissary Supplies
	01- 252- 252- 0000- 6408	445.80	commissary supplies	756497 Commissary Supplies
5503 Keefe Supply Company		508.20		3 Transactions
5756 KEEPRS, Inc	01- 252- 000- 0000- 6410	175.61	uniform shirts Tim	323857 Clothing Allowance
5756 KEEPRS, Inc		175.61		1 Transactions
2928 Lundberg Plumbing & Heating, Inc				

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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
01- 252- 000- 0000- 6590		jail toilet repair, bushings	14367	Repair & Maintenance Supplies
2928 Lundberg Plumbing & Heating, Inc	676.38	676.38	1 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea				
01- 252- 000- 0000- 6254	274.84	Shelter/Tower	34- 54- 015- 01	Utilities & Heating
3160 Mille Lacs Energy Coop- Albert Lea	274.84	1 Transactions		
9692 Minnesota Energy Resources Corporation				
01- 252- 000- 0000- 6254	238.39	Gas- Jail	0505221458	Utilities & Heating
01- 252- 000- 0000- 6254	469.57	Gas- Jail	0505399584	Utilities & Heating
01- 252- 000- 0000- 6254	31.85	Gas STS	0506726121	Utilities & Heating
9692 Minnesota Energy Resources Corporation	739.81	3 Transactions		
3712 Office Depot				
01- 252- 000- 0000- 6405	419.47	toner/printer cartridges	872838177001	Office & Computer Supplies
3712 Office Depot	419.47	1 Transactions		
3789 Pan- O- Gold Baking Company				
01- 252- 000- 0000- 6418	149.58	Groceries	010024628707	Groceries
01- 252- 000- 0000- 6418	154.02	Groceries	010024629433	Groceries
3789 Pan- O- Gold Baking Company	303.60	2 Transactions		
11947 Phoenix Supply				
01- 252- 000- 0000- 6424	173.90	inmate supplies	10459	Inmate Supplies
11947 Phoenix Supply	173.90	1 Transactions		
3950 Public Utilities				
01- 252- 000- 0000- 6254	49.36	Sheriffs garage		Utilities & Heating
01- 252- 000- 0000- 6254	1,692.37	New Jail		Utilities & Heating
01- 252- 000- 0000- 6254	5,699.19	New Jail 2		Utilities & Heating
3950 Public Utilities	7,440.92	3 Transactions		
9499 Reliance Telephone Systems, Inc				
01- 252- 252- 0000- 6406	400.00	phone cards	D- 18275	Phone Card Prisoner Welfare
9499 Reliance Telephone Systems, Inc	400.00	1 Transactions		
4761 Sysco Minnesota Inc				
01- 252- 000- 0000- 6418	3,161.49	Groceries	610130646	Groceries
01- 252- 000- 0000- 6418	3,702.73	Groceries	610200643	Groceries

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Vendor	<u>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>
4761	Sysco Minnesota Inc		6,864.22	2 Transactions		
6040	Taser International					
	01- 252- 252- 0000- 6405		139.59	cartridges, battery packs	SI1455476	Prisoner Welfare
6040	Taser International		139.59	1 Transactions		
9642	WEX BANK					
	01- 252- 000- 0000- 6330		350.84	Gas	0424007043961	Prisoner Transportation & Travel
	01- 252- 003- 0000- 6511		21.15	Gas	0424007043961	Gas And Oil
9642	WEX BANK		371.99	2 Transactions		
252	DEPT Total:		27,183.01	Corrections	24 Vendors	34 Transactions
253	DEPT			Sentence to Serve		
8175	Centurylink					
	01- 253- 000- 0000- 6250		6.48	LD/LOCAL	313645966	Telephone
8175	Centurylink		6.48	1 Transactions		
1598	Ferrara's Htg Air Cond & Refrig Inc					
	01- 253- 000- 0000- 6231		75.00	STS gas interruption	8362	Services, Labor, Contracts
1598	Ferrara's Htg Air Cond & Refrig Inc		75.00	1 Transactions		
12927	Midwest Machinery Co.					
	01- 253- 000- 0000- 6405		48.33	chainsaw chain	1360359	Operating Supplies
12927	Midwest Machinery Co.		48.33	1 Transactions		
13934	Tire Barn					
	01- 253- 000- 0000- 6302		683.12	tires- 2009 Ford Econo STS	36248	Car Maintenance
13934	Tire Barn		683.12	1 Transactions		
253	DEPT Total:		812.93	Sentence to Serve	4 Vendors	4 Transactions
254	DEPT			Enhanced 911 System		
9373	ESRI					
	01- 254- 000- 0000- 6231		1,250.00	ArcGIS annual maint.	93194452	Services, Labor, Contracts
				01/01/2017 12/31/2017		
9373	ESRI		1,250.00	1 Transactions		

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	<u>Vendor</u>	<u>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>
254	DEPT Total:			1,250.00	Enhanced 911 System	1 Vendors	1 Transactions
255	DEPT				General Crime Victim Grant		
	8175	Centurylink					
		01- 255- 000- 0000- 6250		8.25	LD/LOCAL	313645966	Telephone
	8175	Centurylink		8.25		1 Transactions	
	14160	Riedel/Stacey					
		01- 255- 000- 0000- 6330		32.40	mileage- BLASTT meeting	60@.54	Transportation/Travel/Parking (Own Aut
	14160	Riedel/Stacey		32.40		1 Transactions	
255	DEPT Total:			40.65	General Crime Victim Grant	2 Vendors	2 Transactions
257	DEPT				Community Corrections		
	783	Canon Financial Services, Inc					
		01- 257- 000- 0000- 6342		140.67	Contract Charges- 036	16577828	Office Equipment Rental/Contracts
	783	Canon Financial Services, Inc		140.67		1 Transactions	
	13056	McKenzie/Jill					
		01- 257- 022- 0000- 6406		15.00	Gift Card	Holiday store	Sobriety Crt Expenses
	13056	McKenzie/Jill		15.00		1 Transactions	
	11997	Minnesota Monitoring					
		01- 257- 022- 0000- 6406		477.75	Monitoring	3159	Sobriety Crt Expenses
		01- 257- 267- 0000- 6341		2,180.50	Electronic Home monitoring	3160	Equipment Rental
	11997	Minnesota Monitoring		2,658.25		2 Transactions	
	9489	Redwood Toxicology Laboratory, Inc					
		01- 257- 267- 0000- 6274		149.00	urinalysis testing	02239920169	Drug Testing Fee
		01- 257- 022- 0000- 6406		24.14	Testing	12645820169	Sobriety Crt Expenses
	9489	Redwood Toxicology Laboratory, Inc		173.14		2 Transactions	
	9360	Redwood Toxicology Laboratory, Inc.					
		01- 257- 022- 0000- 6406		352.57	Drug testing supplies	572640	Sobriety Crt Expenses
	9360	Redwood Toxicology Laboratory, Inc.		352.57		1 Transactions	
	4634	Rialto Theatre					
		01- 257- 022- 0000- 6406		300.00	50 movie passes		Sobriety Crt Expenses

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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
4634	Rialto Theatre				
		300.00		1 Transactions	
257	DEPT Total:	3,639.63	Community Corrections	6 Vendors	8 Transactions
280	DEPT		Emergency Management		
361	Arrowhead EMS Association				
	01- 280- 000- 0000- 6240	85.00	EMS Annual Dues	10729	Dues
			10/01/2016 09/30/2017		
361	Arrowhead EMS Association	85.00		1 Transactions	
10185	Centurylink Communications Inc				
	01- 280- 000- 0000- 6250	1.27	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc	1.27		1 Transactions	
280	DEPT Total:	86.27	Emergency Management	2 Vendors	2 Transactions
390	DEPT		Environmental Health (FBL)		
8175	Centurylink				
	01- 390- 000- 0000- 6250	10.44	LD/LOCAL	313645966	Telephone
8175	Centurylink	10.44		1 Transactions	
12486	Leitinger/Michelle				
	01- 390- 000- 0000- 6330	4.00	Parking- Regulators Breakfast	10/05/16	Transportation & Travel & Parking
12486	Leitinger/Michelle	4.00		1 Transactions	
390	DEPT Total:	14.44	Environmental Health (FBL)	2 Vendors	2 Transactions
391	DEPT		Solid Waste		
8175	Centurylink				
	01- 391- 000- 0000- 6250	12.01	LD/LOCAL	313645966	Telephone
8175	Centurylink	12.01		1 Transactions	
2763	J & H Transfer Station- Lakes Sanitary				
	01- 391- 060- 0000- 6360	651.60	August recycling contract		Recycling Contract
2763	J & H Transfer Station- Lakes Sanitary	651.60		1 Transactions	
4370	Science Museum Of Minnesota				
	01- 391- 036- 0000- 6416	2,200.00	payment for EED programs	17- 0097	EED Expenses/Supplies

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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
4370	Science Museum Of Minnesota		2,200.00	1 Transactions	
391	DEPT Total:		2,863.61	Solid Waste	3 Vendors 3 Transactions
392	DEPT			Water Wells	
405	A.W. Research Laboratories, Inc.				
	01- 392- 000- 0000- 6231		41.00	Coliform/Nitrate sampling	15485 Services, Labor, Contracts
405	A.W. Research Laboratories, Inc.		41.00	1 Transactions	
392	DEPT Total:		41.00	Water Wells	1 Vendors 1 Transactions
601	DEPT			Extension	
8175	Centurylink				
	01- 601- 000- 0000- 6250		2.40	LD/LOCAL	313645966 Telephone
8175	Centurylink		2.40	1 Transactions	
11187	Regents Of The University of Minnesota				
	01- 601- 000- 0000- 6405		300.00	2017 Fair entry subscription	0300016721 Office Supplies
11187	Regents Of The University of Minnesota		300.00	1 Transactions	
601	DEPT Total:		302.40	Extension	2 Vendors 2 Transactions
700	DEPT			Promotion,AEOA Tran,Airport,RC&D,Tol	
14166	Cenaiko Productions Inc				
	01- 700- 909- 0000- 6800		600.00	Booth reservation- Rivercentre	AIT205 Tourism Miscellaneous
				01/12/2017 01/15/2017	
	01- 700- 909- 0000- 6800		550.00	Booth reservation- St Cloud	AIT205 Tourism Miscellaneous
				02/10/2017 02/12/2017	
14166	Cenaiko Productions Inc		1,150.00	2 Transactions	
13995	Midwest Outdoors				
	01- 700- 909- 0000- 6800		300.00	October advertising	7857 Tourism Miscellaneous
13995	Midwest Outdoors		300.00	1 Transactions	
11458	MSPN				
	01- 700- 909- 0000- 6800		300.00	Oct./Nov advertising	14169 Tourism Miscellaneous
11458	MSPN		300.00	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.</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>
700	DEPT Total:		1,750.00	Promotion,AEOA Tran,Airport,RC&D,T	3 Vendors 4 Transactions
711	DEPT			Economic Development	
	8175 Centurylink				
	01- 711- 000- 0000- 6250		7.62	LD/LOCAL	313645966 Telephone
	8175 Centurylink		7.62	1 Transactions	
711	DEPT Total:		7.62	Economic Development	1 Vendors 1 Transactions
1	Fund Total:		85,648.09	General Fund	187 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
301	DEPT		R&B Administration		
783	Canon Financial Services, Inc				
	03- 301- 000- 0000- 6300	212.26	CONTRACT CHARGE 101316	16577820	Service Contracts
783	Canon Financial Services, Inc	212.26	1 Transactions		
3963	Quale/Michael J				
	03- 301- 000- 0000- 6296	94.16	D3 ENGINEERS MTG WRIGHT 101316	MILEAGE	Meeting Expense/Physicals
	03- 301- 000- 0000- 6296	94.16	D3 ENGINEERS MTG WRIGHT 102416	MILEAGE	Meeting Expense/Physicals
3963	Quale/Michael J	188.32	2 Transactions		
11605	Shred Right				
	03- 301- 000- 0000- 6400	30.00	DOCUMENT DESTRUCTION 101116	251860	Supplies And Materials
11605	Shred Right	30.00	1 Transactions		
301	DEPT Total:	430.58	R&B Administration	3 Vendors	4 Transactions
302	DEPT		R&B Engineering/Construction		
12496	Cervantez/Eric				
	03- 302- 000- 0000- 6411	145.00	WORK BOOTS REIMBURSEMEN 101816	105- 0723043- 20	Safety Footwear
12496	Cervantez/Eric	145.00	1 Transactions		
302	DEPT Total:	145.00	R&B Engineering/Construction	1 Vendors	1 Transactions
303	DEPT		R&B Highway Maintenance		
195	Aitkin Tire Shop				
	03- 303- 000- 0000- 6590	91.00	REPAIR PARTS 101116	0- 056411	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590	40.00	REPAIR LABOR 101116	0- 056411	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590	24.00	REPAIR LABOR 101416	0- 056427	Repair & Maintenance Supplies
195	Aitkin Tire Shop	155.00	3 Transactions		
660	Blaszak/Florian D.				
	03- 303- 000- 0000- 6411	119.99	WORK BOOTS REIMBURSEMEN 102116	2264	Safety Footwear
660	Blaszak/Florian D.	119.99	1 Transactions		
12787	Centra Sota Cooperative				
	03- 303- 000- 0000- 6513	9,001.80	MCGREGOR DIESEL 101216	8103806	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513	4,141.80	MCGRATH DIESEL 101216	8103806	Motor Fuel & Lubricants

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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>
12787 Centra Sota Cooperative		13,143.60	2 Transactions	
8175 Centurylink				
03- 303- 000- 0000- 6254		79.69	LD/LOCAL	313645966 Utilities
03- 303- 000- 0000- 6254		31.33	FAX: HWY OFFICE 101116	SEPT- OCT Utilities
8175 Centurylink		111.02	2 Transactions	
11411 Charter Communications				
03- 303- 000- 0000- 6254		140.25	PHONE: HWY OFFICE 100916	OCT- NOV Utilities
11411 Charter Communications		140.25	1 Transactions	
8618 Compass Minerals America				
03- 303- 000- 0000- 6518		4,835.31	DE- ICING SALT 101816	71541004 De- Icing Salt
03- 303- 000- 0000- 6518		6,340.16	DE- ICING SALT 101916	71541680 De- Icing Salt
03- 303- 000- 0000- 6518		1,552.67	DE- ICING SALT 102016	71542380 De- Icing Salt
8618 Compass Minerals America		12,728.14	3 Transactions	
9326 Dehn Oil				
03- 303- 000- 0000- 6513		13,006.31	AITKIN DIESEL 101416	25092254 Motor Fuel & Lubricants
9326 Dehn Oil		13,006.31	1 Transactions	
7920 Dixon Mechanical Electric, LLP				
03- 303- 000- 0000- 6590		65.25	REPAIR PARTS 101116	191 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		65.00	REPAIR LABOR 101116	191 Repair & Maintenance Supplies
7920 Dixon Mechanical Electric, LLP		130.25	2 Transactions	
7060 Federated Co- Ops Inc.				
03- 303- 000- 0000- 6297		269.79	MCGRATH SHOP PROPANE 101216	0- 0101771 Shop Fuel
7060 Federated Co- Ops Inc.		269.79	1 Transactions	
13468 G & K Services				
03- 303- 000- 0000- 6298		18.93	SHOP LAUNDRY 101016	1043594348 Shop Maintenance
03- 303- 000- 0000- 6298		18.93	SHOP LAUNDRY 101716	1043599894 Shop Maintenance
03- 303- 000- 0000- 6298		18.93	SHOP LAUNDRY 102416	1043605480 Shop Maintenance
13468 G & K Services		56.79	3 Transactions	
1829 Goble's Sewer Service Inc.				
03- 303- 000- 0000- 6298		160.00	PALISADE TANK 102116	2884 Shop Maintenance

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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
1829 Goble's Sewer Service Inc.					160.00						
								1 Transactions			
13228 Hardrives, Inc.											
		03- 303- 000- 0000- 6517			417.81	HOT MIX 101216		14018		Asphalt,Crackfiller,Tack Oil,Etc	
		03- 303- 000- 0000- 6517			417.80	HOT MIX 101216		14018		Asphalt,Crackfiller,Tack Oil,Etc	
13228 Hardrives, Inc.					835.61						
								2 Transactions			
11557 Liberty Tire Recycling Services MN.											
		03- 303- 000- 0000- 6298			1,063.77	TIRE RECYCLING 100116		999104		Shop Maintenance	
11557 Liberty Tire Recycling Services MN.					1,063.77						
								1 Transactions			
2941 M R Sign Co Inc											
		03- 303- 000- 0000- 6516			164.08	ADOPT- A- HWY SIGN 101216		192937		Signs & Posts	
2941 M R Sign Co Inc					164.08						
								1 Transactions			
10824 Maney International Inc											
		03- 303- 000- 0000- 6590			108.32	REPAIR PARTS 101916		737857		Repair & Maintenance Supplies	
10824 Maney International Inc					108.32						
								1 Transactions			
3160 Mille Lacs Energy Coop- Albert Lea											
		03- 303- 000- 0000- 6254			75.59	POWER: PALISADE 101016		18- 52- 026- 01		Utilities	
		03- 303- 000- 0000- 6254			49.92	169 & CSAH 3 101016		19- 23- 010- 01		Utilities	
		03- 303- 000- 0000- 6254			99.41	POWER: MCGREGOR 101016		29- 53- 003- 01		Utilities	
		03- 303- 000- 0000- 6254			713.95	POWER: AITKIN 101016		33- 52- 007- 02		Utilities	
		03- 303- 000- 0000- 6254			55.89	169 & CSAH 28 101016		39- 62- 022- 01		Utilities	
		03- 303- 000- 0000- 6254			36.81	CSAH 12 101016		40- 06- 000- 01		Utilities	
		03- 303- 000- 0000- 6254			54.96	47 & CSAH 2 101016		54- 51- 104- 01		Utilities	
3160 Mille Lacs Energy Coop- Albert Lea					1,086.53						
								7 Transactions			
7910 MINNCORIndustries											
		03- 303- 000- 0000- 6521			1,098.00	BEAVER LEVELER 101816		SOI- 052357		Maintenance Supplies	
		03- 303- 000- 0000- 6521			1,647.00	BEAVER LEVELER 101816		SOI- 052357		Maintenance Supplies	
7910 MINNCORIndustries					2,745.00						
								2 Transactions			
1652 Northland Fire Protection											
		03- 303- 000- 0000- 6590			215.00	AITKIN SHOP SUPPLIES 101416		24332		Repair & Maintenance Supplies	
1652 Northland Fire Protection					215.00						
								1 Transactions			
10720 Nuss Truck & Equipment											

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<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>
	03- 303- 000- 0000- 6590		338.13-	REPAIR PARTS 091216	3155985P	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6298		155.76	AITKIN SHOP SUPPLIES 101916	3159015P	Shop Maintenance
	03- 303- 000- 0000- 6590		50.92	REPAIR PARTS 102016	3159115P	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		827.60	REPAIR PARTS 102516	3159234P	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		243.84	FILTERS 102516	3159234P	Repair & Maintenance Supplies
10720	Nuss Truck & Equipment		939.99	5 Transactions		
10412	O'Reilly Auto Parts					
	03- 303- 000- 0000- 6590		224.19	REPAIR PARTS 101716	1878- 344097	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		214.19-	REPAIR PARTS RETURN 102416	1878- 344672	Repair & Maintenance Supplies
10412	O'Reilly Auto Parts		10.00	2 Transactions		
10257	Sadie Llama Designs					
	03- 303- 000- 0000- 6516		72.00	E- 911 SIGNING 102416	85334.662	Signs & Posts
10257	Sadie Llama Designs		72.00	1 Transactions		
90805	Temco					
	03- 303- 000- 0000- 6590		10.00	REPAIR PARTS 100516	20623	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		19.40	REPAIR PARTS 100516	20627	Repair & Maintenance Supplies
90805	Temco		29.40	2 Transactions		
12788	Timmer Implement of Aitkin					
	03- 303- 000- 0000- 6590		1,845.00	REPAIR PARTS 101316	IA08390	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		442.50	REPAIR PARTS 101316	IA08391	Repair & Maintenance Supplies
12788	Timmer Implement of Aitkin		2,287.50	2 Transactions		
8364	Towmaster, Inc					
	03- 303- 000- 0000- 6590		195.78	REPAIR PARTS 100516	385227	Repair & Maintenance Supplies
8364	Towmaster, Inc		195.78	1 Transactions		
14172	U.S. Department of Agriculture					
	03- 303- 000- 0000- 6521		1,107.99	BEAVER/DAM REMOVAL 100416	3002161541	Maintenance Supplies
14172	U.S. Department of Agriculture		1,107.99	1 Transactions		
5295	Ziegler Inc					
	03- 303- 000- 0000- 6590		119.39	REPAIR PARTS 100716	PC190060640	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		382.06	REPAIR PARTS 102116	PC190061039	Repair & Maintenance Supplies
5295	Ziegler Inc		501.45	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
303	DEPT Total:		R&B Highway Maintenance	26 Vendors	51 Transactions
307	DEPT		R&B Capital Infrastructure		
14169	Alpha Appraisal LLC				
	03- 307- 000- 0000- 6260	7,150.00	CP 001- 053- 002 101616		Professional Services
14169	Alpha Appraisal LLC	7,150.00		1 Transactions	
10285	Duluth Archaeology Center				
	03- 307- 000- 0000- 6260	4,829.02	ADMIN/FIELD WORK 101916	2016- 61	Professional Services
	03- 307- 000- 0000- 6260	6,254.01	ADMIN/FIELD WORK 101916	2016- 62	Professional Services
10285	Duluth Archaeology Center	11,083.03		2 Transactions	
8694	Mn Department of Transportation				
	03- 307- 000- 0000- 6260	1,187.74	JOB COST TRANSFERS 101716	P00006558	Professional Services
8694	Mn Department of Transportation	1,187.74		1 Transactions	
307	DEPT Total:	19,420.77	R&B Capital Infrastructure	3 Vendors	4 Transactions
3	Fund Total:	71,379.91	Road & Bridge		60 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
400	DEPT		Public Health Department		
5398	CDW Government, Inc		25 RSA Securid Software	FMQ3049	Software Fees/License Fees
	05- 400- 440- 0410- 6239	92.53			
5398	CDW Government, Inc	92.53	1 Transactions		
8175	Centurylink				
	05- 400- 440- 0410- 6250	2.60	LD/LOCAL	313645966	Telephone
	05- 400- 440- 0410- 6250	15.22	LD/LOCAL- HHS	313645966	Telephone
	05- 400- 440- 0410- 6250	52.85	LD/LOCAL PH	313645966	Telephone
8175	Centurylink	70.67	3 Transactions		
10185	Centurylink Communications Inc				
	05- 400- 440- 0410- 6250	5.89	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc	5.89	1 Transactions		
1457	CPS Technology Solutions, Inc				
	05- 400- 440- 0410- 6300	11.26	November Maint.Contract	371384	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc	11.26	1 Transactions		
400	DEPT Total:	180.35	Public Health Department	4 Vendors	6 Transactions
420	DEPT		Income Maintenance		
5398	CDW Government, Inc		25 RSA Securid Software	FMQ3049	Software Fees/License Fees
	05- 420- 600- 4800- 6239	196.64			
5398	CDW Government, Inc	196.64	1 Transactions		
8175	Centurylink				
	05- 420- 600- 4800- 6250	5.54	LD/LOCAL	313645966	Telephone
	05- 420- 600- 4800- 6250	32.35	LD/LOCAL- HHS	313645966	Telephone
	05- 420- 600- 4800- 6250	305.27	LD/LOCAL - IM	313645966	Telephone
	05- 420- 640- 4800- 6250	94.62	LD/LOCAL- CS	313645966	Telephone
8175	Centurylink	437.78	4 Transactions		
10185	Centurylink Communications Inc				
	05- 420- 600- 4800- 6250	12.53	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc	12.53	1 Transactions		
1457	CPS Technology Solutions, Inc				
	05- 420- 600- 4800- 6300	23.94	November Maint.Contract	371384	Maintenance/Service Contracts

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<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>
	05- 420- 640- 4800- 6300		35.20	November Maint.Contract	371384	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc		59.14	2 Transactions		
420	DEPT Total:		706.09	Income Maintenance	4 Vendors	8 Transactions
430	DEPT			Social Services		
5398	CDW Government, Inc					
	05- 430- 700- 4800- 6239		289.17	25 RSA Securid Sotftware	FMQ3049	Software Fees/License Fees
5398	CDW Government, Inc		289.17	1 Transactions		
8175	Centurylink					
	05- 430- 700- 4800- 6250		8.15	LD/LOCAL	313645966	Telephone
	05- 430- 700- 4800- 6250		47.57	LD/LOCAL- HHS	313645966	Telephone
	05- 430- 700- 4800- 6250		524.38	LD/LOCAL- SS	313645966	Telephone
8175	Centurylink		580.10	3 Transactions		
10185	Centurylink Communications Inc					
	05- 430- 700- 4800- 6250		18.43	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		18.43	1 Transactions		
1457	CPS Technology Solutions, Inc					
	05- 430- 700- 4800- 6300		35.20	November Maint.Contract	371384	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc		35.20	1 Transactions		
430	DEPT Total:		922.90	Social Services	4 Vendors	6 Transactions
5	Fund Total:		1,809.34	Health & Human Services		20 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		
5938	Rieger Logging				
	10- 900- 000- 0000- 2300		timber bond refund R#2395	13364	Timber Permit Bonds
5938	Rieger Logging		1 Transactions		
900	DEPT Total:	137.34	Timber Permit Bonds	1 Vendors	1 Transactions
921	DEPT		Co. Development		
8175	Centurylink				
	10- 921- 000- 0000- 6250	3.24	LD/LOCAL - GIS	313645966	Telephone
	10- 921- 000- 0000- 6250	2.51	LD/LOCAL- SURVEYOR	313645966	Telephone
8175	Centurylink	5.75	2 Transactions		
13419	DigitalGlobe, Inc				
	10- 921- 000- 0000- 6231	4,500.00	digital photo contract	20418594	Services, Labor, Contracts
13419	DigitalGlobe, Inc	4,500.00	1 Transactions		
1880	Gravelle Plumbing & Heating, Inc				
	10- 921- 000- 0000- 6406	419.42	pipe, cap, coupling	72522	Field Supplies
1880	Gravelle Plumbing & Heating, Inc	419.42	1 Transactions		
4654	Westerlund Cenex				
	10- 921- 000- 0000- 6406	4.99	battery for blasting	acct7364	Field Supplies
4654	Westerlund Cenex	4.99	1 Transactions		
921	DEPT Total:	4,930.16	Co. Development	4 Vendors	5 Transactions
923	DEPT		Forfeited Tax Sales		
783	Canon Financial Services, Inc				
	10- 923- 000- 0000- 6405	327.05	Copier Contract- 022	16577827	Office Supplies
783	Canon Financial Services, Inc	327.05	1 Transactions		
8175	Centurylink				
	10- 923- 000- 0000- 6250	11.59	LD/LOCAL	313645966	Telephone
8175	Centurylink	11.59	1 Transactions		
1044	Minnesota Forest Resources Partnership				
	10- 923- 000- 0000- 6360	920.35	2017 MN ForestRec.support cost		Miscellaneous- Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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10 Trust

Vendor	<u>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>
1044	Minnesota Forest Resources Partnership		920.35			
				1 Transactions		
86235	The Office Shop Inc					
	10- 923- 000- 0000- 6405		22.04	office supplies	1014394- 0	Office Supplies
86235	The Office Shop Inc		22.04			
				1 Transactions		
13934	Tire Barn					
	10- 923- 000- 0000- 6590		49.39	LOF	36208	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590		56.00	tire disposal- Tamarack theatr	36344	Repair & Maintenance Supplies
13934	Tire Barn		105.39			
				2 Transactions		
923	DEPT Total:		1,386.42	Forfeited Tax Sales	5 Vendors	6 Transactions
10	Fund Total:		6,453.92	Trust		12 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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11 Forest Development

Vendor	Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
924	DEPT						Forest Resource					
	12526		Bixby/James									
			11- 924- 000- 0000- 6350			35.00	FAC MEETING		10/18/16		Per Diem	
			11- 924- 000- 0000- 6330			17.82	FAC Mileage		33@.54		Transportation & Travel	
	12526		Bixby/James			52.82		2 Transactions				
	10890		Insley/Kevin									
			11- 924- 000- 0000- 6350			35.00	FAC Meeting		10/18/16		Per Diem	
			11- 924- 000- 0000- 6330			1.08	FAC Mileage		2@.54		Transportation & Travel	
	10890		Insley/Kevin			36.08		2 Transactions				
	9036		Neary/William F									
			11- 924- 000- 0000- 6350			35.00	FAC MEETING		10/18/16		Per Diem	
			11- 924- 000- 0000- 6330			34.56	FAC Mileage		64@.54		Transportation & Travel	
	9036		Neary/William F			69.56		2 Transactions				
	10906		Shipp/Dale									
			11- 924- 000- 0000- 6350			35.00	FAC MEETING		10/18/16		Per Diem	
			11- 924- 000- 0000- 6330			21.60	FAC Mileage		40@.54		Transportation & Travel	
	10906		Shipp/Dale			56.60		2 Transactions				
	10017		Tveit/Galen									
			11- 924- 000- 0000- 6350			35.00	FAC MEETING		10/18/16		Per Diem	
			11- 924- 000- 0000- 6330			22.68	FAC Mileage		42@.54		Transportation & Travel	
	10017		Tveit/Galen			57.68		2 Transactions				
924	DEPT Total:					272.74	Forest Resource		5 Vendors		10 Transactions	
925	DEPT						Reforestation					
	91022		Courtemanche/Richard									
			11- 925- 000- 0000- 6330			46.20	NC Landscape meeting		105@.44		Transportation & Travel	
	91022		Courtemanche/Richard			46.20		1 Transactions				
	13419		DigitalGlobe, Inc									
			11- 925- 000- 0000- 6231			4,500.00	digital photo contract		20418594		Services, Labor, Contracts	
	13419		DigitalGlobe, Inc			4,500.00		1 Transactions				
	11397		Holmwig Excavating, LLC									
			11- 925- 000- 0000- 6231			2,719.50	work on 54- 3 and 54- 5		4933		Services, Labor, Contracts	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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11 Forest Development

Vendor	Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
11397	Holmvig Excavating, LLC					2,719.50		1 Transactions				
12788	Timmer Implement of Aitkin											
	11- 925- 000- 0000- 6590					58.98	pin,washer,snap ring,pin		AI08418		Repair & Maintenance Supplies	
12788	Timmer Implement of Aitkin					58.98		1 Transactions				
925	DEPT Total:					7,324.68	Reforestation		4 Vendors		4 Transactions	
11	Fund Total:					7,597.42	Forest Development				14 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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DKB1
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19 Long Lake Conservation Co

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		September cleaning service		Services, Labor, Contracts
85003	Aitkin County DAC		1 Transactions		
11419	Beaudry Propane				
	19- 521- 000- 0000- 6254	299.70	Propane- Director residence	229928	Utilities
	19- 521- 000- 0000- 6254	349.65	Propane- Dining Hall	229929	Utilities
	19- 521- 000- 0000- 6254	203.80	Propane- Instructor Residence	229930	Utilities
11419	Beaudry Propane	853.15	3 Transactions		
783	Canon Financial Services, Inc				
	19- 521- 000- 0000- 6231	106.01	contract charges- 037	16577844	Services, Labor, Contracts
783	Canon Financial Services, Inc	106.01	1 Transactions		
8622	Frontier				
	19- 521- 000- 0000- 6250	505.72	Service & LD	2187684653	Telephone
8622	Frontier	505.72	1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea				
	19- 521- 000- 0000- 6254	95.30	Electric Director Residence	27- 13- 004- 01	Utilities
	19- 521- 000- 0000- 6254	234.84	Electric Energy Center	27- 13- 005- 02	Utilities
	19- 521- 000- 0000- 6254	659.90	Electric Dining Hall	27- 13- 006- 01	Utilities
	19- 521- 000- 0000- 6254	440.10	Electric North Star Lodge	27- 13- 007- 03	Utilities
	19- 521- 000- 0000- 6254	51.81	Electric Parking Lot	27- 13- 008- 01	Utilities
	19- 521- 000- 0000- 6254	78.30	Electric Staff Residence	27- 13- 009- 01	Utilities
3160	Mille Lacs Energy Coop- Albert Lea	1,560.25	6 Transactions		
521	DEPT Total:	3,175.13	LLCC Administration	5 Vendors	12 Transactions
522	DEPT		LLCC Education		
11087	Minnesota Astronomical Society				
	19- 522- 000- 0000- 6820	990.00	Northern lights Star Fest Reg.	36@27.50	Refunds & Reimbursements
11087	Minnesota Astronomical Society	990.00	1 Transactions		
522	DEPT Total:	990.00	LLCC Education	1 Vendors	1 Transactions
523	DEPT		LLCC Food		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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19 Long Lake Conservation Co

Vendor	<u>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>
5814	Hagen/Christine				
	19- 523- 000- 0000- 6418		135.89	Groceries	Groceries- Students
5814	Hagen/Christine		135.89	1 Transactions	
14173	Maple Ridge Produce				
	19- 523- 000- 0000- 6418		139.40	veggies	Groceries- Students
14173	Maple Ridge Produce		139.40	1 Transactions	
5662	McGregor Dairy,Inc				
	19- 523- 000- 0000- 6418		353.63	Groceries	26075 Groceries- Students
5662	McGregor Dairy,Inc		353.63	1 Transactions	
3810	Paulbeck's County Market				
	19- 523- 000- 0000- 6418		13.49	Bananas	7684653 Groceries- Students
3810	Paulbeck's County Market		13.49	1 Transactions	
4968	Upper Lakes Foods, Inc				
	19- 523- 000- 0000- 6418		95.45	Groceries	785772- 00 Groceries- Students
	19- 523- 000- 0000- 6418		1,756.31	Groceries	789036- 00 Groceries- Students
	19- 523- 000- 0000- 6418		1,702.18	Groceries	793238- 00 Groceries- Students
	19- 523- 000- 0000- 6418		23.32	Groceries	794010- 00 Groceries- Students
4968	Upper Lakes Foods, Inc		3,577.26	4 Transactions	
14140	Waukenabo White Elephant & Emporium				
	19- 523- 000- 0000- 6418		34.00	Veggies	887265 Groceries- Students
14140	Waukenabo White Elephant & Emporium		34.00	1 Transactions	
523	DEPT Total:		4,253.67	LLCC Food	6 Vendors 9 Transactions
524	DEPT			LLCC Maintenance	
88628	Dalco				
	19- 524- 000- 0000- 6422		131.40	absorbent,can liners,paper tow	3089847 Janitorial Services/Supplies
88628	Dalco		131.40	1 Transactions	
4010	Rasley Oil Company				
	19- 524- 000- 0000- 6511		13.00	fuel for mower	13467 Gas And Oil
4010	Rasley Oil Company		13.00	1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 34

DKB1
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19 Long Lake Conservation C

Vendor Name		<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>
524	DEPT Total:		144.40	LLCC Maintenance	2 Vendors	2 Transactions
525	DEPT			LLCC Capital Improvement		
13731	LITTLE PINE MECHANICAL					
	19- 525- 000- 0000- 6601		4,575.00	Replace boiler line,weld #5		Capital Outlay- Non Marcum House
13731	LITTLE PINE MECHANICAL		4,575.00	1 Transactions		
525	DEPT Total:		4,575.00	LLCC Capital Improvement	1 Vendors	1 Transactions
19	Fund Total:		13,138.20	Long Lake Conservation Center		25 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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21 Parks

Vendor	<u>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>
520	DEPT			Parks		
10618	Erik's Lawn Service					
	21- 520- 000- 0000- 6231		800.00	August Mow SR Campground	4054	Services, Labor, Contracts
	21- 520- 000- 0000- 6231		475.00	August Mow Berglund Park	4054	Services, Labor, Contracts
	21- 520- 000- 0000- 6231		475.00	August Mow Jacob.Park/Wayside	4054	Services, Labor, Contracts
	21- 520- 000- 0000- 6231		975.00	August Mow Aitkin Campground	4054	Services, Labor, Contracts
	21- 520- 000- 0000- 6231		780.00	Sept Mow Aitkin Campground	4064	Services, Labor, Contracts
	21- 520- 000- 0000- 6231		640.00	Sept Mow SR Campground	4064	Services, Labor, Contracts
	21- 520- 000- 0000- 6231		380.00	Sept Mow Berglund Park	4064	Services, Labor, Contracts
	21- 520- 000- 0000- 6231		380.00	Sept Mow Jacob.Park/Wayside	4064	Services, Labor, Contracts
10618	Erik's Lawn Service		4,905.00	8 Transactions		
1829	Goble's Sewer Service Inc.					
	21- 520- 000- 0000- 6231		135.00	Pump Aitkin RV dump station	2768	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.		135.00	1 Transactions		
1880	Gravelle Plumbing & Heating, Inc					
	21- 520- 000- 0000- 6590		33.67	t start	72522	Repair & Maintenance Supplies
1880	Gravelle Plumbing & Heating, Inc		33.67	1 Transactions		
2186	Hillyard Inc - Kansas City					
	21- 520- 000- 0000- 6406		179.04	toilet paper- Parks	602268005	Field Supplies
2186	Hillyard Inc - Kansas City		179.04	1 Transactions		
2991	Malmo Market					
	21- 520- 000- 0000- 6511		59.50	Sept gas bills	26038	Gas And Oil
2991	Malmo Market		59.50	1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea					
	21- 520- 000- 0000- 6254		116.57	Electricity Berglund Park	18- 51- 106- 02	Utilities
3160	Mille Lacs Energy Coop- Albert Lea		116.57	1 Transactions		
9555	Pliny Post & Pole					
	21- 520- 000- 0000- 6406		355.00	8X8 POSTS	7940	Field Supplies
9555	Pliny Post & Pole		355.00	1 Transactions		
3950	Public Utilities					
	21- 520- 000- 0000- 6254		146.13	Land Department		Utilities
	21- 520- 000- 0000- 6254		106.68	Mississippi Access		Utilities

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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21 Parks

Vendor	Name		<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>
		21- 520- 000- 0000- 6254		44.25	Shower Building		Utilities
	3950	Public Utilities		297.06	3 Transactions		
520	DEPT Total:			6,080.84	Parks	8 Vendors	17 Transactions
21	Fund Total:			6,080.84	Parks		17 Transactions
	Final Total:			192,107.72	225 Vendors	335 Transactions	

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Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	85,648.09	General Fund
3	71,379.91	Road & Bridge
5	1,809.34	Health & Human Services
10	6,453.92	Trust
11	7,597.42	Forest Development
19	13,138.20	Long Lake Conservation Center
21	6,080.84	Parks
All Funds	192,107.72	Total

Approved by,

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



Board of County Commissioners Agenda Request

2E

Agenda Item #

Requested Meeting Date: 11/08/2016

Title of Item: Corrections Advisory Board Appointment

- ☐ REGULAR AGENDA
☒ CONSENT AGENDA
☐ INFORMATION ONLY

Action Requested:

- ☒ Approve/Deny Motion
☐ Adopt Resolution (attach draft)

☐ Direction Requested

☐ Discussion Item

☐ Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:
Elizabeth DeRuyck

Department:
Community Corrections

Presenter (Name and Title):

Estimated Time Needed:
0

Summary of Issue:

The Aitkin County Board appointed a victim services employee to the Aitkin County Community Corrections Advisory Board in May 2016, and that employee has since left county employment. The ACCC Advisory Board made a motion at their October 26, 2016 meeting to recommend the Aitkin County Board appoint the new victim services coordinator, Stacy Riedel, to fill the victim services vacancy on the ACCC Advisory Board.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Appoint Stacy Riedel to represent victim services on the ACCC Advisory Board.

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

2F
Agenda Item #

Requested Meeting Date: November 8, 2016

Title of Item: 2017 Newspaper Bid Specifications

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <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*
Submitted by: Sue Bingham		Department: Administration
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: Attached is a draft of the 2017 Newspaper Bid Specifications. Upon approval this will be mailed out to Aitkin Independent Age, Voyageur Press, and NewsHopper.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve 2017 Newspaper Bid Specifications.		
Financial Impact: 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>		

AITKIN COUNTY ADMINISTRATION

Patrick Wussow, Interim County Administrator

Aitkin County Courthouse
217 Second Street N.W., Rm. 134
Aitkin, MN 56431
218-927-3093
Fax: 218-927-7374

November 9, 2016

Aitkin Independent Age
213 Minnesota Avenue N.
Aitkin, MN 56431

Voyageur Press
PO Box 59
McGregor, MN 55760

NewsHopper
PO Box 563
Ironton, MN 56455

Re: 2017 Newspaper Bid Specifications

Please see the attached information requesting 2017 newspaper advertising bids.

The deadline for submitting your bid is Noon on Wednesday, December 21st. We look forward to receiving your bid.

Please contact Patrick Wussow at 927-3093 if you have any questions or concerns.

Sincerely,

Sue Bingham
Administrative Assistant
Aitkin County Administration

CALENDAR YEAR 2017 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

Aitkin County is requesting bids for newspaper publication of the following County legal notices for 2017:

1. Official Proceedings (in Summary form)
2. Legal Notices
3. Delinquent Real Estate Notice and List
4. First Publication of the Financial Statement
5. Second Publication of the Financial Statement

This bid package contains the following:

- I. General Information for Bidders (page 2)
- II. Specific Requirements for Bidders (pages 2-3)
- III. Bid Award Criteria (page 3)
- IV. Bid Form (page 4)

County Contact Person: Patrick Wussow, Interim Aitkin County Administrator
(218) 927-3093

CALENDAR YEAR 2017 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

I. GENERAL INFORMATION FOR BIDDERS

- A. Sealed bids for newspaper publication of Aitkin County legal notices for 2017 will be received in the **Aitkin County Administrator's Office**, 217 2nd Street NW - Room 134, Aitkin, MN 56431, until **Noon on Wednesday, December 21, 2016** at which time they will be opened, read and tabulated.
- B. All bids must be typewritten or written legibly in ink, sealed in an envelope, and bear the inscription "2017 NEWSPAPER PUBLISHING BID" together with the name and address of the publisher.
- C. Bidders must use the attached form when submitting a bid.
- D. Bids received after the time set for bid opening will be returned to the bidder unopened.
- E. Bids will be considered at the Aitkin County Board of Commissioners meeting on **January 3, 2017**.
- F. Copies of all bids received will be available for inspection in the Aitkin County Administrator's Office at Noon on Wednesday, December 21, 2016.
- G. Aitkin County will send written notice of bid awards to the successful publishers.
- H. Aitkin County reserves the right to waive any irregularities in the bids, to reject any or all bids and to make any award which it considers to be in the best interest of the County.
- I. Aitkin County does not discriminate on the basis of disability, race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. If you need assistance due to disability or language barrier please call (218) 927-3093.

II. SPECIFIC REQUIREMENTS FOR BIDDERS

- A. Separate bids are required for each type of publication notice.
- B. Bids must be submitted using the attached form.
- C. Types of legal notices to which bids are requested.
 - (1) **PUBLICATION OF OFFICIAL PROCEEDINGS IN SUMMARY FORM:** (Minnesota Statute 375.12 refers.) The County will provide all official proceedings in digital format and may specify font, point size and leading.
 - (2) **PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS:** (Minnesota Statute 331A.01 subd. 7 and 331A.05 - .07 refer.) The County will provide all legal notices and miscellaneous advertisements in digital format and may specify font, point size and leading.

CALENDAR YEAR 2017 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

(3) **PUBLICATION OF DELINQUENT REAL ESTATE NOTICE AND LIST:** Minnesota Statute 279.08 refers.) The list of real estate taxes remaining delinquent on the first Monday of January 2017 shall be published once in each of two non-consecutive weeks. The county will provide the Real Estate List in digital format and may specify font, point size and leading.

(4) **FIRST PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication to be done in a newspaper located in a different municipality. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit, and first publisher may be asked to provide copies of Financial Statement **insert** for second publication. The County will provide the Financial Statement in camera ready format.

(5) **SECOND PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication of the financial statement to be done in one other newspaper, if one of general circulation is located in a different municipality in the county than the official newspaper. Per MN statute the county board shall call for separate bids for each publication. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit. To be considered for award of the bid for second publication of the financial statement, bidders must include a specific bid for the second publication of the Financial Statement. The County will provide the Financial Statement in camera ready format.

III. BID AWARD CRITERIA

- A. A successful bidder will be designated by the County Board as the "Official County Newspaper" for calendar year 2017 and will be required to publish all legal notices and advertisements as required by law to be published in the official newspaper.
- B. A successful bidder will be designated by the County Board for publication of the "Second Publication of the County Financial Statement." That bidder must be other than the bidder designated as the official county newspaper and located in a municipality other than the official newspaper per MN Statute 375.17 subd. 3.
- C. Bidder must certify by signature they meet the requirements of a qualified newspaper pursuant to MN Statute Chapter 331A.
- D. In determining the lowest bidder, the cost per media impression provided to the public within the boundaries of Aitkin County will be considered.
- E. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer.
- F. Bidder's adherence to all bid submission instructions and requirements. Failure to properly fill out the bid form may result in that bid being disqualified. Failure to enter a bid amount for each of item designated as "Official Newspaper" (Items 1-4) on the bid form may result in rejection of the entire bid with respect to designation the official newspaper.

AITKIN COUNTY - BID FORM

PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2017

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)
\$ _____ per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ _____ per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ _____ per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ _____ per column inch
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ _____ per column inch

Size in inches of newspaper single page sheet = _____ by _____

Maximum number of columns per page in legal notice section = _____

Newspaper circulation within the boundaries of Aitkin County = _____

Weekly circulation within the boundaries of Aitkin County = _____

Subscription cost per individual customer within Aitkin County for 1 year = _____

(Please Print Clearly)

Name of Bidding Newspaper: _____

Official Address: _____

Printed Name of Submitter _____ Title _____

Phone: _____

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

Signature in Ink of Submitter

Date



Board of County Commissioners Agenda Request

26

Agenda Item #

Requested Meeting Date: November 8, 2016

Title of Item: 2017 Fire Protection Contract-Ball Bluff Twsp

- ☐ REGULAR AGENDA
☒ CONSENT AGENDA
☐ INFORMATION ONLY

Action Requested:

- ☒ Approve/Deny Motion
☐ Adopt Resolution (attach draft)

- ☐ Direction Requested
☐ Discussion Item
☐ Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:

Kirk Peysar, County Auditor

Department:

County Auditor

Presenter (Name and Title):

Kirk Peysar, County Auditor

Estimated Time Needed:

n/a

Summary of Issue:

Approve and authorize signatures to the 2017 Fire Protection Contract for the Unorganized Towns of 51-22, 52-22 and 52-24 with the Town of Ball Bluff.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve and authorize signatures to the contract with the Town of Ball Bluff for unorganized township fire protection.

Financial Impact:

Is there a cost associated with this request?

☒ Yes

☐ No

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

Is this budgeted?

☒ Yes

☐ No

Please Explain:

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

October 27, 2016

To: Board of Commissioners

From: Kirk Peysar, County Auditor

Re: 2017 Fire Protection contract with Ball Bluff Township

Ball Bluff Township has submitted a renewal contract to provide fire protection to the 3 neighboring unorganized townships. The allocation of fire protection costs are as follows: 51-22 \$130.03; 52-22 \$10,719.12; and 52-24 \$1,209.30.

Request to authorize signatures to the 2017 Fire Protection contract with Ball Bluff Township for the unorganized townships.

**Jacobson Volunteer Fire Department
Fiduciary Agent: Ball Bluff Township
Fire Protection Agreement
with Aitkin County Fiduciary Agent for:
Unorg. Townships: 51-22, 52-22, 52-24
Effective January 1, 2017**

This agreement made and entered into by and between the Jacobson Volunteer Fire Department, in the Township of Ball Bluff, in the County of Aitkin in the State of Minnesota and the Townships of 51-22, 52-22, 52-24, a township of the County of Aitkin in the State of Minnesota.

WHEREAS, the Townships of 51-22, 52-22, 52-24 desires the services of the Jacobson Volunteer Fire Department in case of fires occurring in 51-22, 52-22, 52-24 Townships as well as the emergency medical services of the Jacobson Volunteer Fire Department 1st Responders in case of a medical emergency, and

WHEREAS, the Township of Ball Bluff maintains a volunteer fire department with emergency medical response capability, which department is available to provide fire protection and emergency medical response services to properties located in the Townships of 51-22, 52-22, 52-24, and

THEREFORE, it is agreed by and between said parties as follows:

1. The Jacobson Volunteer Fire Department shall provide fire protection and emergency medical response services to those properties in 51-22, 52-22, 52-24 Township lying within the areas outlined in red on the attached map. Such fire protection and emergency medical response services shall be provided from **January 1, 2017 through December 31, 2017** with the existing and any newly-obtained fire, medical equipment, apparatus and with members of the Jacobson Volunteer Fire Department.
2. Jacobson Volunteer Fire Department agrees to provide fire protection and emergency medical response services as described above to 51-22, 52-22, 52-24 Township in exchange for payment of the portion of the budget that would be equal to the portion of 51-22, 52-22, 52-24's tax capacity in relation to the tax capacity of the fire departments total coverage area. **The portions are as follows 51-22 \$130.03, 52-22 \$10,719.12, 52-24 \$1,209.30, which will provide coverage from January 1, 2017 to December 31, 2017.** Payment arrangements should be made with the clerk of Ball Bluff Township (fiduciary agent of the Jacobson Volunteer Fire Department), 68368 198th Ave., Jacobson, MN 55752.
3. The Jacobson Volunteer Fire Department's obligation to provide fire protection service and emergency medical response shall be subject to the following:
 - a. If road and weather conditions at the time of the call are such that the fire/medical run cannot be made with reasonable safety to men and equipment, and the decision of the Fire Chief or his Assistant or Captains in charge shall be final in such matter, no obligation arises under this agreement on the part of the Jacobson Volunteer Fire Department to answer such call.
 - b. In the event that a sufficient amount of the fire fighting/medical equipment and number of volunteer firemen, or both, are committed at the time of which another fire call comes in from the dispatcher of Aitkin County, in the sole judgment of the Fire Chief, his Assistant or Captains, to fighting pre-existing fires or attending pre-existing medical emergencies, so as to render the available equipment and manpower inadequate to answer a fire or medical call from the dispatcher of Aitkin County, no obligation shall arise under this agreement to answer such call. A pre-existing fire/medical emergency for the purposes of this agreement shall be a fire/medical emergency to which the Jacobson Volunteer Fire Department is called previous to receiving the call from the dispatcher of Aitkin County and which fire is still being fought or medical emergency is still being attended to by the Jacobson Volunteer Fire Department at the time the call from the dispatcher of Aitkin County is received.

- c. In the event a fire call is answered by the Jacobson Volunteer Fire Department, but before the fire in question is extinguished, the fire fighting equipment or volunteer firemen, or both are needed to fight another fire in the Jacobson Fire Departments fire district to protect property in the Jacobson Fire Departments fire district from a fire, the Chief or his Assistant Chief or Captains without liability therefore to any person or to the Jacobson Volunteer Fire Department or Township of Ball Bluff under this agreement, may in their judgment recall the fire equipment and firemen to another emergency for the purpose of fighting the fire in the fire district. The judgment of the Fire Chief, Assistant Chief or Captains shall be final and no person or party shall have recourse against the Townships or fire department for any damages or losses resulting from such action or decision.
- d. The first Responder's protocols for medical response units receiving medical direction from Med-1 Ambulance Service Inc., Minnesota Emergency Medical Services Regulatory Board, Minnesota Statutes 144E.27 subd. 5: The 1st responders from the Jacobson area and of the Jacobson Volunteer Fire Department responds in the geographical are licensed to Med-1 Inc. and their mutual aid area.
4. The parties acknowledge the fact that the Jacobson Volunteer Fire Department may enter into similar contracts with other townships, and acknowledge that the Jacobson Volunteer Fire Department has entered into mutual aid contracts with other Fire Departments in other municipalities, and that a fire call under any such contract preceding a call in the Township could be a valid and reasonable basis for the decision of the Fire Chief, Assistant Chief or Captains in refusing to answer a fire call in the Township.
5. Because the Jacobson Volunteer Fire Department has heretofore entered into mutual assistance fire fighting agreements with other municipalities possessing fire fighting equipment and firemen, which equipment and firemen could be called by the Chief, Assistant Chief or Captains to a fire in the Township, the Township agrees to pay such additional cost as may be incurred thereby if the sole judgment of the Chief, or his Assistant Chief or Captains, such additional fire fighting equipment and firemen are needed to fight a fire in the Township and are in fact called to such fire by the Chief, or his Assistant Chief or Captains.
6. Ball Bluff Township shall appoint one person from its board to sit on the Jacobson Volunteer Fire Department Budget Committee to assist in preparing the following year's fire department budget and attend their monthly fire department meetings.
7. Townships contracted with the Jacobson Volunteer Fire Department is invited to send representatives to the Jacobson Volunteer Fire Department meetings and Ball Bluff Township meetings. The Jacobson Volunteer Fire Department business meeting is held the first Thursday of each month. The Township of Ball Bluff meets the second Tuesday of each month.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 13 day of October, 2014.

Township of **Ball Bluff Township**

by Steven J. Soren
Chairman

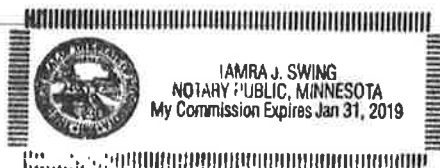
Attest: Samuel Swing
Township Clerk

by Dale
Fire Chief

Township of **Unorganized 51-22, 52-22, 52-24**

by _____
Chairman

Attest: _____
Township Clerk





Board of County Commissioners Agenda Request

2 H

Agenda Item #

Requested Meeting Date: 11/08/16

Title of Item: STS Donation

- ☐ REGULAR AGENDA
☒ CONSENT AGENDA
☐ INFORMATION ONLY

Action Requested:

- ☒ Approve/Deny Motion
☐ Adopt Resolution (attach draft)

- ☐ Direction Requested
☐ Discussion Item
☐ Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:
Sheriff Scott Turner

Department:
Sheriff's Office

Presenter (Name and Title):
Sheriff Scott Turner

Estimated Time Needed:

Summary of Issue:

Fleming United Methodist Church has made a generous donation of \$400 to the Aitkin County STS program.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Accept donation.

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

3A

Agenda Item #

Requested Meeting Date: 11/8/2016

Title of Item: Roof replacement - North Star Lodge Long Lake Conservation Center

- ☒ REGULAR AGENDA
☐ CONSENT AGENDA
☐ INFORMATION ONLY

Action Requested:

- ☒ Approve/Deny Motion
☐ Adopt Resolution (attach draft)

- ☐ Direction Requested
☐ Discussion Item
☐ Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:
Land Commissioner

Department:
Land Department

Presenter (Name and Title):
Mark Jacobs

Estimated Time Needed:
15-minutes

Summary of Issue:

The asphalt shingles on the North Star Lodge @ Long Lake Conservation Center are badly in need of replacement (photos enclosed).

Proposals were accepted for an asphalt or metal roof (proposals enclosed).

After reviewing the proposals with the facilities committee staff recommends removing existing shingles and replacing with a metal roof.

NORTH STAR LODGE - ROOF ESTIMATES - September 2016

	ASPHALT	STEEL	STEEL OVER EXISTING SHINGLES
BD Exteriors	\$66,170	\$89,870	
Matt Lueck Construction,	\$75,778	\$86,712	
A-1 Enterprises	\$90,468	\$107,190	\$99,412
HYTEC	\$90,720	\$121,660	

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Staff recommends the proposal from = Matt Lueck Construction - Aitkin, MN for \$86,712

Financial Impact:

Is there a cost associated with this request?

☒ Yes

☐ No

What is the total cost, with tax and shipping? \$ 86,712

Is this budgeted?

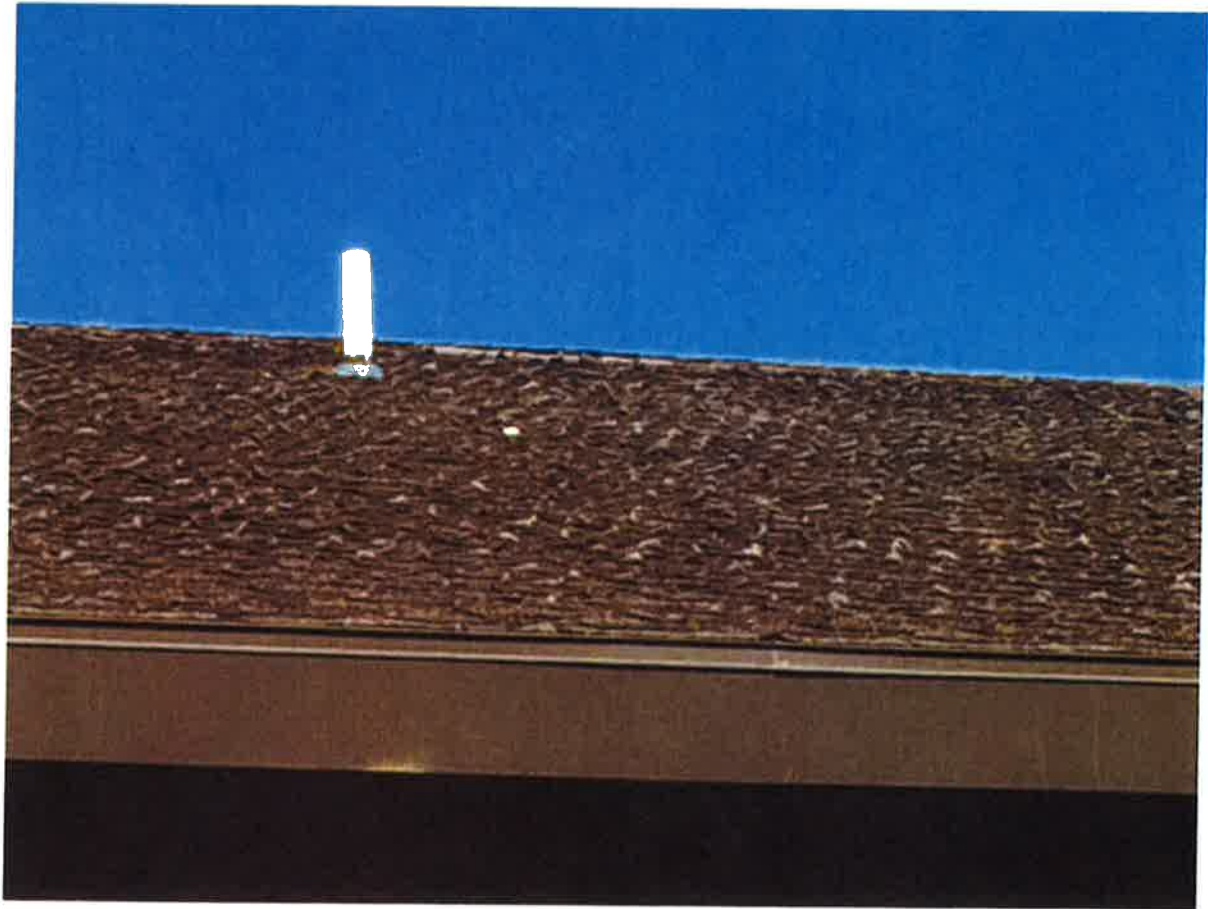
☐ Yes

☒ No

Please Explain:

3 tracts of County land near LLCC are being offered for sale to cover the non-budgeted replacement cost.

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



NORTH STAR LODGE - ROOF ESTIMATES - September 2016

	SHINGLES	STEEL	STEEL OVER EXISTING SHINGLES
BD Exteriors	\$66,170	\$89,870	
Matt Lueck Construction, LLC	\$75,778	\$86,712	
A-1 Enterprises	\$90,468	\$107,190	\$99,412
HYTEC	\$90,720	\$121,660	



Brian Donnay * Brian@bdexteriors.com
 679 Heritage Dr. * Sartell, MN 56377
 P: (320) 248-9497 * F: (320) 259-7932

Estimate

Name / Address
Long Lake Conservation Center Wendie Carlson 28952 438th Lane Palisade, MN 56469

Project
Asphalt Shingles

Phone #	Date	Estimate #
218-768-4653	9/7/2016	875

Description	Rate	Qty	Total
tear off existing shingles on the entire roof of the Conservation Center Building Place mandatory ice and water protection on the bottom 6ft of the roof and down the valleys tar paper the remainder of the roof with 15lb felt reuse existing roof edge Shingle roof with Certainteed Landmark Shingle with lifetime warranty in the color replace all sewer vents and valley tins in color to match shingles install a continuous ridge vent system provide dumpster protect landscaping and siding with tarps and plywood clean up yard which includes using a magnet to pick up loose nails Five year workmanship warranty NOT INCLUDED if there is any rotten plywood you will be charged \$40 per sheet replaced. Customer will be advised at the time it is discovered. For any other additional work that wasn't mentioned in the above bid you will be charged on a time and materials basis with an hourly rate of \$55 per man hour The building permit is not included in this price (If one is needed it will be an additional charge) Because this project is located 2 hours from our Shop in Sartell, MN we will need to rent hotel rooms for the duration of the project. For every night that we have to rent hotel rooms it will cost \$400 per night (approximately 7 nights) However, if we are able to stay in your dorm facilities you will not have to pay anything additional.	66,170.00		66,170.00
	0.00		0.00
	0.00		0.00
	0.00		0.00
We will require half down when the materials are delivered		Total	\$66,170.00

By signing below we agree to the terms outlined on the back of this page

Authorized Customer Signature _____

Authorized Customer Signature _____

Contractor Signature _____



Brian Donnay * Brian@bdexteriors.com
 679 Heritage Dr. * Sartell, MN 56377
 P: (320) 248-9497 * F: (320) 259-7932

Estimate

Name / Address
Long Lake Conservation Center Wendie Carlson 28952 438th Lane Palisade, MN 56469

Project
Metal Roof

Phone #	Date	Estimate #
218-768-4653	9/7/2016	874

Description	Rate	Qty	Total
<p>Tear off the existing shingles on the entire roof of the Conservation Center Building then install 6' of High Temp ice and water shield on the eaves of the roof and 1 row down the middle of the valleys then cover the remainder of the roof with synthetic felt next install Pro-Panel 2 Classic Rib metal roofing panels in the color</p> <p>also install new roof trim in the same color, such as: roof to wall flashing, eave trim, rake trim, and valley metal install continuous ridge vent system this metal panel is installed with exposed fasteners with neoprene washers price includes: clean up including magnetic sweep, dumpster, and the cost of all materials and labor 5 year workmanship warranty from B.D Exteriors Inc</p>	89,870.00		89,870.00
<p>NOT INCLUDED</p> <p>if there is any rotten plywood you will be charged \$40 per sheet replaced. Customer will be advised at the time it is discovered. For any other additional work that wasn't mentioned in the above bid you will be charged on a time and materials basis with a hourly rate of \$55 per man hour</p>	0.00		0.00
<p>The building permit is not included in this Price (if one is needed it will be an additional cost)</p>	0.00		0.00
<p>Because this project is located 2 hours from our Shop in Sartell, MN we will need to rent hotel rooms for the duration of the project. For every night that we have to rent hotel rooms it will cost \$400 per night (approximately 7 nights) However, if we are able to stay in your dorm facilities you will not have to pay anything additional.</p>	0.00		0.00
We will expect half down when the materials are delivered		Total	\$89,870.00

By signing below we agree to the terms outlined on the back of this page

Authorized Customer Signature _____

Authorized Customer Signature _____

Contractor Signature _____

Matt Lueck Construction LLC

36772 Deer St.

Aitkin, MN 56431 (218) 839-2828

Lic#BC635422

9/25/16

Asphalt Roof Proposal

Long Lake Conservation Center

North Star building

Asphalt shingled roof on North Star building

Scope: Remove and dispose of old shingles, underlayment and debris
Inspect roof deck and make necessary repairs to roof decking and fascia boards

**Supply
&**

Steel roof edge

Install:

2 rows ice and water shield across eaves and 1/2 row on gables

24 inch galvanized valley flashing

1 row ice & water shield in valleys

30# felt underlayment

30 yr Timberline architectural shingles

New plumbing vents

Low profile Omni Ridge vent

Ridge cap

15,778.00

Labor & Disposal Estimated total cost \$ 39,125.00

LLCC will purchase materials. Materials price is estimated and not a direct quoted price from Hometown Lumber, which is where I recommend purchasing materials.

Estimated materials cost \$36,653.00

50% materials deposit balance due upon completion

Roof deck and fascia repairs are included up to \$1,200.00 in materials and labor for replacement any repairs that exceed that amount will be and added cost. Owners will be notified so any added costs can be discussed and agreed upon. All Labor is guaranteed to be as specified, and the work performed in accordance with specifications submitted for above work and to be completed in a substantial workmanlike manner.

Owner to carry fire, tornado and other necessary insurance upon above work. Workman's compensation and public liability insurance on above work to be provided by: Matt Lueck Construction

Acceptance of proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Matt Lueck Construction is authorized to do the work as specified and payments will be made as outlined above.

Proposal accepted by: _____ date _____

Respectfully submitted Matt Lueck Construction

Matt Lueck Construction LLC

36772 Deer St.

Aitkin, MN 56431 (218) 839-2828

Lic#BC635422

9/25/16

Steel Roof Proposal

Long Lake Conservation Center

North Star building

Metal Sales Steel roof on North Star building

Reroof North Star Building with seamless Metal Sales 36 inch steel roof panels

Scope: Remove and dispose of old shingles, underlayment and debris
Inspect roof deck and make necessary repairs to roof decking and fascia boards

Supply
&

Install: Steel roof edge and gable trim
Ice and water shield entire roof decks
Galvanized Valley base system
36 inch steel Metal Sales roof panels (exposed screw)
20 inch vented Ridge cap
Steel panel end closures
New plumbing vents

86,712.00

Labor & Disposal Estimated total cost \$ 43,785.00

LLCC will purchase materials. Materials price is estimated and not a direct quoted price from Hometown Lumber, which is where I recommend purchasing materials.

Estimated materials cost \$42,927.00

50% materials deposit balance due upon completion

Roof deck and fascia repairs are included up to \$1,200.00 in materials and labor for replacement any repairs that exceed that amount will be and added cost. Owners will be notified so any added costs can be discussed and agreed upon. All material is guaranteed to be as specified, and the above work performed in accordance with specifications submitted for above work and completed in a substantial workmanlike manner. Owner to carry fire, tornado and other necessary insurance upon above work. Workman's compensation and public liability insurance on above work to be taken out by: Matt Lueck Construction

Acceptance of proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Matt Lueck Construction is authorized to do the work as specified and payments will be made as outlined above.

Proposal accepted by: _____ date _____

Respectfully submitted: Matt Lueck Construction

A-1 Enterprises
43010 Conifer Street
Aitkin, MN 56431

PH: (218) 678-2089 or (218) 678-2493 or FAX (218) 678-2089

"We specialize in all types of ROOFING including DURO-LAST, SIDING, WINDOWS,
FASCIA, SOFFIT, GUTTERS and INSULATION."

Long Lake Conservation Camp

September 26, 2016

ATTN: Anthony

Palisade, MN 56469

PH: 218. 232.1804 or camp 218.768.4653 or E-mail: wendie@longlakecc.org

Re: North Star Building

PROPOSAL

A-1 Enterprises proposes to furnish all plant, labor and material necessary to install new composition shingle roof as specified below:

All existing shingles will be removed

All debris will be hauled away in a professional manner

Roof will be cleaned of all debris and foreign objects and made ready

Any rotten or deteriorated boards will be removed at cost of time and material. Labor to be figured at \$55.00 per hour

After roof has been checked over and if necessary repaired, than a layer of 15 # felt will be installed with Ice & Water Shield on the first 6 ft. from roof edge up

Ice & Water Shield will be installed in all valleys

New pipe and roof flashing will be installed

New Rollex Aluminum drip edge flashing will be installed

Following this new 30 year Architectural shingles will be installed. Color to be determined by owner

Warranty is 30 years on composition shingle

New vent-a-ridge will be installed

PLUS PERMIT IF NEEDED

Bid Price Complete and Guaranteed:

\$ 90,468.00

(Ninety Thousand Four Hundred Sixty Eight and 00/100 Dollars)

Terms are due upon completion of job unless other arrangements or payment plan have been made.

Sincerely,



Terry Drahosh

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above. You are authorized to do the work as specified.

Accepted By: _____ Date: _____
Bid Price: _____ plus permit if needed Option(s): _____

Please return one signed copy upon acceptance. Thank you.

A-1 Enterprises carries all required insurances.

A lien waiver will be furnished upon final payment.

This price is good for 30 days only due to material and freight increases.

A-1 Enterprises
43010 Conifer Street
Aitkin, MN 56431

PH: (218) 678-2089 or (218) 678-2493 or FAX 218-678-2089

"We specialize in all types of ROOFING including DURO-LAST, SIDING, WINDOWS,
FASCIA, SOFFIT, GUTTERS and INSULATION."

Long Lake conservation Camp

September 26, 2016

ATTN: Anthony

Palisade, MN 56469

PH: 218.232.1804 or camp 218.768.4653 or E-mail: wendie@longlakecc.org

RE: North Star Building

PROPOSAL

A-1 Enterprises proposes to furnish all plant, labor and material necessary to install new ProPanel II, Colored Metal Roof System over existing as specified below:

All loose debris and foreign objects will be cleaned off and made ready

All over hanging shingles will be cut back

All debris will be hauled away in a professional manner

Any rotten or deteriorated boards will be replaced at cost of material and labor. Labor to be figured at \$55.00 per hour

After roof has been checked over and repaired, if necessary, new slip sheet will be installed with ice and water shield on the first 6 ft from roof edge up

New Rollex aluminum drip flashing will be installed

New ProPanel II colored metal roofing will be installed over existing and secured with matching colored screws. Color to be determined by owner

All seams will receive a minimum of 10 ft. of ribbon caulking, only when necessary

New matching colored hip, ridge and valley will be installed

New Profile vent-a-ridge will be installed

New lead pipe flashings will be installed

PLUS PERMIT IF NEEDED

Bid Price Complete and Guaranteed: \$ 99,412.00

(Ninety Nine Thousand Four Hundred Twelve and 00/100 Dollars)

Terms are due upon completion of job unless other arrangements or payment plans have been made.

Sincerely,


Terry Drahosh

Any work done other than what is listed above and was not discussed will be considered an extra.

The above prices, conditions and specifications are hereby accepted. Payment will be made as outlined above. You are authorized to do the work as specified above.

Accepted by: _____

Date: _____

Bid Price: _____

Please return one signed copy upon acceptance. Thank you.

A-1 Enterprises carries all required insurances.

A lien waiver will be furnished upon final payment.

This price is good for 30 days only due to material and freight increases.

A-1 Enterprises
43010 Conifer Street
Aitkin, MN 56431

PH: (218) 678-2089 or (218) 678-2493 or FAX 218-678-2089

"We specialize in all types of ROOFING including DURO-LAST, SIDING, WINDOWS,
FASCIA, SOFFIT, GUTTERS and INSULATION."

Long Lake conservation Camp

September 26, 2016

ATTN: Anthony

Palisade, MN 56469

PH: 218.232.1804 or camp 218.768.4653 or E-mail: wendie@longlakecc.org

RE: North Star Building

PROPOSAL

A-1 Enterprises proposes to furnish all plant, labor and material necessary to install new
ProPanel II, Colored Metal Roof System as specified below:

All existing shingles will be removed

Roof will be cleaned off and made ready

All debris will be hauled away in a professional manner

Any rotten or deteriorated boards will be replaced at cost of material and labor. Labor to
be figured at \$55.00 per hour

After roof has been checked over and repaired, if necessary, new dry sheet will be
installed with ice and water shield on the first 6 ft from roof edge up

New Rollex aluminum drip flashing will be installed

New ProPanel II colored metal roofing will be installed and secured with matching
colored screws. Color to be determined by owner

All seams will receive a minimum of 10 ft. of ribbon caulking, only when necessary

New matching colored hip, ridge and valley will be installed

New Profile vent-a-ridge will be installed

New lead pipe flashings will be installed

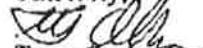
PLUS PERMIT IF NEEDED

Bid Price Complete and Guaranteed: \$ 107,190.00

(One Hundred Seven Thousand One Hundred Ninety and 00/100 Dollars)

Terms are due upon completion of job unless other arrangements or payment plans have
been made.

Sincerely,


Terry Drahosh

Any work done other than what is listed above and was not discussed will be considered
an extra.

The above prices, conditions and specifications are hereby accepted. Payment will be
made as outlined above. You are authorized to do the work as specified above.

Accepted by: _____

Date: _____

Bid Price: _____

Please return one signed copy upon acceptance. Thank you.

A-1 Enterprises carries all required insurances.

A lien waiver will be furnished upon final payment.

This price is good for 30 days only due to material and freight increases.

September 12, 2016

Anthony Miller
Long Lake Conservation Center
28952 438th Lane
Palisade, MN. 56469

RE: Re roof of Northstar Lodge

Dear Anthony:

We hereby submit our cost proposal to install a new roof system on the Northstar Lodge
For the sum of: New GAF Timberline Shingles \$ 90,720.00
New Exposed fastener metal roof system \$ 121,660.00

Included in this proposal are the following:

- ✓ General Requirements: supervision, daily cleanup and disposal, general liability, Builders risk, and worker's compensation insurance
- ✓ Permit allowance of \$ 500.00 to Aitkin Co.
- ✓ Removal of all existing roofing material
- ✓ New Ice and Water shield 6' from roof edge and in Valleys ,Synthetic felt entire rest of roof
- ✓ New GAF Timberline HD Shingles or Pro Panel II exposed fastener metal roofing system from Metal Sales
- ✓ New plumbing flashings and Kick out flashings
- ✓ New ridge vent
- ✓ Inspection of existing roof deck for rotten or damaged material that needs replacement.

Not including any replacement of existing wall flashings. If flashings and or carpentry work is needed it will be done on an Time and Material basis at 50.00 per hr. No painting or staining of replaced wood is included

Price good for 30 days.

Thank you for the opportunity to present this proposal for your consideration. If you have any questions, please contact me.

Sincerely,



Scott Knoblauch
Project Manager
HY-TEC CONSTRUCTION
OF BRAINERD, INC.

Acceptance: _____ Date: _____



Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: 11-08-16

Title of Item: 2016 Construction Project Update



REGULAR AGENDA



CONSENT AGENDA



INFORMATION ONLY

Action Requested:



Approve/Deny Motion



Adopt Resolution (attach draft)



Direction Requested



Discussion Item



Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:

John Welle

Department:

Highway

Presenter (Name and Title):

John Welle, Aitkin County Engineer

Estimated Time Needed:

15 minutes

Summary of Issue:

The attached 2016 Summary of Highway Contracts will be reviewed to give a status update on each project under contract construction during 2016.

As part of this update, the attached Aitkin County State-Aid Highway (old TH 232) Project Funding worksheet will be reviewed.

Alternatives, Options, Effects on Others/Comments:

None.

Recommended Action/Motion:

None.

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:

2016 Highway Contracts

Contract	Project Number	Project Description	Project Location	Project Length (miles)	Bid Opening Date	Cost Estimate	Actual Bid	Final Cost/Comments
Maintenance:								
1	NA	Application of pavement markings	various locations		3/21/2016	\$ 39,386.40	\$ 34,748.57	Final Cost: \$34,404
2	NA	Application of calcium chloride	various locations		3/21/2016	\$ 229,608.00	\$ 232,924.56	Final Cost: \$319,081
Total:						\$ 268,994.40	\$ 267,673	
Construction:								
1	CSAP 001-603-017 CR 88	Shoulder Widening, Bituminous Paving Bituminous Overlay	CSAH 10 to 0.5 mile west of CR 62	6.12	5/2/2016	\$ 4,282,396.25	\$ 3,610,951.38	Anticipated Final Cost: \$3,941,086
				1.02		\$ 143,051.75	\$ 122,082.63	Anticipated Final Cost: \$119,398
2	SAP 001-602-013	Mill and Overlay	TH 47 to TH 65	12.4	5/9/2016	\$ 1,287,710.75	\$ 951,139.53	Anticipated Final Cost: \$1,043,705
	SAP 001-612-020	Mill and Overlay	TH 47 in Glen to 375th Avenue	6.9		\$ 1,205,502.25	\$ 815,720.65	Anticipated Final Cost: \$687,644
	SAP 001-612-019	Mill and Overlay	TH 47 to TH 210/US Hwy 169	0.6		\$ 135,818.50	\$ 113,188.65	Anticipated Final Cost: \$116,066
	SAP 001-613-005	Mill and Overlay	TH 65 to CSAH 16	5.5		\$ 697,274.75	\$ 542,366.17	Anticipated Final Cost: \$593,413
	CSAP 001-641-001	Mill and Overlay	TH 210 to 1st Street	1.02		\$ 283,859	\$ 248,995.60	Anticipated Final Cost: \$237,627
3	SAP 001-615-007	Bridge Replacement	Over Cedar Brook	0.2	8/8/2016	\$ 380,000		Delayed to 2017 due to lack of bridge funding
4	SAP 001-599-039	Culvert (Bridge) Replacement	Haugen Township	0.2	8/8/2016	\$ 100,000		Delayed to 2017 due to staff shortage.
Total:						\$ 8,515,613	\$ 6,404,445	

Aitkin County State-Aid Highway 3 (old TH 232) Project Funding

TH 232 Reconstruction Cost Estimate 3/17/2011				Cost Breakdown by Phase						Total Anticipated Final Cost
				Phase 1 - Palisade to 1/4 mile west of Rat Lake			Phase 2 - 1/4 mile west of Rat Lake to TH 65			
2010 Reconstruction Cost: \$600,000 per mile Estimated 2015 Reconstruction Cost: \$765,769 per mile										
Construction Cost:				Construction Cost:						
Mileage	Estimated Cost per mile	Total Estimated Cost		Mileage	Original Estimated Cost	Approximate Final Cost	Mileage	Original Estimated Cost	Anticipated Final Cost	
9.04	\$ 765,769	\$ 6,922,552		5.84	\$ 4,472,091	\$ 3,941,086	3.2	\$ 2,450,461	\$ 2,450,000	\$ 6,391,086
Total Cost:		\$ 6,922,552								
Right of way Cost:										
Mileage	Estimated Cost per mile	Total Estimated Cost								
9.04	\$ 69,823	\$ 631,200			\$ 407,766	\$ 170,997		\$ 223,433.63	\$ 120,000	\$ 290,997
Total Cost:		\$ 631,200								
Engineering/Project Development Costs:										
Engineering		\$ 1,000,000			\$ 646,018	\$ 237,828		\$ 353,982.30	\$ 200,000	\$ 437,828
Environmental		\$ 100,000			\$ 64,602	\$ 6,054		\$ 35,398.23	\$ 5,000	\$ 11,054
Archaeological		\$ 200,000			\$ 10,000	\$ 1,613		\$ 190,000	\$ 35,000	\$ 36,613
Total Cost:		\$ 1,300,000								
Total Estimated Project Cost:		\$ 8,853,752			\$ 5,600,477	\$ 4,357,578		\$ 3,253,275	\$ 2,810,000	\$ 7,167,578
Turnback Funds Received:		\$ 8,900,000								



Board of County Commissioners Agenda Request

4B

Agenda Item #

Requested Meeting Date: 11-08-16

Title of Item: 2017 Construction Project Update

- ☒ REGULAR AGENDA
☐ CONSENT AGENDA
☐ INFORMATION ONLY

Action Requested:

☐ Approve/Deny Motion

☐ Adopt Resolution (attach draft)

☐ Direction Requested

☒ Discussion Item

☐ Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:

John Welle

Department:

Highway

Presenter (Name and Title):

John Welle, Aitkin County Engineer

Estimated Time Needed:

15 minutes

Summary of Issue:

The attached 2017 Summary of Highway Contracts will be reviewed to give an outline of projects anticipated to be constructed during the 2017 construction season.

As part of this update, the attached drawings showing the realignment areas of future projects on County Highway 3 and County Highway 25 will be reviewed to gain the Boards consensus on these proposed realignments. The County Highway 3 drawing shows the proposed alignment with 40 mile per hour curves. The County Highway 25 drawing shows the proposed alignment with 45 mile per hour curves.

Alternatives, Options, Effects on Others/Comments:

None.

Recommended Action/Motion:

None.

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:

2017 Highway Contracts

Contract	Project Number	Project Description	Project Location	Project Length (miles)	Bid Opening Date	Cost Estimate	Actual Bid	Comments
Maintenance:								
1	NA	Application of pavement markings	various locations		3/20/2017	\$ 61,215.00		
2	NA	Application of calcium chloride	various locations		3/20/2017	\$ 264,000.00		
Total:						\$ 325,215.00	\$ -	
Construction:								
1	SAP 001-601-020	Mill and Overlay	CSAH 22 to 3.6 miles north	3.6	4/24/2017	\$ 520,000.00		
	SAP 001-610-026	Mill and Overlay	CSAH 3 to CSAH 18	11.2		\$ 1,353,200.00		
	SAP 001-615-007	Bridge Replacement	Over Cedar Brook	0.2		\$ 550,000.00		
	SAP 001-615-008	Mill and Overlay	Crow Wing County Line to CSAH 1	6.08		\$ 1,181,600.00		
	CP 01-74-01	Bituminous Overlay/Drainage Improvements	US Hwy 169 to 1.53 miles west	1.53		\$ 312,000		
2	C.P. 01-53-02	Grading and Aggregate Base	0.78 mile north of CSAH 4 to CSAH 5	2.3	5/15/2017	\$ 1,040,000.00		
3	SAP 001-599-039	Culvert (Bridge) Replacement	Haugen Township	0.2	6/12/2017	\$ 100,000		
Total:						\$ 5,056,800	\$ -	

COUNTY HIGHWAY 3 PROPOSED ALIGNMENT



COUNTY HIGHWAY 25 PROPOSED ALIGNMENT

COUNTY HIGHWAY 23



PINE LAKE





Board of County Commissioners Agenda Request

5A

Agenda Item #

Requested Meeting Date: November 8, 2016

Title of Item: Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <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*
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 20 minutes
Summary of Issue: Please see the attached memo.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Please see the attached memo, bottom of Page 2, for actions requested.		
Financial Impact: <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>		

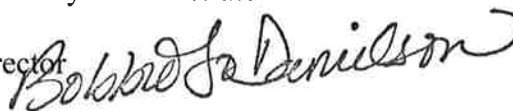
AITKIN COUNTY HUMAN RESOURCES

Bobbie Danielson, HR Director
bobbie.danielson@co.aitkin.mn.us
Nicole Visnovec, HR Specialist
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306
Fax 218-927-7374
www.co.aitkin.mn.us

To: Aitkin County Commissioners
Patrick Wussow, Interim County Administrator

From: Bobbie Danielson, HR Director



Date: November 2, 2016

Subject: Personnel Committee Recommendations

1. Non-union 2017 and 2018 wages

1/1/2017 3% general adjustment (up to scale maximum).

1/1/2017 \$575 one-time lump sum payment (taxable income) to all full-time non-union employees who have 15 or more consecutive years of service with Aitkin County as of 12/31/2016.

1/1/2018 0% general adjustment, plus 2.9% merit adjustment for employees whose wage is below the maximum of the appropriate wage schedule.

1/1/2018 \$575 one-time lump sum payment (taxable income) to all full-time non-union employees who have 15 or more consecutive years of service with Aitkin County as of 12/31/2017.

In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

A non-union meet and confer meeting was held on 11/1/2016. The following input was received from staff at that meeting related to wages: Implement the Pay for Performance model that was proposed to Burkett in March 2016. Would prefer the \$575 lump sum dollars be added to base pay so it compounds annually. Would prefer a higher percentage wage increase over the pattern wage settlement in recognition of FLSA exempt staff that is required to cover and work additional hours without overtime compensation and respond to after hour calls. Implement midpoint language on the new wage scale that would advance all staff with 5 or more years of service to the midpoint of the applicable wage range.

2. Health Insurance

Employer contributions towards health insurance and HSA will be consistent with the Afscme Courthouse unit. (See attached.) The waiver will be \$2,750 in 2017. The Personnel Policy will be updated to reflect these changes.

3. Administrative Assistant Reclassification

Nate Burkett submitted the Administrative Assistant to the County Administrator job description to the consultant for re-evaluation prior to his departure. The consultant recommends the position be increased from Grade 5 to Grade 6. If the recommendation is adopted by the Board, by policy, the incumbent's wage will increase by 75 cents per hour, on the date of board adoption. Wage: \$19.79 to \$20.54 per hour (annual increase of \$1,560). Job title remains as is.

4. Christmas Eve

Christmas Eve. (The committee is split on this one.) County facilities will remain open on December 23, 2016. Afscme HHS, Afscme Courthouse, and Local 49 employees (if not called in to snow plow or perform other emergency work) have the day off with pay, granted in a MOA attached to the collective bargaining agreements.

Teamsters unions do not have the day off. Should Non-union staff be granted the day off (or an alternative date as arranged with their supervisor)? Non-union has received the day off paid the past two years, consistent with Afscme and Local 49.

Will discuss considerable input received from non-union staff related to this item.

Action Requested

1. Motion to adopt the 2017-2018 wages as recommended, consistent with the wage pattern settlement.
2. Motion to authorize Administration to update the Personnel Policy consistent with the health insurance, HSA, contributions and related changes that will be effective on 1/1/2017.
3. Motion to approve the Administrative Assistant job classification at Grade 6, effective 11/8/2016, and the corresponding 75 cent per hour wage increase for the current incumbent.
4. Make final determination on whether or not non-union staff will receive a day off with pay in recognition of Christmas Eve.

ARTICLE 15**INSURANCE****Section A. Group Health Insurance and HSA**

The Employer agrees to offer a Group Health Insurance plan equivalent to existing coverage, subject to the provisions of this Article and limitations, benefit and conditions established by the contract with the insurance carrier. The aggregate value of benefits provided by the group health insurance contract for employees covered by this collective bargaining agreement shall not be reduced, unless the employer and union agree to a reduction in benefits.

In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

The Employer shall contribute on behalf of eligible permanent and probationary employees working thirty (30) or more hours per week as follows:

HSA Compatible Plan	Employer's Share of the Premium per month	Employee's Share of the Premium per month
Single	\$502.48 per month for 2017. To be determined for 2018.	\$0/month for 2017. \$0/month for 2018.
Single + 1	\$1,005.24 per month for 2017. To be determined for 2018.	\$150.00/month for 2017. \$150.00/month for 2018.
Family	\$1,142.82 per month for 2017. To be determined for 2018.	\$300.00/month for 2017. \$300.00/month for 2018.

The Employer's contribution shall not exceed the cost of the premium.

The employer may offer a waiver plan by county policy.

The employee may "buy up" to available higher cost plans by paying the premium difference. However, note, there is no employer HSA contribution offered on the higher cost plans.

Effective January 1, 2017, the Employer shall make a contribution to each eligible employee's HSA account, pro-rated by pay period [over 24 pay periods per year], as follows:

Single	\$2,260 per year, pro-rated by pay period
Single + 1	\$3,260 per year, pro-rated by pay period
Family	\$3,260 per year, pro-rated by pay period

Eligible employees will receive a pro-rated HSA contribution for all pay periods in which the employee is in a compensated payroll status or on FMLA.

The Employer shall be obligated to make only one (1) HSA account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: November 8, 2016

Title of Item: Agreement for Municipal Advisor Services

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Patrick Wussow	Department: Administration
Presenter (Name and Title): Patrick Wussow, Interim County Administrator	Estimated Time Needed:
Summary of Issue: Requesting Board approval to enter into the attached Agreement for Municipal Advisor Services with Springsted Incorporated. Also attached is a memo from Paul Steinman, Vice President of Springsted, which briefly describes some of the detail in the contract. Paul will be present at Tuesday's meeting to answer questions. Jim Ratz, County Attorney reviewed and approved the contract.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Approve agreement and authorize signatures.	
Financial Impact: <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>	

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



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887
Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

MEMORANDUM

TO: Aitkin County

FROM: Paul T. Steinman, Vice President

DATE: October 27, 2016

SUBJECT: Municipal Advisor Contract

As a result of the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010, all Municipal Advisors (MA's) are now required to establish the terms and conditions, by contract, of their client engagements. Because the MA Contract is a relatively new standard I wanted to take the opportunity to highlight some of the most important components.

- 1) Dodd-Frank Compliance – As stated, this federal law mandates that contracts will be required for all MA/Client relationships.
- 2) Engagement; Duties – This section describes our role in the contractual engagement, specifically indicating the functions of an MA in Appendix A.
- 3) Compensation and Expenses – This section describes how and when the MA is to be paid as part of the engagement. The Appendix B as referenced puts forth our current fee schedule for bond financings and hourly engagements.
- 4) Term and Termination – The contract can be terminated by any party for any reason upon 30 day written notice.
- 5) Indemnification; Sole Remedy – Common contractual indemnification language.
- 6) Confidentiality; Disclosure of Information – Information the Client provides the MA is client information and that which is provided to Client, with the exception of the reports prepared for the Client, is proprietary information of the MA.

- 7) Conflicts of Interest – This section refers to Appendix C which provides a full disclosure of actual or potential conflicts of interest.
- 8) Dispute Resolution – The parties agree to mediation of disputes, and if unsuccessful, each may pursue all available other legal remedies.
- 9) Miscellaneous - Covering other contractual issues not presented in previous sections of the contract.

Appendix A – Provides a specific scope of services that we may provide in the 4 primary areas:

- General Municipal Advisory Services
- Securities Issuance
- Arbitrage Monitoring Services
- Continuing Disclosure Services

Appendix B – Provides a description of our current compensation scale for multiple different types of bond financings. This Appendix also provides our hourly rates and fees and fees specific to Arbitrage and Rebate Monitoring Services and Continuing Disclosure Services.

Appendix C - Describes all of the actual and potential conflicts of interest presented by various forms of compensation that may occur with the scope of the services provided, and any other material conflicts of interest specific to our work with the Client.

Arbitrage Monitoring Services Authorization to Engage Services – Provides the title of each specific bond on which Client is hiring Springsted to provide Arbitrage Monitoring Services. This authorization will be updated each time new bonds are sold, so as to incorporate such new bonds into the contract for Arbitrage Monitoring Services.

Continuing Disclosure Services Authorization to Engage Services – Provides the title of each specific bond on which Client is hiring Springsted to provide Continuing Disclosure Services. The authorization will also be updated each time new bonds are sold.

AGREEMENT FOR MUNICIPAL ADVISOR SERVICES

THIS AGREEMENT FOR SERVICES ("Agreement") is made as of the 26 day of October, 2016 (the "Effective Date"), by and between Aitkin County, Aitkin, Minnesota ("Client") and Springsted Incorporated ("Advisor").

WHEREAS, the Client wishes to retain the services of the Advisor on the terms and conditions set forth herein, and the Advisor wishes to provide such services; and

NOW, THEREFORE, the parties hereto agree as follows:

1. Dodd-Frank Compliance. Springsted is a Municipal Advisor as defined in Section 15B of the Securities Exchange Act of 1934 and as amended by Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act. For purposes of any Municipal Advisor Services rendered by Advisor, Springsted affirms that it is registered as a Municipal Advisor and in good standing with both the Securities and Exchange Commission (registration #867-00226) and the Municipal Securities Rulemaking Board (registration #K0457). The Advisor shall maintain such registration and compliance with applicable laws and regulations as they pertain to Municipal Advisors during the term of this Agreement.
2. Engagement; Duties. On the terms and conditions set forth herein, Client hereby engages Advisor as its Municipal Advisor. Advisor shall provide those services described in **Appendix A** to Client on an as-requested basis by Client; provided, however, that Advisor's obligations under this Agreement shall be expressly limited to such services. Notwithstanding the foregoing, if Client requests Advisor to provide services in connection with a particular municipal issuance-related matter and the parties agree that the services that will be required to be provided in connection therewith differ in scope from those services set forth on **Appendix A**, the parties shall negotiate a mutually agreeable set of services that will be provided by Advisor to Client. Upon the parties' agreement to a particular set of alternate services, Advisor shall deliver to Client an addendum to this Agreement (an "Addendum"). Any such Addendum shall set forth the scope of Advisor's engagement with respect to such municipal issuance-related matter, as well as any alterations to the terms of this Agreement that may have been agreed upon by the parties in connection with such alternate services.

Client authorizes its Chairperson of the Board ("Client Representative") to discuss with Advisor the terms of any such Addendum, and authorizes Client Representative to consult with other Client staff or counsel in order to take any and all actions necessary to negotiate, receive, acknowledge or undertake any other step(s) necessary to effectuate any such Addendum on behalf of Client.
3. Compensation and Expenses. Client shall compensate the Advisor and be responsible for the payment of such expenses as set forth on, and in accordance with, **Appendix B** attached hereto. Unless otherwise noted in Appendix B, compensation shall be due to the Advisor within thirty (30) days of the invoice date. The fees set out herein shall be effective for the twelve (12) month period immediately following the Effective Date and shall extend to any service provided by the Advisor pursuant to this Agreement within said 12-month period. Thereafter, the Advisor's compensation shall be at the rates charged other similar clients as of the time a Debt Obligation is commenced.
4. Term and Termination. This Agreement shall be effective as of the Effective Date and shall remain in effect until terminated by either party for any reason upon thirty (30) days prior written notice to the other party. Provided, however, that a termination of this Agreement shall not relieve Client of its obligations to pay Advisor for all services rendered and reimbursable expenses incurred prior to the effective date of termination.
5. Indemnification; Sole Remedy. The Client and the Advisor each hereby agree to indemnify, defend and hold the other harmless from and against any and all losses, claims, damages, expenses, including without limitation, reasonable attorney's fees, costs, liabilities, demands and cause of action (collectively referred to herein as "Damages") which the other may suffer or be subjected to as a consequence of any act, error, material misstatement or omission of the indemnifying party in connection with any information provided, or the performance or nonperformance of its obligations hereunder, less any payment for damages made to the indemnified party by a third party.

Notwithstanding the foregoing, no party hereto shall be liable to the other for Damages suffered by the other to the extent that those Damages are the consequence of: (a) events or conditions beyond the control of the indemnifying party, including without limitation, changes in economic conditions; (b) actions of the indemnifying party which were reasonable based on facts and circumstances existing at the time and known to the indemnifying party at the time the service was provided; or (c) errors made by the indemnifying party due to its reliance on facts and materials provided to the indemnifying party by the indemnified party.

Neither party shall be entitled to indemnification under this Agreement for Damages related to any service provided hereunder more than three years prior to the date on which a claim for indemnification is first asserted in writing and delivered to the party from which indemnification is asked.

Whenever the Client or the Advisor becomes aware of a claim with respect to which it may be entitled to indemnification hereunder, it shall promptly provide written notice to the other, which shall include a description of the nature of the claim. If the claim arises from a claim made against the indemnified party by a third party, the indemnifying party shall have the right, at its expense, to contest any such claim, to assume the defense thereof, to employ legal counsel in connection therewith, and to compromise or settle the same, provided that any compromise or settlement by the indemnifying party of such claim shall be deemed an admission of liability hereunder. The remedies set forth in this section shall be the sole remedies available to either party against the other in connection with any Damages suffered by it.

6. Insurance Requirements. Prior to commencing work, Advisor shall, at its sole expense, procure and maintain insurance of the types and in the amounts described below from insurer(s) authorized to transact business in the state where the work or operations will be performed by Advisor. Certificates of Insurance in companies doing business in Minnesota and acceptable to the Client covering:

- (a) Statutory Workers' Compensation Insurance, or proof that Advisor is not required to provide such coverage under State law;
- (b) Professional Liability Insurance on the Advisor's services in this Agreement with limit of \$2,000,000 per and \$2,000,000 aggregate;
- (c) Commercial General Liability Insurance covering all operations with combined single limit of \$1,500,000 per and \$3,000,000 aggregate;
- (d) Comprehensive Automobile Liability Insurance with form coverage for all owned, non-owned and hired vehicles with combined single limit of \$1,500,000.
- (e) Umbrella or Excess Insurance. Umbrella or excess insurance may be provided with General Liability, Auto Liability and Employers Liability scheduled as underlying policies to satisfy minimum insurance requirements.

7. Confidentiality; Disclosure of Information.

7.1 Client Information. All information, files, records, memoranda and other data of the Client which the Client provides to the Advisor, or which the Advisor becomes aware of in the performance of its duties hereunder ("Client Information"), shall be deemed by the parties to be the property of the Client. Advisor may disclose Client Information to third parties in connection with the performance by it of its duties hereunder.

7.2 Advisor Information. The Client acknowledges that, in connection with the performance by the Advisor of its duties hereunder, the Client may become aware of internal files, records, memoranda and other data, including without limitation computer programs of the Advisor ("Advisor Information"). The Client acknowledges that all Advisor Information, except reports prepared by the Advisor for the Client, is confidential and proprietary to the Advisor, and Client agrees that it will not, directly or indirectly, disclose the same or any part thereof to any person or entity except upon the express written consent of the Advisor. The Client's disclosure of data in good faith compliance with the Minnesota Government Data

Practices Act shall not be deemed or otherwise considered to be a breach of any of the Client's material confidentiality obligations under this Agreement.

8. Conflicts of Interest. Client acknowledges that it has received those disclosures set forth and contained within **Appendix C** attached hereto and incorporated herein by reference. Client further acknowledges that it has been given the opportunity to raise questions and discuss the above-referenced matters with Advisor and that it fully appreciates the nature of these conflicts and corresponding disclosures. Client hereby waives such conflicts. In the event any conflict arises during the term of this Agreement, Advisor will promptly disclose the same. Upon receiving any additional disclosures, Client agrees that it will carefully consider any such conflicts, will seek independent advice if it determines it is appropriate, and will, in a writing executed by Client Representative, specifically acknowledge the conflict(s) and, so long as Client believes that Advisor is able to appropriately manage the above-referenced conflicts, authorize Advisor to proceed with the engagement.
9. Dispute Resolution. Upon any dispute under this Agreement, and for a period of 30 days following written notice of a claim or dispute, the senior management of the parties shall first attempt to resolve the dispute informally. If informal dispute resolution is unsuccessful, within 30 days thereafter, the parties shall submit the matter to non-binding mediation before a mutually agreed, certified, neutral third party mediator. If the parties cannot agree upon a mediator, the matter shall be submitted to the American Arbitration Association, Commercial Mediation Division, for selection of a mediator. The parties shall share the cost of the mediator and pay their own mediation expenses and attorney fees. If mediation is unsuccessful, the parties may pursue all available legal and equitable remedies.
10. Data Privacy. Pursuant to Minn. Stat. Ch. 13, Advisor agrees to maintain and protect data on individuals received, or to which Advisor has access, according to the statutory provisions applicable to the data. Advisor understands it is subject to the requirements of the Minnesota Government Data Practices Act. Advisor agrees that all data created, collected, received, stored, used, maintained or disseminated by Advisor in performing government functions is subject to the Minnesota Government Data Practices Act's requirements and that Advisor must comply with those requirements as if it were a government entity. Advisor agrees to indemnify and hold Client, its officials, agents, and employees, harmless from any and all claims or causes of action arising from or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act by Advisor or its agents or employees, including legal fees and disbursements paid or incurred to enforce this provision of this Agreement.
11. Records Auditing and Retention. Advisor's records, documents, papers, accounting procedures and practices, and other evidences relevant to this Agreement are subject to the examination, duplication, transcription and audit by the Client and either the Legislative or State Auditor, pursuant to Minn. Stat. sec. 16B.06, subd. 5. Advisor agrees to maintain such evidences for a period of six (6) years from the date of services or payment were last provided or made or longer if any audit in progress requires a longer retention period.
12. Non-Discrimination. Advisor agrees to abide by all provisions of Minnesota Statutes section 181.59, as amended, entitled "Discrimination on Account of Race, Creed, or Color Prohibited in Contract." Advisor agrees to abide by all federal laws prohibiting discrimination. Advisor agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or because of an individual's sexual orientation. Any act of discrimination committed by Advisor, or failure to comply with these obligations when applicable shall be grounds for termination of this Agreement.
13. Workers' Compensation. Advisor guarantees that it shall have Workers' Compensation Insurance in effect throughout the term of this Agreement, as required by Minnesota Statutes section 176.182, and shall provide a certificate evidencing insurance to the Client prior to executing the Agreement.
14. Independent Contractor Status. That at all times and for all purposes hereunder, Advisor shall be an independent contractor and is not an employee, official, or agent of the Client for any purpose. No statement contained in this Agreement shall be construed so as to find Advisor to be an employee, official, or agent of the Client, and Advisor shall not be entitled to any of the rights, privileges, or benefits of employees of the Client, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.

Advisor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. The parties agree that the Advisor shall have sole control over the means and manner of performance of the Advisor's obligations hereunder including, but not limited to the method, time, hours, days to be worked and other details of performance.

The Advisor shall comply with all federal, state, county or other government regulations or laws, including, but not limited to, the Fair Labor Standards Act, the Wage and Hour Laws, the Occupational Safety and Health Act and the Equal Opportunity laws.

15. Miscellaneous.

15.1 No Underwriting Participation. The Advisor shall not during the term of this Agreement directly or indirectly engage in the underwriting of any securities issuance.

15.2 Delegation of Duties. The Advisor shall not delegate its duties hereunder to any third party without the express written consent of the Client. Any attempt by Advisor to delegate, to assign, or to transfer any duties, rights, or obligations without such consent shall be void and without legal effect and shall constitute grounds for the Client to immediately terminate the Agreement.

15.3 No Third Party Beneficiary. No third party shall have any rights or remedies under this Agreement.

15.4 Entire Contract; Amendment. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior written or oral negotiations, understandings or agreements with respect hereto. This Agreement may be amended in whole or in part by mutual consent of the parties, and this Agreement shall not preclude the Client and the Advisor from entering into separate agreements for other projects.

15.5 Governing Law. This Agreement and performance hereunder shall be governed by the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of law of such state or international treaties. Any litigation regarding this Agreement or its contents shall be filed in the County of Aitkin, if in state court, or in the federal district court nearest to Aitkin County, if in federal court.

15.6 Change in Laws or Regulations. The parties agree and acknowledge that changes in law or regulations issued by federal or state authorities may affect the terms of this Agreement. If there are any changes in law or regulations made after the date of this Agreement, the Client agrees to amend this Agreement if required, to maintain compliance with all applicable laws and regulations. Unless stated otherwise in this Agreement, Advisor may amend this agreement at any time by providing thirty (30) days advance written notice to Client. If no objection is made by the client within thirty (30) days following delivery of such notice, Advisor will assume Client's inactivity constitutes consent.

15.7 Severability. To the extent any provision of this Agreement shall be determined invalid or unenforceable, the invalid or unenforceable portion shall be deleted from this Agreement, and the validity and enforceability of the remainder shall be unaffected.

15.8 Notice. All notices required hereunder shall be in writing and shall be deemed to have been given when delivered, transmitted by first class, registered or certified mail, postage prepaid and addressed as follows:

If to the Client:

Aitkin County
Aitkin County Courthouse, 209 Second Street NW,
Room 202
Aitkin, Minnesota 56431-1601
Attention: J. Mark Wedel, Chairperson of the Board

If to the Advisor, to:

Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887
Attention: Managing Principal

The foregoing Agreement is hereby entered into on behalf of the respective parties by signature of the following persons each of whom is duly authorized to bind the parties indicated.

FOR CLIENT

SPRINGSTED INCORPORATED

J. Mark Wedel
Print Name

Chairperson of the Board
Title

Bonnie Matson
Print Name

Principal
Title

Kirk Peysar
Print Name

County Auditor
Title

Jim Ratz
Print Name

County Attorney
Title

APPENDIX A OF AGREEMENT BETWEEN

**Aitkin County
Aitkin, Minnesota**

AND

Springsted Incorporated

Effective as of October 26, 2016

SCOPE OF SERVICES

A. General Municipal Advisory Services

Unless otherwise agreed to by the parties, in connection with any request for services relative to any financial topic, new project concept planning or other financially related topic or project (each referred to herein as a "Project"), the Advisor shall perform the following services, as applicable:

1. Provide general financial advice relative to a Project.
2. Survey the resources available to determine the financial feasibility of a Project.
3. Assist in the development of a plan or plans for a particular Project that may be available and appropriate for such Project.
4. Recommend to the Client a plan for any Project.
5. Advise the Client on current market conditions, federal, state or other law considerations, and other general information and economic data that might be relevant to any Project.
6. Assist Client in coordinating the activities between various parties to any Project as needed.
7. Assist Client in selecting and, working with, members of a working group to procure services deemed necessary to a Project. Services that may be procured may include, but are not limited to: general counsel; special tax counsel; credit facilities; credit rating; and engineering or design services.
8. Assist with the review of all documents, including but not limited to any governing body resolutions, purchase agreement, and any other relevant documents.
9. Assist the Client with other components of a Project as requested and agreed upon.
10. Coordinate with the proper parties and oversee the completion of each Project.

B. Securities Issuance

Unless otherwise agreed to by the parties, in connection with any request for services relative to any new money issuance, refunding of a prior issuance or other financings (each referred to herein as a "Transaction"), the Advisor shall perform the following services, as applicable:

1. Provide general financial advice relative to any Transaction.
2. Survey the financial resources of the Client to determine its borrowing capacity and analyze existing debt structure as compared to the existing and projected sources of revenues.
3. Assist in the development of a plan or plans for the financing or refinancing of any improvements through the issuance of general bond obligations, loans and/or notes, school bonds, revenue or refunding bonds, or other type of financing alternatives that may be available and appropriate for the particular issuance ("Debt Obligations").

4. Recommend to the Client an amount, the maturity structure, call provisions, pricing, and other terms and conditions of the Debt Obligation.
5. Advise the Client on current market conditions, forthcoming bond, loans and note issues, federal, state or other tax law considerations, and other general information and economic data that might normally be expected to influence the interest rates of the financing.
6. Assist the Client in the analysis of and the selection of a credit rating firm or Firms for the Debt Obligation and further assist in the development and presentation of information to obtain a credit rating or credit ratings for the Debt Obligation.
7. Advise the Client on utilizing credit enhancement and provide assistance in seeking such credit enhancement if, in the opinion of the Advisor, such credit enhancements would be advantageous to the Client.
8. Assist Client in coordinating the financing activities between various parties to any Transaction as needed.
9. Assist Client in selecting and, working with, members of a working group to procure services deemed necessary to the issuance or post-issuance requirements of the Debt Obligation. Services that may be procured may include, but are not limited to: bond counsel; special tax counsel; disclosure counsel; trustee selection; paying agent selection; credit facilities; underwriter; and printing services.
10. Assist with the review of all financing documents, including but not limited to the preliminary and final offering statement, any governing body resolutions, purchase agreement, and any official notice of sale.
11. Communicate with potential underwriters or investors, as appropriate to any Transaction, to ensure that each is furnished with the information they need to render an independent, informed purchase or investment decision concerning the Client's proposed financing.
12. Coordinate with the proper parties and oversee the closing process so as to ensure the efficient delivery of the Debt Obligations to the applicable purchaser.

C. Arbitrage Monitoring Services

Upon receipt of written authorization by the Client to proceed, Advisor shall, based on information supplied by Client, make arbitrage calculations (to include for purposes of this document, rebate and yield reduction calculations) required by Section 148 of the Internal Revenue Service ("IRS") Code and related U.S. Treasury regulations with respect to specified Debt Obligations for the period of time designated for any such Debt Obligation. In carrying out its duties, the Advisor shall periodically, for each specified Debt Obligation:

1. Determine the yield on the applicable Debt Obligation;
2. Determine if spending exceptions have been met;
3. Determine the amount of any arbitrage payment due the IRS;
4. Notify Client and/or its designee of any liability amount;
5. Prepare for submission by Client the form/s with which to submit any payment amount due to the IRS at the appropriate intervals throughout the term of the engagement relative to each specified Debt Obligation;

Client agrees to timely provide the Advisor with accurate information concerning cash and investment activity within all funds relative to the subject Debt Obligations. The information to be provided shall include:

1. Deposits and withdrawals of proceeds or money from other sources within any funds subject to the IRS arbitrage rules;
2. Payments of principal and interest on the Debt Obligations; and
3. All investment activity including:
 - a) Date of purchase or acquisition;

- b) Purchase price of investments including any accrued interest;
 - c) Face amount and maturity date;
 - d) Stated rate of interest;
 - e) Interest payment dates;
 - f) Date of sale, transfer, or other disposition;
 - g) Sale or disposition price; and
 - h) Accrued interest due on the date of sale or disposition;
4. Any other information necessary for the Advisor to make the calculations required for the specified Debt Obligation.

D. Continuing Disclosure Services

Upon receipt of written authorization from the Client to proceed, Advisor shall, based on the information supplied thereby, assist Client in satisfying its obligations for specified Debt Obligations under any applicable continuing disclosure undertaking executed by and requiring the Client to provide certain financial information and operating data and timely notices of the occurrence of certain events determined to be significant to investors. Such assistance will include the following for each specified Debt Obligation:

- 1. Compile, as needed, and file an annual report according to the continuing disclosure undertaking (the "Undertaking") executed by Client pursuant to SEC Rule 15c2-12(b)(5) for the Debt Obligation(s) for submission by Client to the Municipal Securities Rulemaking Board (MSRB) and the State Information Depository (SID), as applicable. The annual report will generally include:
 - a) An annual audited financial statement to be prepared by Client's accountants.
 - b) Updates of certain specified operating and financial data if not included in the annual audited financial statement.
- 2. Monitor through periodic requests for information, the significant events listed in the Undertaking and assist, as necessary, in the drafting and filing of a significant event notice relative thereto.
- 3. Advisor will furnish a receipt of filing for any continuing disclosure filing made within 30 days after its submission to the MSRB.

Client agrees to provide the Advisor with accurate information with respect to compiling the annual report in a timely manner and to fully disclose to Advisor any significant events as they occur.

APPENDIX B OF AGREEMENT BETWEEN

**Aitkin County
Aitkin, Minnesota**

AND

Springsted Incorporated

Effective as of October 26, 2016

A. COMPENSATION FOR SERVICES RELATING TO CLIENT'S DEBT OBLIGATIONS

1. a. General obligation debt:
 - Base fee of \$7,500 for a bond issuance, plus
 - \$5 per \$1,000 for the first \$2,500,000 of bonds issued
 - \$1 per \$1,000 for amounts over \$2,500,000 of bonds issued
- b. The foregoing schedule shall include the Advisor's services through closing of a Debt Obligation. If the Advisor performs post-closing services relative to a Debt Obligation, it shall be compensated for such services at the hourly rates set out in paragraph B of this appendix.
- c. A single Debt Obligation with multiple financing plans is charged per plan with a discount of \$4,000 per plan applied after the first plan.
- d. Non ad valorem supported debt and advance refunding shall be compensated at 1.25 times the fee set out in paragraph 1.a. above.
- e. Debt Obligations dependent on successful referenda shall be compensated at 1.10 times the fee set out in paragraph 1.a. above.
- f. In the event it is necessary for the Advisor to repeat Debt Obligation services because of events beyond the Advisor's control, the Advisor shall be compensated for such repetitive services at the hourly rates set out in the foregoing paragraph B. of this Appendix. The Advisor shall not be entitled to compensation under this section for failed referenda unless otherwise provided by agreement between the Client and the Advisor.
- g. The Advisor's fees shall be payable as follows:
 - (i) For a Debt Obligation, fees shall be contingent upon closing of the Debt Obligation, except that if the Debt Obligation is awarded but cannot be closed by reason of an error, act or omission of the Client, the Advisor shall be paid the amount which it would have been due upon closing.
 - (ii) If an issuance does not close for a reason that is beyond the control of the Client and without fault of the Client, then the Advisor shall be compensated at one-half the amount which would have been due upon closing.
 - (iii) Fees for services provided in connection with a private placement are not contingent on the successful placement of the Debt Obligation.
 - (iv) If a Client Debt Obligation is abandoned for any reason and the Advisor is without fault for such abandonment, the Advisor shall be paid a fee in the amount that would have been due if the Advisor's services to the point of abandonment had been charged at the hourly rate set out in paragraph B. herein however not more than the fee had the Debt Obligation been issued. A Debt Obligation shall be deemed abandoned upon notice by the Client to the Advisor of abandonment or whenever the Client has taken no action with respect to the Debt Obligation within one year,

whichever occurs first. Delay in the issuance of Debt Obligations resulting from failed authorization referenda shall not constitute abandonment unless otherwise provided by agreement between the Client and the Advisor.

2. The Client shall be responsible for issuance expenses including, without exclusion of other expenses:
(i) posting and distributing the Official Statement, (ii) legal fees, (iii) printing, (iv) delivery and settlement, (v) travel, (vi) rating fees, (vii) out-of-pocket Debt Obligation related expenses, and (viii) governmental and governmental agency fees and charges.

B. HOURLY RATES FOR NON-DEBT ISSUANCE RELATED SERVICES

Principal, Senior Officer	\$260
Senior Professional Staff	\$215
Professional Staff.....	\$160
Associates	\$ 75

C. ARBITRAGE AND REBATE MONITORING SERVICES

1. Fees for arbitrage services shall be as applied as follows:
 - a. \$1,500 per determination per Debt Obligation when such determinations are made annually as of the selected computation date of the applicable Debt Obligation's date of issuance, or
 - b. \$1,500 for the first year, plus \$400 for each additional year up to a five year period per determination for each Debt Obligation when such determinations are made for periods in excess of one year.
2. At such time as the original proceeds and investment earnings thereon are completely expended and only a non-commingled bona fide debt service fund remains, the Advisor will notify the Client if compliance with the arbitrage provisions can be accomplished through monitoring of the Debt Service fund. In the event such recommendation is made and it is accepted by the Client, the Advisor will perform monitoring activities for a fee of \$400 for annual monitoring or \$850 for monitoring at the close of every fifth bond year. If, for any determination period, monitoring reveals that the debt service fund is no longer bona fide and a rebate calculation must be performed, any charge for monitoring for that determination period will apply toward the applicable fee for rebate and arbitrage services.
3. If (i) separate information for each Debt Obligation is not provided, (ii) Advisor is required to perform allocations of investments among funds, or (iii) the Advisor is required to perform other analysis, additional compensation will be charged for such allocations/analyses at the hourly rates in paragraph B.

D. CONTINUING DISCLOSURE SERVICES

Report preparation and filing per type of obligation:

- a. Full disclosure report created by Advisor, \$1,300, plus \$200 each debt obligation
- b. Full or limited disclosure official statement with updated data that can be referenced, \$0, plus \$200 each debt obligation
- c. Full disclosure all operating data included within CAFR, \$600, plus \$200 each debt obligation
- d. Limited disclosure, \$600, plus \$200 each debt obligation

Client shall be responsible for county auditor certification fees, if required, and any legal fees incurred in connection with determining compliance with continuing disclosure certificates or interpretation of significant events or filing of the annual report.

E. EXPENSES AND HOURLY FEES

Amounts due the Advisor for expenses and services charged at hourly rates shall not be contingent.

APPENDIX C OF AGREEMENT BETWEEN

Aitkin County
Aitkin, Minnesota

AND

Springsted Incorporated

Effective as of October 26, 2016

CONFLICTS OF INTEREST

Contingent Fee. The fees to be paid by the Client to Springsted are or may be based on the size of the transaction and partially contingent on the successful closing of the transaction. Although this form of compensation may be customary in the municipal securities market, it presents a conflict because Springsted may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the Client. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, Springsted may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction. Springsted manages and mitigates this conflict primarily by adherence to the fiduciary duty which it owes to municipal entity clients which require it to put the interests of the Client ahead of its own and its duty of fair dealing that it owes to obligated person clients which require it to deal fairly with all persons.

Affiliated Entities and Subsidiaries. Springsted's wholly owned subsidiary, Springsted Investment Advisors Incorporated ("SIA") may provide services to the Client in connection with the investment of proceeds from an issuance of securities. In such instances, services will be provided under a separate engagement, for an additional fee. Notwithstanding the foregoing, Springsted may act as solicitor for and recommend the use of SIA, but Client shall be under no obligation to retain SIA or to otherwise utilize SIA relative to Client's investments. The fees paid with respect to investments are based in part on the size of the issuance proceeds and Springsted may have incentive to recommend larger financings than would be in the Client's best interest. Springsted will manage and mitigate this potential conflict of interest by this disclosure of the affiliated entity's relationship, a Solicitation Disclosure Statement when Client retains SIA's services and adherence to Springsted's fiduciary duty and/or fair dealing obligations to the Client.

Springsted's wholly owned subsidiary, Waters & Company, Incorporated ("Waters"), may provide services to the Client in connection with human resources consulting, including, but not limited to, executive search and community survey services. In such instances, such services will be provided under a separate engagement, for an additional fee. Certain executives of the Client may have been hired after utilizing the services of Waters and may make decisions about whether to engage the services of Springsted. Notwithstanding the foregoing, Springsted may recommend the use of Waters, but Client shall be under no obligation to retain Waters or to otherwise utilize Waters relative to the Client's activities. Springsted will manage and mitigate this potential conflict of interest by this disclosure of the affiliated entity's relationship and adherence to Springsted's fiduciary duty to the Client.

No additional conflicts of interest have been identified by Springsted. To the extent any such material conflicts of interest arise after the date of this disclosure document, Springsted will provide information with respect to such conflicts in the form of a supplement to this disclosure.

LEGAL OR DISCIPLINARY EVENTS

Springsted is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the MSRB. As part of this registration Springsted is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Springsted. Pursuant to MSRB Rule G-42, Springsted is required to disclose any legal or disciplinary event that is material to the Client's evaluation of

Springsted or the integrity of its management or advisory personnel. There are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving Springsted. Copies of Springsted filings with the United States Securities and Exchange Commission ("SEC") can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Springsted Incorporated or for our CIK number which is 1613940.



Board of County Commissioners Agenda Request

6B

Agenda Item #

Requested Meeting Date: November 8, 2016

Title of Item: Approve Quote for 2017 and 2018 Aitkin County Annual Audit

- ☒ REGULAR AGENDA
☐ CONSENT AGENDA
☐ INFORMATION ONLY

Action Requested:

- ☒ Approve/Deny Motion
☐ Adopt Resolution (attach draft)

☐ Direction Requested

☐ Discussion Item

☐ Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:

Patrick Wussow

Department:

Administration

Presenter (Name and Title):

Patrick Wussow, Interim County Administrator

Estimated Time Needed:

Summary of Issue:

Please see the attached memo and documents.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve Finance Committee's recommendation to accept CLA quote of \$105,800 for 2017 and 2018 annual audits.

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 ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 134
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Interim Administrator

RE: Review and Recommendation for County Audit for 2017 and 2018

DATE: November 1, 2016

Earlier this year the County Board directed staff to inform the State Auditor that Aitkin County would seek quotes for Auditing service. That was completed in July of this year. The next logical step in the process was to seek quotes. That process ended on October 31st. Attached are the notice seeking quotes and the tabulation sheet identifying the quotes.

The Finance Committee of Donna Boyer, Kirk Peysar, Lori Grams, Kathy Ryan, Sarah Olsen and I reviewed and discussed the proposals/quotes. The committee members discussed experience with county government audits, experience with Aitkin County's audit, the level of work required by consultant of the County staff (i.e. staff to prepare finance statements), the audit amount quoted, and other issues.

The committee is very happy to report that the County Audit expense will be reduced from the recent amount of \$85,917.00 for the 2015 audit. It is the committee's recommendation to enter into an agreement with Clifton Larson and Allen (CLA) at their quoted amount based upon the committees determination that CLA firm best met Aitkin County's need.

By approving this recommendation the County Board is directing staff to bring back, at a later date, an agreement for CLA to conduct the Aitkin County audit for the years 2017 and 2018.

Please contact me with questions.

Request for Quotes for Aitkin County Annual Audit:

In light of the 2015 legislative changes to Minnesota Statute § 6.481, subd. 7 allowing counties to hire private firms for financial statement audits, Aitkin County has provided notice to the Office of the State Auditor that the County will hire a private firm and is now seeking quotes for financial statement and single audit services for fiscal years 2017 and 2018.

We ask interested firms to submit a quoted price for each fiscal year itemized by financial statement audit, single audit, and reimbursable expenses by Noon on October 31, 2016. The current plan is for quotes to be reviewed and a recommendation be made to the Aitkin County Board of Commissioners for their consideration on Tuesday, November 8, 2016.

The audit firm's principal contact with Aitkin County will be Donna Boyer, Financial Assistant 218-927-7265, who will coordinate the assistance to be provided by the County to the auditor.

Aitkin County would appreciate a price breakout similar to the following:

	<u>2017</u>	<u>2018</u>
<u>Financial Statement Audit</u>	\$ XXX	\$ XXX
<u>Single Audit</u>	\$ XXX	\$ XXX
<u>Reimbursable Expenses</u>	\$ XXX	\$ XXX
<u>Total</u>	\$ XXX	\$ XXX

For reference, Aitkin County's past audits can be found on the OSA website. www.auditor.state.mn.us

In your quote, please:

- Note that we require the audit to be completed by June 30th
- Include the name, phone number, and email address of the person who will be our primary contact
- Include a list of counties and/or cities we may contact as a reference
- Be aware of Long Lake Conservation Center and its unique part of Aitkin County

Inquiries concerning the request for quotes must be made to: Patrick Wussow @ 218-927-3093

patrick.wussow@co.aitkin.mn.us

To be considered, electronic delivery of a quote must be received by Noon on October 31, 2016 to the following email address:

Patrick Wussow
Aitkin County Interim Administrator
patrick.wussow@co.aitkin.mn.us

Aitkin County Annual Audit - Quote Tabulations

	2017 Financial Statement Audit	2017 Single Audit	2017 Reimbursable Expenses	2017 Total	2018 Financial Statement Audit	2018 Single Audit	2018 Reimbursable Expenses	2018 Total	2017/2018 Grand Total	Notes
CliffordLarsonAllen - Doug Host	\$46,000.00	\$6,000.00	\$0.00	\$52,000.00	\$47,600.00	\$6,200.00	\$0.00	\$53,800.00	\$105,800.00	See Pg. 54 for add'l details
BerganKDV - Steve Wischmann	\$36,000.00	\$7,500.00	\$750.00	\$44,250.00	\$37,000.00	\$7,500.00	\$750.00	\$45,250.00	\$89,500.00	See Pg. 22 for add'l details
Baker Tilly - Ryan Engelstad	\$54,500.00	\$8,250.00	\$2,000.00	\$64,750.00	\$56,000.00	\$8,500.00	\$2,000.00	\$66,500.00	\$131,250.00	See Pg. 14 - offer 1st yr discount
ABDO, EICK & MEYERS Andrew K. Berg	\$43,500.00	\$6,000.00	\$0.00	\$49,500.00	\$44,800.00	\$6,200.00	\$0.00	\$51,000.00	\$100,500.00	Single Audit #s may vary
Eide Bailly LLP - James Ford	\$43,000.00	\$6,000.00	\$0.00	\$49,000.00	\$44,250.00	\$6,250.00	\$0.00	\$50,500.00	\$99,500.00	Quotes reflect 2016 & 2017
Redpath CPAS - P. Moeller	\$33,000.00	\$5,000.00	\$1,000.00	\$39,000.00	\$34,000.00	\$5,150.00	\$1,025.00	\$40,175.00	\$79,175.00	Add'l to prepare finance statements
Office of State Auditor Chuck Kandel										None received

Note:

2015 State Auditor's
Audit - \$85,917.00



Aitkin County Board of Commissioners Agenda Request Form



Requested Meeting Date: November 8, 2016

Title of Item: Committee Reports

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 st Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Napstad
Aitkin County CARE Board			Westerlund
Aitkin County Water Planning Task Force	Bi-monthly	3 rd 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 rd Thursday	Niemi
ATV Committee	As needed		Napstad and Marcotte
Big Sandy Lake Management Plan	Monthly	2 nd Thursday	Napstad, Alt. Marcotte
Central MN Corrections	Monthly	3 rd Wednesday	Wedel, Westerlund
Development Achievement Center	Monthly	3 rd Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi
Economic Development	Monthly	1 st 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 rd Tues of even numbered mths	Marcotte and Napstad
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Westerlund and Marcotte
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA	Monthly	4 th 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 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 st Wednesday	Napstad
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	Monthly	3 rd Monday	Niemi, Westerlund
Mississippi Headwaters Board	Monthly	3 rd 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 nd Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Napstad, Alt. Marcotte
Ordinance	As needed		Napstad and Marcotte
Park Commission	Monthly	2 nd Monday	Westerlund
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 rd Monday	Westerlund
Snake River Watershed	Monthly	4 th Monday	Niemi
Sobriety Court	Monthly	3 rd Tuesday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: November 8, 2016

Title of Item: Closed Session Pursuant to MN Statutes 13D.05

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <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*
Submitted by: Patrick Wussow		Department: Administration
Presenter (Name and Title): Patrick Wussow, Interim County Administrator		Estimated Time Needed:
Summary of Issue: Closed Session Pursuant to Minnesota Statutes §13D.05 for Preliminary Consideration of Allegations Against an Individual Subject to the Board's Authority		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <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>		