

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS JANUARY 8, 2019 – BOARD AGENDA

- 9:00 1) Anne Marcotte, 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 December 18, 2018 – January 7, 2019
 - B) Approve December 18, 2018 County Board Minutes
 - C) Acknowledge County Administrator's Approval of Year-End Matters
 - 1. Resolution #20181231-105: 2018 Reserve Funds
 - 2. Resolution #20181231-106: Whispering Pines Liquor License
- ADJOURN (2018 BOARD) – Administer Oath of Office, Judge Hermerding**
- 1. District 1 Commissioner J. Mark Wedel
 - 2. District 3 Commissioner Donald Niemi
 - 3. District 5 Commissioner Anne Marcotte
- Recognize Aitkin County's Elected Officials:**
- 1. Jim Ratz, County Attorney
 - 2. Kirk Peysar, County Auditor
 - 3. Mick Moriarty, County Recorder
 - 4. Dan Guida, County Sheriff
 - 5. Lori Grams, County Treasurer
- 9:10 3) Jessica Seibert, County Administrator
- A) Call to Order 2019 Board Meeting
- 4) 2019 County Board Nominations
- A) Nominations for Board Chair & Vice Chair
- 9:15 5) Consent Agenda
- A) Reaffirm Annual Code of Ethics & Travel Policy
 - B) Accept \$100.00 Donation to Aitkin County Veteran Services from Marilyn Ellingboe of Aitkin
 - C) Adopt Resolution: Modifications to the JPA Forming the NE ECB
 - D) Accept \$100 Donation to K-9 Unit from Granite Electronics
 - E) Approve Electronic Funds Transfers

- F) Approve Commissioner Warrants
 - G) Approve Auditor Warrants – Sales & Use Tax
 - H) Approve Auditor Warrants – Contegrity
 - I) Approve SSTS Contract Inspector
 - J) Adopt Resolution: Opposition to Amendments to MN Rules 4410.4300, subp 27
 - K) Adopt Resolution: Undersheriff Leave of Absence
 - L) Approve Memorandum of Understanding – Scott Turner
- 9:17 6) Jessica Seibert, County Administrator
- A) Set 2019 Board Meeting Schedule
 - B) Adopt Resolution: 2019 Official County Newspaper
 - C) Adopt Resolution: 2019 Aitkin County Board of Commissioners Rules of Business & Meeting Procedures
 - D) Adopt Resolution: 2019 Committee Appointments
- 9:35 7) Kami Ganz, Community Corrections Director
- A) Approve Aitkin County Community Corrections Plan
- 9:45 8) Dan Guida, Sheriff
- A) Adopt Resolution: Hazard Mitigation Assistance Agreement
- 9:55 9) Committee Updates
- 10:30 Adjourn

The Aitkin County Board of Commissioners met this 18th day of December, 2018 at 9:00 a.m., at the Aitkin Public Library, with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

CALL TO ORDER

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the December 18, 2018 amended agenda. Agenda Item 3E – Adopt (2) Resolutions for the City of Aitkin Phase II Projects, was added.

**APPROVED
AGENDA**

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
December 18, 2018**

**HEALTH &
HUMAN
SERVICES
BOARD**

Attendance

The Aitkin County Board of Commissioners met this 18th day of December, 2018, at 9:01 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Commissioners Anne Marcotte, Laurie Westerlund, J. Mark Wedel, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Cynthia Bennett ACH&HS Director, Accounting Supervisor Carli Goble, Public Health Supervisor Erin Melz, Child Support Supervisor Ruth Sundermeyer, Adult Social Services Supervisor Kim Larson, Child Social Services Supervisor Jessi Schultz, Assistant to the County Administrator Sue Bingham, Shawn Speed, H&HS Executive Assistant, and Guests: Bob Marcum and Kristine Layne/H&HS Advisory Committee Members, and Brielle Bredsten/Aitkin Independent Age.

Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the December 18, 2018 Health & Human Services Board agenda.

Minutes

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the November 27, 2018 Health and Human Services Board minutes.

Bills

Carli Goble noted there were no notable items on the bills, but we do have two more payroll runs left this month.

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the bills.

Health & Human Services Director Report, Cynthia Bennett, ACH&HS Director

Cynthia stated that since they had last met, she had attended the AMC Conference and while there participated in the HHS policy committee meeting where they reviewed all of the legislative platform statements. There were some language changes and she relayed that she would share more about them when they were finalized.

Commissioner Marcotte asked if there were any major changes coming out to them this year?

Cynthia responded that there looks to be a lot that are simply being carried over from last year, however, there was talk last year of gaps in knowledge about how emergency personnel respond to calls involving vulnerable individuals. As a result there was talk last year of a movement towards first responders having additional training on response protocols when working with individuals who have disabilities. This language to mandate additional training was added into the platform for this year.

Commissioner Marcotte asked Cynthia if she had seen the device that individuals can carry on them which provides first responders with information about any pertinent medical or mental health issues when they are on the scene.

Cynthia relayed that it is a FOB type of device that the person carries on them and when a first responder arrives who has the app installed on their phone the responder can access the individual's pertinent data for a more informed response.

Kim Larson added that the AMHI had additional monies from 2018 and determined that the use of this app called Vitals may be very helpful for local law enforcement. The AMHI is able to purchase this app for local law enforcement for one year. If it was found to be valuable then law enforcement could continue with the app service into the future. Or, there may be other sources within AMHI or its partners whom could cover this cost in the future. Kim relayed that at this time counties are gathering the numbers of potential users and then will AMHI will move forward with this project.

Commissioner Pratt added that he had heard it would cost the individuals themselves, who have the fob like device, nothing for the service, that the first responders were the only ones who paid a fee for the service and that it would be beneficial to anyone with a health issue no matter what it is.

Commissioner Niemi inquired whether it was currently in use anywhere else and Kim replied that it is use in the Metro area and that Crow Wing County has been using it for a couple of years now with favorable results.

Lastly, Cynthia gave a quick update on the Clubhouse and stated that they are still working on the remodeling and that in January they plan to hold a meeting for the stakeholders to discuss the plans for opening. She will keep the commissioners informed of the plans for opening once she learns more information.

Review Approval of Contracts/Agreements

Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS & Compass Counseling Partners.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the contract.

Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS & Woodview Support Services/Oakridge Homes, Inc.

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the contract.

Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS & Northern Psychiatric Associates.

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the contract.

Ambulance Service Contract for January 1, 2019 through December 31, 2019 between Mille Lacs Health Systems Ambulance and Aitkin County.

Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to approve the contract.

Ambulance Service Contract for January 1, 2019 through December 31, 2019 between North Memorial Medical Transportation Services and Aitkin County.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the contract.

Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS & Northland Counseling Center, Inc.

Motion by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members voting yes to approve the contract.

Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS & George Tetreault.

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the contract.

Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS & Northeast MN Office of Job Training.

Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting yes to approve the contract.

Family Planning Contract for January 1, 2019 through December 31, 2019 between ACH&HS and Riverwood HealthCare Center.

Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the contract.

Revised AMHI CSP Grant Contract for January 1, 2019 through December 31, 2020 between MN DHS Behavioral Health Division and Aitkin County.

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve the grant.

Respite Care Grant for January 1, 2019 through December 31, 2019 between MN DHS Behavioral Health Division and Aitkin County.

Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting yes to approve the grant.

Child Support Report – Ruth Sundermeyer

Cynthia started by informing the board that Ruth had won the Outstanding Staff Achievement Award from MSSA this past year and read the application outlining what her coworkers said about her that lead to her winning the award.

Ruth started by going through her handouts about Child Support numbers from 2017.

She also talked about a few of the highlights of changes that have been made in Minnesota.

- The Child Support Task Force was formed by the Legislature.
- The Continuing Legal Vision committee came up with a form that parents who are separating or that do not live together can fill out for a custody agreement

themselves and have the judge sign as long as it is agreed to under good circumstances.

- The Child Support Advisory Board has been looking at more ways for people to make their Child Support Payments
- Came up with an agreement for Family Dollar to accept payments at the store.
- Can do money grams at CVS
- The State Child Support System allows for online payments
- Looking into kiosks at malls in larger cities that will accept payments
- Looking into accepting credit cards also
- New parenting adjustment law took effect. It is based on how many nights the child(ren) spend with each parent.

Commissioner Marcotte commented that Ruth’s clients appreciate her and give her rave reviews about her customer service.

Committee Reports

Joint Powers Board Report – Commissioner Westerlund and Erin Melz

CHB Met on December 13th in Itasca County.

- Reviewed Financials
- Grant Awards
- Itasca is going to have an in-house SHIP Coordinator instead of contracting it out as they previously did.
- Handed out some brochures on pre-diabetes.
- Discussed E-Cig proposal for Aitkin’s revised tobacco ordinance.

Commissioner Wedel noted that the Surgeon General declared E-Cigs/Vaping a Health epidemic.

H&HS Advisory Committee Update – Bob Marcum and Kristine Layne

Met on December 5, 2018.

- Bob commented that when Kristine gave her report back to the Advisory Committee, on this meeting, it was the best ever and would like to see a template made for all committee members on how to give their report back from this meeting.
- Being his last meeting, as an Advisory Member, Bob talked about all of the good he has seen happen in his last six years, how much he appreciated the opportunity Commissioner Niemi gave him for suggesting he be on the Advisory Board, and how he got to be a plenary speaker for the National Association of Medicaid Directors Conference out in Washington, D.C.
- Kristine commented that she appreciates how much Cynthia has done with the Advisory Board and how active they are going to be from now on.
- She also mentioned that they will now be taking on projects for HHS.

Commissioner Wedel thanked Bob for his dedication and commitment to the Advisory Board, and Aitkin County.

Commissioner Pratt thanked Bob for his dedication and enthusiasm that he showed when on the Committee.

The meeting was adjourned at 10:11 a.m.

Next Meeting – January 22, 2019

**HHS BOARD
ADJOURNS**

<p>Break: 10:11 a.m. to 10:21 a.m.</p> <p>Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: December 11, 2018 to December 17, 2018; B) Approve County Board Minutes: December 11, 2018 ; C) Approve December 11, 2018 Budget Hearing Minutes; D) Approve Electronic Funds Transfers: \$634,592.92; E) Approve Purchase of Oversize Scanner Printer – Recorder’s Office; F) Adopt Resolution: 2019 Liquor Licenses; G) Authorize County Administrator to Approve Year-End Matters; H) Adopt Resolution: Repurchase Application – Wetherell; I) Approve Temporary On-Sale Liquor License – Cuyuna Brewing Company; J) Adopt Resolution: Designating Annual Polling Places; K) Approve Commissioner Warrants: General Fund \$111,804.31, Road & Bridge \$85,126.93, Health & Human Services \$17,619.70, State \$270.00, Trust \$19,301.33, Forest Development \$24,551.88, Long Lake Conservation Center \$19,597.52, Parks \$30,108.53 for a total of \$308,380.20; L) Approve November Manual Warrants: General Fund \$8,313.34, Road & Bridge \$1,118,299.73, Health & Human Services \$5,059.15, State \$101,286.95, Trust \$51.97, Forest Development \$55.50, Long Lake Conservation Center \$764.82, Parks \$2,850.75 for a total of \$1,236,682.21</p> <p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve Recorder’s Office purchase of KIP oversize printer/scanner at a cost of \$16,840.00, using the Recorder Technology and Compliance Fund.</p> <p>Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2019 Liquor Licenses:</p> <p>BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2019 thru December 31, 2019:</p> <p><u>“ON”, “OFF” and “SUNDAY” Sale:</u></p> <p>Bann’s Bar & Café Inc., d/b/a Bann’s Bar & Café – Shamrock Township This establishment has an address of 18870 Goshawk St., McGregor, MN 55760</p> <p>Cuddler Enterprises Inc., d/b/a Big Sand Bar Resort – Workman Township This establishment has an address of 51866 224th Place, McGregor, MN 55760</p> <p>Gabeshiwigamig Niish, LLC, d/b/a Big Sandy Lodge & Resort - Shamrock Township This establishment has an address of 20534 487th Street, McGregor, MN 55760</p> <p>Corner Club LLC, d/b/a Corner Club – Macville Township This Establishment has an address of 60967 Highway 169, Hill City, MN 55748</p> <p>Denny’s Lakeview Inn LLC, d/b/a Denny’s Lakeview Inn – Glen Township This establishment has an address of 33592 300th Place, Aitkin, MN 56431</p> <p>Eagle Point Inc., d/b/a Eagle Point – Shamrock Township</p>	<p>BREAK</p> <p>CONSENT AGENDA</p> <p>PURCHASE OVERSIZE PRINTER/ SCANNER</p> <p>RESOLUTION 20181218-089 2019 LIQUOR LICENSES</p>
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This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

Fireside Inn Inc., d/b/a **Fireside Inn** – Jevne Township

This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

Pepera Properties Inc., d/b/a **Jackson’s Hole** – Salo Township

This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township

This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

Sheryl Marie Ruhnke, d/b/a **Prairie River Retreat** – Shamrock Township

This establishment has an address of 51272 Lake Ave., McGregor, MN 55760

“OFF” Sale:

KRIM15 LLC, d/b/a **Cave Liquors** – Hazelton Township

This establishment has an address of 22852 US Highway 169, Aitkin, MN 56431

North Liquor Inc., d/b/a **The Glen Store & Grill Inc.** – Malmo Township

This establishment has an address of 31993 280th St., Aitkin, MN 56431

“ON” & “SUNDAY” Sale:

Zorbaz of Big Sandy Lake Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township

This establishment has an address of 48760 State Highway 65, McGregor, MN 55760

Grill of Glen Inc., d/b/a **The Glen Store & Grill** – Malmo Township

This establishment has an address of 31993 280th St., Aitkin, MN 56431

“CLUB” “ON” & “SUNDAY” Sale:

VFW 1727, d/b/a **Roberts-Glad Post** – Aitkin Township

This establishment has an address of 36558 410th Ave., Aitkin, MN 56431

“ON” Sale – WINE:

Kulifaj Resorts Inc., d/b/a **The Red Door Resort** – Wealthwood Township

This establishment has an address of 38421 State Highway 18, Aitkin, MN 56431

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Repurchase Application – Wetherell:

WHEREAS, Richard B. Wetherell, the owner at the time of forfeiture, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

**RESOLUTION
20181218-090
REPURCHASE
APPLICATION -
WETHERELL**

All that portion of the Northeast Quarter of the Southwest Quarter (NE ¼ of SW ¼), Section Twenty-five (25), Township forty-seven (47), Range Twenty-seven (27).

and WHEREAS, said applicant has set forth in his application that:

- a. Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:
 I sold property to a young couple on a contract for deed. As part of the agreement they were to keep taxes up to date. They were not. I am now 75 years old and do not have any income to support the taxes. I am not employed. Living on Social Security.
- b. The repurchase of said land by me will promote and best serve the public interest, because:
 I have a agreement in place that will get the back taxes paid and a opportunity to get equity out of it and sell to a owner who will keep the taxes up to date.

and WHEREAS, this board is of the opinion that said application should be granted for such reasons.

NOW, THEREFORE BE IT RESOLVED, that the application of Richard B. Wetherell for the purchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the following Temporary On-Sale Liquor License for December 29, 2018:

ON Sale:
Nick Huisinga, d/b/a Cuyuna Brewing Company – Shamrock Township (Open house at Willey’s Marine, 46054 State Hwy. 65, McGregor, MN 55760)

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Designating Annual Polling Places:

WHEREAS, it is important that citizens exercise their right to vote at their polling place; and

WHEREAS, Minnesota Statute 204B.16 requires the designation of local polling places for elections annually.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners, acting on behalf of the unorganized townships in Aitkin County designate its polling places as follows:

Precinct:	Location:
NE Unorganized Towns	Jacobson Fire Hall

TEMPORARY ON-SALE LIQUOR LICENSE – CUYUNA BREWING COMPANY

RESOLUTION 20181218-091 DESIGNATING ANNUAL POLLING PLACES

<p>(51-22, 52-22, and 52-24)</p> <p>Unorganized Township 45-24</p> <p>Unorganized Township 47-24</p> <p>Unorganized Township 48-27</p> <p>Unorganized Township 51-27</p> <p>NW Aitkin Unorganized Precinct 1 (52-25 & 52-27)</p> <p>NW Aitkin Unorganized Precinct 2 (49-27, 50-27, 50-26, 50-25, & 51-25)</p>	<p>68368 198th Ave</p> <p>White Pine Town Hall 22020 210th Ave</p> <p>Jevne Town Hall 43512 247th Pl</p> <p>Mille Lacs Energy Coop 36559 US Hwy 169</p> <p>Macville Town Hall 38946 605th St</p> <p>Hill City Community Room 125 E Lake Ave</p> <p>Waukenabo Town Hall 36797 Grove Str</p>	
<p>Susanne Hinrichs, Extension Regional Director along with Toni Gage, 4-H Coordinator, introduced to the Board the 4-H students on the Science of Engineering Design Team - Nathan Trotter, Kody Kostick, Josie Kostick, and Hannah Jones. The team demonstrated their “blue ribbon winning” machine which they engineered and designed to plant and water a seed in a pot of soil, without touching the soil or the pot. Coaches Kim Jones and Renee Kostick were also in attendance.</p>		<p>4-H SCIENCE OF ENGINEERING DESIGN TEAM</p>
<p>Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to appoint Charles Christensen to the Board of Adjustment as the District 3 representative. This is a three year term ending December 31, 2021.</p>		<p>BOARD OF ADJUSTMENT APPOINTMENT</p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to appoint Dave Lange to the Natural Resource Advisory Committee as the District 5 representative. This is a four year term ending December 31, 2022.</p>		<p>NRAC DISTRICT 5 APPOINTMENT</p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to appoint Jim Berg and Galen Tveit to the Natural Resource Advisory Committee as At Large representatives. These are four year terms ending December 31, 2022.</p>		<p>NRAC AT LARGE APPOINTMENTS</p>
<p>Jessica Seibert, County Administrator reviewed the proposed 2019-2023 Aitkin County Capital Improvement Plan (CIP) with the Board. Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting yes to approve the CIP as presented.</p>		<p>AITKIN COUNTY CAPITAL IMPROVEMENT PLAN</p>
<p>Motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2019 Levy:</p>		

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2019 for the following funds:

**RESOLUTION
20181218-092
2019 LEVY**

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$8,519,890
Road and Bridge Fund	\$2,441,169
Solid Waste	\$210,014
Health & Human Services Fund	\$2,803,220
County Parks	\$15,000
Debt Service	\$748,456
Total:	\$14,737,749

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to adopt resolution – 2019 Budgets:

BE IT RESOLVED, that the following 2019 budgets be set for the leviable funds of Aitkin County:

**RESOLUTION
20181218-093
2019 BUDGETS**

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$14,287,720	\$0	\$14,287,720
Road and Bridge	\$9,563,099	\$0	\$9,563,099
Health & Human Service	\$6,806,971	\$400,000	\$7,206,971
Parks	\$437,324	\$42,986	\$480,310
Debt Service	\$748,456	(\$579,548)	\$168,908
Total:	\$31,843,570	(\$136,562)	\$31,707,008

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2019 ACSW and Snake River Watershed Appropriations:

BE IT RESOLVED, that the budget and appropriation in the amount of \$143,254 be set for 2019 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$45,220 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

**RESOLUTION
20181218-094
2019 ACSW AND
SNAKE RIVER
WATERSHED
APPROPRIATION**

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2019 ECRL Levy:

BE IT RESOLVED, that the amount of \$233,220 be budgeted and levied for the year 2019 for the East Central Regional Library.

**RESOLUTION
20181218-095
2019 ECRL LEVY**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2019 Boat & Water Safety

Agreement Grant:

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2019 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$93,124 for a term January 1, 2019 to December 31, 2019.

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$100		
Boat & Water Grant	\$28,375		
Totals:	\$28,475	\$64,649	\$93,124

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2019 Non-Levy Budgets:

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2019:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$339,000	(\$39,515)	\$299,485
Cons. Forf Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,450,000	(\$341,029)	\$1,108,971
Forest Resource	\$0	\$0	\$0
Resource Management	\$319,787	\$56,332	\$376,119
Memorial Forest	\$0	\$0	\$0
Forest Road	\$76,342	\$5,085	\$81,427
Gravel Pit	\$0	\$0	\$0
County Surveyor	\$598,854	\$60,782	\$659,636
Missing Heirs	\$0		\$0
MCIT	\$2,000	(\$2,000)	\$0
Collaborative Grant	\$70,500	(\$15,500)	\$55,000
Environmental Trust	\$15,000		\$15,000
LLCC	\$731,863	(\$1,323)	\$730,540

Motion for a resolution by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – 2019 Unorganized Townships:

BE IT RESOLVED, that the following 2019 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$46,000		\$46,000
Unorganized Fire Fund	\$42,050		\$42,050
Unorganized Cemetery	\$2,700		\$2,700

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to adopt resolution – Unorganized Road & Bridge

**RESOLUTION
20181218-096
2019 BOAT &
WATER SAFETY
AGREEMENT
GRANT**

**RESOLUTION
20181218-097
2019 NON-LEVY
BUDGETS**

**RESOLUTION
20181218-098
2019
UNORGANIZED
TOWNSHIPS**

Transfers:

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

**RESOLUTION
20181218-099
UNORGANIZED
ROAD & BRIDGE
TRANSFERS**

Unorg Township

52-22	\$36,418.09
45-24	\$10,812.86
47-24	\$9,497.52
52-24	\$10,713.64
50-25	\$6,252.45
51-25	\$622.50
52-25	\$5,573.56
50-26	\$1,849.69
48-27	\$7,485.38
49-27	\$7,361.85
50-27	\$676.25
51-27	\$270.00
52-27	\$8,408.29

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2018 Ditch Fund Budgets:

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2018:

**RESOLUTION
20181218-100
2018 DITCH
FUND BUDGETS**

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$189		\$0
Co Ditch 5	7-353	\$0		\$0
Co Ditch 21	7-365	\$0		\$1,335
Co Ditch 24	7-351	\$0		\$331
Co Ditch 28	7-356	\$0		\$0
Co Ditch 30	7-352	\$403		\$0
Co Ditch 34	7-357	\$0		\$465
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$0		\$4,068
St Ditch 63	7-362	\$0		\$0
St Ditch 66	7-363	\$0		\$0
Co Ditch 2	7-367	\$0		\$370
Diversion Channel	7-373	\$0		\$0
Co Ditch 23	7-354	\$0		\$555
Co Ditch 25	7-355	\$0		\$185
Co Ditch 42	7-360	\$0		\$0
Co Ditch 58	7-361	\$0		\$0
Co Ditch 20	7-364	\$0		\$0
Co Ditch 43	7-366	\$0		\$0

Co Ditch 29	7-371	\$0	\$0
Co Ditch 38	7-	\$0	\$355
Co Ditch 14	7-	\$0	\$505

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members voting yes to adopt resolution – County Ditch and County Development Transfers:

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

None

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

County Ditch 2	\$370.10
County Ditch 21	\$1334.52
County Ditch 23	\$555.00
County Ditch 24	\$330.84
County Ditch 25	\$185.00
County Ditch 34	\$465.28
County Ditch 37	\$4068.22
County Ditch 38	\$355.00
County Ditch 88	\$505.10

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to adopt resolution – 2018 Budget Amendments & Reserve Funds:

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following 2018 budget amendments:

Dept. 042 – Treasurer	Move \$1,642.00 from 6625 to 6405
Dept. 044 – Central Services	Move \$9,000 from 6231 to Dept. 053 (Human Resources) 6208
Dept. 052 - Administration	Move \$2,000 from 6232 to 6625
Dept. 052 - Administration	Move \$5,000 from 6232 to Dept. 110 (Courthouse Maintenance) 6231

BE IT FURTHER RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be placed in Reserve Funds for fiscal year end 2018:

**RESOLUTION
20181218-101
COUNTY DITCH
AND COUNTY
DEVELOPMENT
TRANSFERS**

**RESOLUTION
20181218-102
2019 BUDGET
AMENDMENTS &
RESERVE
FUNDS**

Department	2018 Reserve Requests		Purpose
	Current Reserve Balance	2018 Reserve Request	
Assessor - Equipment	\$ 34,413.06		
Elections-Voting Equipment	\$ 50,000.00	\$ 50,000.00	Election Equipment
Attorney-Murder Trial	\$ 10,000.00	\$ -	Trial Expenses
Sheriff-Technology	\$ 48,050.39	\$ -	Technology Equipment
Sheriff-Posse	\$ 4,754.34	\$ -	Equipment/ Training
Sheriff-Forfeiture	\$ 11,831.00	\$ -	
Sheriff-Enforcement		\$ 61,000.00	Squad Cars
Sheriff-Snowmobile		\$ 4,000.00	Snowmobile
Sheriff-Buildings & Structures		\$ 30,000.00	Future Capital Repairs
Canine Replacement	\$ 6,000.00		K-9 Replacement
FBL Vehicle	\$ 17,500.00		Vehicle Replacement
Tourism Fund	\$ 1,000.00		Walleye Tank Project
Buildings - Capital	\$ 8,091.00	\$ 45,000.00	Capital Building Repairs
Maintenance - Part - Time		\$ 25,000.00	Full Time Custodian
Salaries			
IT - Staff Training	\$ 12,850.00	\$ 5,000.00	County-Wide Training
IT - Networking Equipment	\$ 12,998.59	\$ 23,000.00	Exchange Email
Central Services	\$ 35,469.00		Scanning
HR - Staff Training		\$ 6,000.00	Top 20 Training
Maintenance -		\$ 5,000.00	
Service/Labor/Contracts			Facilities Planning
Court Administration - Office		\$ 15,000.00	
Equipment			Jury Seating/ Technology Equipment
Central Services -		\$ 10,000.00	
Service/Labor/Contracts			RT Vision IFS Upgrade
HR - Staff Training		\$ 3,000.00	Lean Process Training
TOTAL	\$ 274,155.97	\$ 288,000.00	

Health & Human Services

BLDG Account	\$ 50,000.00	Building Renovations
	\$ 40,000.00	Heating System work
TOTAL	\$ 364,155.97	\$ 288,000.00

**Current reserve balances are requested to transfer to fiscal year 2019.

Kathleen Ryan, Aitkin City Administrator discussed with the Board the City of Aitkin's Phase II Projects and corresponding request for Aitkin County resolutions of sponsorship. Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to adopt (2) resolutions – City of Aitkin Phase II Project 1 of 2, and City of Aitkin Phase II Project 2 of 2:

WHEREAS, the City of Aitkin desires to submit a joint grant application for the Transportation Alternatives and Safe Routes to School Infrastructure projects, and

WHEREAS, the TAP and SRTS grant requires that Aitkin County act as the project sponsor for this project.

THEREFORE BE IT RESOLVED, that AITKIN COUNTY agrees to act as sponsoring agency for the project identified as PHASE II seeking Transportation and Safe Routes to School funding and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that AITKIN COUNTY is hereby authorized to act as agent on behalf of this sponsoring agency.

WHEREAS, the Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive federal funding; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS, Aitkin County is the sponsoring agency for the transportation alternatives project identified as Phase II.

THEREFORE BE IT RESOLVED, that the sponsoring agency hereby agrees to assume

**RESOLUTION
20181218-103
CITY OF AITKIN
PHASE II
PROJECT 1 OF 2**

**RESOLUTION
20181218-104
CITY OF AITKIN
PHASE II
PROJECT 2 OF 2**

<p>full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.</p>	
<p>Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve updated Personnel Policy as presented, effective January 1, 2019.</p>	<p>PERSONNEL POLICY</p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve updated Safety Policy and Emergency Action Plan for Employees as presented, effective December 18, 2018.</p>	<p>SAFETY POLICY & EMERGENCY ACTION PLAN</p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve Performance Management Guide as presented, effective December 18, 2018.</p>	<p>PERFORMANCE MANAGEMENT GUIDE</p>
<p>Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve Joint Powers Agreement – Internet Crimes Against Children and authorize signatures.</p>	<p>ICAC JPA</p>
<p>Sheriff Scott Turner and Dispatch Supervisor / EM Coordinator Patrice Erickson reviewed the Emergency Operations Plan with the Board. Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the plan with recommendations.</p>	<p>EMERGENCY OPERATIONS PLAN</p>
<p>Anne Marcotte, Board Chair thanked Sheriff Scott Turner for his years of service and dedication to Aitkin County, wished him happiness in his retirement, and presented him with a retirement gift from the Aitkin County Board of Commissioners.</p>	<p>THANK YOU TO SHERIFF TURNER</p>
<p>The Board discussed: JCNRB, Snake River Watershed, HRA, CARE, AMC, Mille Lacs Watershed, P&Z, CARE Board, TZD, and MHB></p>	<p>BOARD DISCUSSION</p>
<p>Motion by Commissioner Wedel seconded by Commissioner Pratt and carried, all members voting yes to adjourn the meeting at 12:23 p.m. until Tuesday, January 8, 2019 at the Aitkin Public Library.</p>	<p>ADJOURN</p>
<p>_____ Anne Marcotte, Board Chair Aitkin County Board of Commissioners</p> <p>_____ Jessica Seibert, County Administrator</p>	



Board of County Commissioners Agenda Request

2C

Agenda Item #

Requested Meeting Date: January 8, 2019

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

<input type="checkbox"/> REGULAR AGENDA <input checked="" 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 type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed:
Summary of Issue: At the December 18, 2018 County Board meeting the County Board gave authorization to the County Administrator to approve miscellaneous year-end matters, including trailing liquor licenses, warrants, and other miscellaneous items. The following were approved: 1. Resolution #20181231-105: 2018 Reserve Funds 2. Resolution #20181231-106: Liquor License - Whispering Pines		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Acknowledgement.		
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.

By Commissioner: xx

20181231-105

2018 Reserve Funds

WHEREAS, Resolution #20181218-102 did not show all Reserve Requests received, and

WHEREAS, the dollar amount requested for 2018 Reserve Funds remains unchanged.

THEREFORE, BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be placed in Reserve Funds for fiscal year end 2018:

2018 Reserve Requests

Department	Current Reserve Balance	2018 Reserve Request	Purpose
Treasurer - Equipment		\$ 4,000.00	Scanner & Laptop
Human Resources - Equipment		\$ 2,000.00	Laptop
Assessor - Equipment	\$ 34,413.06		
Elections-Voting Equipment	\$ 50,000.00	\$ 50,000.00	Election Equipment
Attorney-Murder Trial	\$ 10,000.00	\$ -	Trial Expenses
Sheriff-Technology	\$ 48,050.39	\$ -	Technology Equipment
Sheriff-Posse	\$ 4,754.34	\$ -	Equipment/Training
Sheriff-Forfeiture	\$ 11,831.00	\$ -	
Sheriff-Enforcement		\$ 61,000.00	Squad Cars
Sheriff-Snowmobile		\$ 4,000.00	Snowmobile
Sheriff-Buildings & Structures		\$ 30,000.00	Future Capital Repairs
Canine Replacement	\$ 6,000.00		K-9 Replacement
FBL Vehicle	\$ 17,500.00		Vehicle Replacement
Tourism Fund	\$ 1,000.00		Walleye Tank Project
Buildings - Capital	\$ 8,091.00	\$ 45,000.00	Capital Building Repairs
Maintenance - Part - Time Salaries		\$ 25,000.00	Full Time Custodian
IT - Staff Training	\$ 12,850.00	\$ 5,000.00	County-Wide Training
IT - Networking Equipment	\$ 12,998.59	\$ 23,000.00	Exchange Email
Central Services	\$ 35,469.00		Scanning
HR - Staff Training		\$ 6,000.00	Top 20 Training
Maintenance - Service/Labor/Contracts		\$ 5,000.00	Facilities Planning
Court Administration - Office Equipment		\$ 15,000.00	Jury Seating/ Technology Equipment
Central Services - Service/Labor/Contracts		\$ 10,000.00	RT Vision IFS Upgrade
HR - Staff Training		\$ 3,000.00	Lean Process Training
Treasurer - Equipment			
TOTAL	\$ 252,957.38	\$ 288,000.00	

Health & Human Services

BLDG Account	\$ 50,000.00	Building Renovations
	\$ 40,000.00	Heating System work
TOTAL	\$ 342,957.38	\$ 288,000.00

**Current reserve balances are requested to transfer to fiscal year 2019.

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019

Jessica Seibert
County Administrator

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

ADOPTED January 8, 2019

By Commissioner: xx

20181231-106

Liquor License – Whispering Pines

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2019 thru December 31, 2019:

“ON”, “OFF” and “SUNDAY” Sale:

Jacque Saari, d/b/a **Whispering Pines** – Shamrock Township

This establishment has an address of 16469 Goshawk Street, McGregor, MN

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019

Jessica Seibert
County Administrator

JKK1
12/24/18 12:19PM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

<u>No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
1	DEPT			Commissioners		
86222	Aitkin Independent Age 01-001-000-0000-6230		89.25	Synopsis 11/13/18	654379	Printing, Publishing & Adv
86222	Aitkin Independent Age		89.25	1 Transactions		
3590	Niemi/Donald 01-001-000-0000-6330		147.15	Mileage	270@.545	Transportation & Travel & Parking
3590	Niemi/Donald		147.15	1 Transactions		
14289	Pratt/Bill 01-001-000-0000-6330		231.63	November Mileage	425@.545	Transportation & Travel & Parking
14289	Pratt/Bill		231.63	1 Transactions		
6097	Verizon Wireless 01-001-000-0000-6250		31.48	Cell phone	28628780200001	Telephone
	01-001-000-0000-6250		35.01	Mifi charge Marcotte	78666388100002	Telephone
6097	Verizon Wireless		66.49	2 Transactions		
10895	Westerlund/Laurie Ann 01-001-000-0000-6330		238.71	Mileage	438@.545	Transportation & Travel & Parking
	01-001-000-0000-6330		240.89	Mileage	442@.545	Transportation & Travel & Parking
	01-001-000-0000-6330		299.75	Mileage	550@.545	Transportation & Travel & Parking
10895	Westerlund/Laurie Ann		779.35	3 Transactions		
1	DEPT Total:		1,313.87	Commissioners	5 Vendors	8 Transactions
12	DEPT			Court Administration		
8175	Centurylink 01-012-000-0000-6250		319.76	Nov Phone	313645966	Telephone
	01-012-000-0000-6250		322.37	DEC Phone	313645966	Telephone
8175	Centurylink		642.13	2 Transactions		
14654	Jones and Magnus, Attorneys at Law 01-012-000-0000-6232		948.75	01-PR-17-186		Attorney Services
14654	Jones and Magnus, Attorneys at Law		948.75	1 Transactions		
5176	Wetzel Law Firm 01-012-000-0000-6232		45.00	01-PX-99-99	13067	Attorney Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5176	Wetzel Law Firm				
		45.00		1 Transactions	
12	DEPT Total:	1,635.88	Court Administration	3 Vendors	4 Transactions
40	DEPT		Auditor		
86222	Aitkin Independent Age				
	01-040-000-0000-6230	447.84	TrT Notice	654380	Printing, Publishing & Adv
	01-040-021-0000-6230	36.00	License Center Nov Directory	840858	Printing, Publishing & Adv
86222	Aitkin Independent Age	483.84		2 Transactions	
783	Canon Financial Services, Inc				
	01-040-000-0000-6231	180.08	Copier Contract	01-0142490	Services, Labor, Contracts
	01-040-021-0000-6231	106.64	Copier Contract	01-0142490	Services, Labor, Contracts
783	Canon Financial Services, Inc	286.72		2 Transactions	
8175	Centurylink				
	01-040-000-0000-6250	28.36	Nov Phone	313645966	Telephone
	01-040-000-0000-6250	21.49	DEC Phone	313645966	Telephone
	01-040-021-0000-6250	670.42	Local Calls	314154028	License Center- Phone
8175	Centurylink	720.27		3 Transactions	
10185	Centurylink Communications Inc				
	01-040-021-0000-6250	325.91	License Center Long Dist	320146217	License Center- Phone
10185	Centurylink Communications Inc	325.91		1 Transactions	
1457	CPS Technology Solutions, Inc				
	01-040-000-0000-6231	26.40	contract maint	375918	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc	26.40		1 Transactions	
2386	Information Systems Corp				
	01-040-000-0000-6231	873.40	App Extender License Agreement	24929	Services, Labor, Contracts
2386	Information Systems Corp	873.40		1 Transactions	
7910	MINNCORIndustries				
	01-040-021-0000-6405	35.00	mv title service	ARC-001803	Office & Computer Supplies
7910	MINNCORIndustries	35.00		1 Transactions	
86290	Mn Counties Information Systems				
	01-040-000-0000-6231	4,188.00	Payroll 2019 Quarterly support	1595	Services, Labor, Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01-040-000-0000-6231		Payroll 2017 Quarterly adjust	1595	Services, Labor, Contracts
01-040-000-0000-6231		Finance 2019 Quarterly support	1595	Services, Labor, Contracts
01-040-000-0000-6231		Finance 2017 Quarterly adjust	1595	Services, Labor, Contracts
01-040-000-0000-6231		FormsPrint PDF & email 2019	1624	Services, Labor, Contracts
01-040-000-0000-6231		Formsprint support 2019 annual	1624	Services, Labor, Contracts
86290 Mn Counties Information Systems		4,930.00		6 Transactions
86235 The Office Shop Inc				
01-040-021-0000-6405		335.97 toner/stamps - license center	1055650/105555	Office & Computer Supplies
01-040-000-0000-6405		45.46 calendars	1055749	Office & Computer Supplies
86235 The Office Shop Inc		381.43		2 Transactions
40 DEPT Total:		8,062.97	Auditor	9 Vendors
				19 Transactions
41 DEPT				
12780 CliftonLarsonAllen, LLP				
01-041-000-0000-6231		2,000.00 progress Billing YE 2018		Services, Labor, Etc
12780 CliftonLarsonAllen, LLP		2,000.00		1 Transactions
41 DEPT Total:		2,000.00	Internal Audit	1 Vendors
				1 Transactions
42 DEPT				
8175 Centurylink				
01-042-000-0000-6250		12.89 Nov Phone	313645966	Telephone
01-042-000-0000-6250		8.06 DEC Phone	313645966	Telephone
8175 Centurylink		20.95		2 Transactions
2386 Information Systems Corp				
01-042-000-0000-6231		873.40 App Extender License Agreement	24929	Services, Labor, Contracts
2386 Information Systems Corp		873.40		1 Transactions
4689 Metro Sales Inc				
01-042-000-0000-6231		135.00 Ricoh	1223805	Services, Labor, Contracts
		12/07/2018	03/06/2019	
4689 Metro Sales Inc		135.00		1 Transactions
14330 US Bank				
01-042-000-0000-6231		117.53 Ricoh contract	372753137	Services, Labor, Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
14330	US Bank				
		117.53		1 Transactions	
42	DEPT Total:	1,146.88	Treasurer	4 Vendors	5 Transactions
43	DEPT		Assessor		
86222	Aitkin Independent Age				
	01-043-000-0000-6230	59.55	Age Homestead Notice	652456	Printing, Publishing & Adv
	01-043-000-0000-6230	59.55	Messenger Homestead Notice	652459	Printing, Publishing & Adv
86222	Aitkin Independent Age	119.10		2 Transactions	
8175	Centurylink				
	01-043-000-0000-6250	25.79	Nov Phone	313645966	Telephone
	01-043-000-0000-6250	64.47	DEC Phone	313645966	Telephone
8175	Centurylink	90.26		2 Transactions	
4641	Holiday Credit Office				
	01-043-000-0000-6511	604.27	November fuel	1400000147443	Gas And Oil
4641	Holiday Credit Office	604.27		1 Transactions	
6097	Verizon Wireless				
	01-043-000-0000-6250	149.63	Cell phone	68069088200001	Telephone
6097	Verizon Wireless	149.63		1 Transactions	
43	DEPT Total:	963.26	Assessor	4 Vendors	6 Transactions
44	DEPT		Central Services		
14945	Bobcat Properties				
	01-044-000-0000-6231	150.00	Jan / Dec Back Rent		Services, Labor, Contracts
14945	Bobcat Properties	150.00		1 Transactions	
8175	Centurylink				
	01-044-000-0000-6250	2.69	DEC Phone	313645966	Telephone
8175	Centurylink	2.69		1 Transactions	
10185	Centurylink Communications Inc				
	01-044-000-0000-6250	0.26	Nov Toll Free	320295974	Telephone
10185	Centurylink Communications Inc	0.26		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
9867	Government Management Group Inc					
	01-044-000-0000-6231		3,600.00	2017 cost alloc plan		Services, Labor, Contracts
9867	Government Management Group Inc		3,600.00		1 Transactions	
3336	Office Of MN. IT Services					
	01-044-000-0000-6231		1,300.00	November 2018 Usage	DV18110374	Services, Labor, Contracts
3336	Office Of MN. IT Services		1,300.00		1 Transactions	
44	DEPT Total:		5,052.95	Central Services	5 Vendors	5 Transactions
45	DEPT			Motor Pool		
170	Aitkin Motor Company					
	01-045-000-0000-6302		48.73	Oil Change, Tire Rotation #38	20914	Car Maintenance
	01-045-000-0000-6302		45.76	Oil Change, Tire Rotation #3	20936	Car Maintenance
170	Aitkin Motor Company		94.49		2 Transactions	
45	DEPT Total:		94.49	Motor Pool	1 Vendors	2 Transactions
49	DEPT			Information Technologies		
5398	CDW Government, Inc					
	01-049-000-0000-6625		7,100.00	Dell Poweredge R440	KHLG659	As/400, Computer & Office Equip.
	01-049-000-0000-6625		6,972.50	250 CALS	KHLG867	As/400, Computer & Office Equip.
	01-049-000-0000-6231		2,467.72	4 Server 2019 licenses	KHLG935	Programming, Services, Contracts
5398	CDW Government, Inc		16,540.22		3 Transactions	
8175	Centurylink					
	01-049-000-0000-6250		33.52	Nov Phone	313645966	Telephone
	01-049-000-0000-6250		32.24	DEC Phone	313645966	Telephone
8175	Centurylink		65.76		2 Transactions	
11898	IT Savvy					
	01-049-000-0000-6231		2,108.73	Iml Server Service	1075406	Programming, Services, Contracts
11898	IT Savvy		2,108.73		1 Transactions	
86290	Mn Counties Information Systems					
	01-049-000-0000-6231		17,496.00	Prop tax 2019 Quarterly suppor	1595	Programming, Services, Contracts
	01-049-000-0000-6231		29.00	Prop tax 2017 Quarterly adjust	1595	Programming, Services, Contracts
	01-049-000-0000-6231		7,875.00	Prop tax 2019 Quarterly suppor	1595	Programming, Services, Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
86290	Mn Counties Information Systems		25,304.00	1595	Programming, Services, Contracts
				4 Transactions	
11158	Solarwinds Inc		438.00	IN406017	Programming, Services, Contracts
11158	Solarwinds Inc		438.00		1 Transactions
6097	Verizon Wireless		35.01	38669511000002	Programming, Services, Contracts
6097	Verizon Wireless		35.01		1 Transactions
49	DEPT Total:		44,491.72	6 Vendors	12 Transactions
52	DEPT			Administration	
8175	Centurylink				
	01-052-000-0000-6250		41.26	Nov Phone	313645966 Telephone
	01-052-000-0000-6250		37.61	DEC Phone	313645966 Telephone
8175	Centurylink		78.87		2 Transactions
4641	Holiday Credit Office				
	01-052-000-0000-6511		45.70	Fuel	1400000135194 Gas And Oil
4641	Holiday Credit Office		45.70		1 Transactions
2386	Information Systems Corp				
	01-052-000-0000-6231		1,689.00	App Extender License Agreement	24929 Services, Labor, Contracts
2386	Information Systems Corp		1,689.00		1 Transactions
86235	The Office Shop Inc				
	01-052-000-0000-6405		38.98	File folder, push pins, easel	1055637-0 Office & Computer Supplies
86235	The Office Shop Inc		38.98		1 Transactions
10930	Tidholm Productions				
	01-052-000-0000-6405		104.00	Human Resources Envelopes	0300 7811 Office & Computer Supplies
10930	Tidholm Productions		104.00		1 Transactions
52	DEPT Total:		1,956.55	5 Vendors	6 Transactions
60	DEPT			Elections	

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
14967 KNOW iNK 01-060-000-0000-6406		Data plan for election	3745	Ballots & Programming
14967 KNOW iNK				
60 DEPT Total:	1,560.00	Elections	1 Vendors	1 Transactions
90 DEPT		Attorney		
86022 Aitkin Co Health & Human Service 01-090-000-0000-6240	438.00	First Witness Training		Dues & Registration Fee
86022 Aitkin Co Health & Human Service	438.00		1 Transactions	
10452 AT&T Mobility 01-090-000-0000-6250	275.88	Attorney Cell phone	287287384077	Telephone
10452 AT&T Mobility	275.88		1 Transactions	
783 Canon Financial Services, Inc 01-090-000-0000-6405	359.91	Contract charge	19526116	Office & Computer Supplies
783 Canon Financial Services, Inc	359.91		1 Transactions	
880 Carlton County Sheriff's Office 01-090-000-0000-6234	50.00	Subpoena 01cr18155	6317	Co Sheriff Services
880 Carlton County Sheriff's Office	50.00		1 Transactions	
8175 Centurylink 01-090-000-0000-6250	43.84	Nov Phone	313645966	Telephone
01-090-000-0000-6250	32.24	DEC Phone	313645966	Telephone
8175 Centurylink	76.08		2 Transactions	
10185 Centurylink Communications Inc 01-090-000-0000-6250	2.44	Nov Toll Free	320295974	Telephone
10185 Centurylink Communications Inc	2.44		1 Transactions	
1180 Crow Wing Co Sheriff's Office 01-090-000-0000-6234	75.00	Subpoena 01cr18351	6537	Co Sheriff Services
1180 Crow Wing Co Sheriff's Office	75.00		1 Transactions	
89541 Culligan 01-090-000-0000-6213	74.00	Monthly water	150x01013408	Drug & Forfeiture Ms387.213

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
89541 Culligan				
	74.00		1 Transactions	
1333 Dell Marketing L.P.				
01-090-000-0000-6232	960.00	Laptops & Docks		Attorney Services
01-090-000-0000-6625	2,449.46	Laptops & Docks		Office Equipment
1333 Dell Marketing L.P.	3,409.46		2 Transactions	
1543 Engen/Scott E				
01-090-000-0000-6232	45.50	Transcript 01cr18650		Attorney Services
1543 Engen/Scott E	45.50		1 Transactions	
3273 Mn Co Attorneys Assn				
01-090-000-0000-6240	3,039.00	MCAA Dues 2019	21685	Dues & Registration Fee
3273 Mn Co Attorneys Assn	3,039.00		1 Transactions	
5970 Pine County Sheriff's Office				
01-090-000-0000-6234	60.00	Subpoena 01cr18561	6357	Co Sheriff Services
5970 Pine County Sheriff's Office	60.00		1 Transactions	
4036 Ratz/James				
01-090-000-0000-6330	267.06	MCAA Mileage	490@.545	Transportation & Travel & Parking
4036 Ratz/James	267.06		1 Transactions	
6074 Robinson/Kelly Anne				
01-090-000-0000-6233	38.50	transcript - State VS Stiner		Court Reporter Services
6074 Robinson/Kelly Anne	38.50		1 Transactions	
10879 Shred-It				
01-090-000-0000-6231	174.75	Onsite service	8126087742	Services, Labor, Contracts
10879 Shred-It	174.75		1 Transactions	
86235 The Office Shop Inc				
01-090-000-0000-6625	447.52	Sorter, flags, DVD, Disc	1056251-0	Office Equipment
86235 The Office Shop Inc	447.52		1 Transactions	
5173 Thomson Reuters- West Publishing				
01-090-000-0000-6239	1,477.46	West information charges	839343383	Computer Research
01-090-000-0000-6239	320.32	Law Subscriptions	839451191	Computer Research

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JKK1
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. <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>
5173 Thomson Reuters- West Publishing		1,797.78	2 Transactions		
90 DEPT Total:		10,630.88	Attorney	17 Vendors	20 Transactions
100 DEPT			Recorder		
8175 Centurylink					
01- 100- 000- 0000- 6250		25.79	Nov Phone	313645966	Telephone
01- 100- 000- 0000- 6250		13.43	DEC Phone	313645966	Telephone
8175 Centurylink		39.22	2 Transactions		
9897 Grand Timber Bank					
01- 100- 000- 0000- 6301		95.00	Safe Deposit box rent	3775	Rentals
01- 100- 000- 0000- 6301		140.00	Safe Deposit box rent	4889	Rentals
9897 Grand Timber Bank		235.00	2 Transactions		
2386 Information Systems Corp					
01- 100- 195- 0000- 6231		3,309.80	App Extender License Agreement	24929	Services, Labor, Contracts- Land Records
01- 100- 196- 0000- 6231		1,265.00	App Extender License Agreement	24929	Services, Labor, Contracts- Recorder's
2386 Information Systems Corp		4,574.80	2 Transactions		
3951 Pro West & Associates, Inc					
01- 100- 195- 0000- 6231		2,685.00	LINK and LINK WAB Maint	002933- A	Services, Labor, Contracts- Land Records
3951 Pro West & Associates, Inc		2,685.00	1 Transactions		
100 DEPT Total:		7,534.02	Recorder	4 Vendors	7 Transactions
110 DEPT			Courthouse Maintenance		
8175 Centurylink					
01- 110- 000- 0000- 6250		5.16	Nov Phone	313645966	Phone
01- 110- 000- 0000- 6250		5.37	DEC Phone	313645966	Phone
8175 Centurylink		10.53	2 Transactions		
88628 Dalco					
01- 110- 000- 0000- 6422		39.86	Mop handles	3394779	Janitorial Supplies
88628 Dalco		39.86	1 Transactions		
1754 Garrison Disposal Company, Inc					
01- 110- 000- 0000- 6255		648.85	December billing	69841	Garbage

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1754	Garrison Disposal Company, Inc		648.85	1 Transactions	
2186	Hillyard Inc - Kansas City				
	01-110-000-0000-6422		279.31	Cleaning supplies	603248124 Janitorial Supplies
2186	Hillyard Inc - Kansas City		279.31	1 Transactions	
4641	Holiday Credit Office				
	01-110-000-0000-6511		56.78	Fuel - Maintenance	1400000135208 Gas And Oil
4641	Holiday Credit Office		56.78	1 Transactions	
11946	McGuire Mechanical				
	01-110-000-0000-6231		153.35	Fix sump pump on STS bldg	8877 Services, Labor, Contracts
11946	McGuire Mechanical		153.35	1 Transactions	
9692	Minnesota Energy Resources Corporation				
	01-110-000-0000-6254		1,803.46	Dec Gas Court House	0506823754 Utilities & Heating
9692	Minnesota Energy Resources Corporation		1,803.46	1 Transactions	
3532	Nelson Lawn & Landscaping				
	01-110-000-0000-6231		1,282.50	Snow plowing November	1330 Services, Labor, Contracts
	01-110-000-0000-6231		303.75	Snow plowing Nov	1339 Services, Labor, Contracts
3532	Nelson Lawn & Landscaping		1,586.25	2 Transactions	
3950	Public Utilities				
	01-110-000-0000-6254		1,711.23	Court House	Utilities & Heating
	01-110-000-0000-6254		30.04	Old Cty Garage	Utilities & Heating
	01-110-000-0000-6254		162.24	CH Building Coord	Utilities & Heating
	01-110-000-0000-6254		177.92	Glarco	Utilities & Heating
	01-110-000-0000-6254		357.61	LA Tool Building	Utilities & Heating
3950	Public Utilities		2,439.04	5 Transactions	
4399	Sell Hardware Inc				
	01-110-000-0000-6231		37.36	Keys for Court Admin	3014226 Services, Labor, Contracts
4399	Sell Hardware Inc		37.36	1 Transactions	
10698	Stericycle, Inc				
	01-110-000-0000-6255		30.10	Steri-Safe	4008284294 Garbage
			01/01/2019	01/01/2019	

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10698 Stericycle,Inc		30.10	1 Transactions	
110 DEPT Total:		7,084.89	Courthouse Maintenance	11 Vendors 17 Transactions
111 DEPT		Buildings		
11428 Horizon Roofing, INC.		1,305.40	Courthouse roof repairs	BE6500 Building & Structures
01- 111- 000- 0000- 6605		1,305.40	1 Transactions	
11428 Horizon Roofing, INC.				
111 DEPT Total:		1,305.40	Buildings	1 Vendors 1 Transactions
120 DEPT		Service Officer		
86222 Aitkin Independent Age		637.79	Veterans Day Ad	876819 Office & Computer Supplies
01- 120- 000- 0000- 6405		637.79	1 Transactions	
86222 Aitkin Independent Age				
8175 Centurylink		46.42	Nov Phone	313645966 Telephone
01- 120- 000- 0000- 6250		51.04	DEC Phone	313645966 Telephone
01- 120- 000- 0000- 6250		97.46	2 Transactions	
8175 Centurylink				
10185 Centurylink Communications Inc		5.01	Nov Toll Free	320295974 Telephone
01- 120- 000- 0000- 6250		5.01	1 Transactions	
10185 Centurylink Communications Inc				
4641 Holiday Credit Office		177.85	Vet's van gas	1400000136034 Gas And Oil
01- 120- 000- 0000- 6511		177.85	1 Transactions	
4641 Holiday Credit Office				
3225 MACVSO		200.00	Annual membership dues	Dues
01- 120- 000- 0000- 6240		100.00	Conference Registration	Registration Fee
01- 120- 000- 0000- 6241		300.00	2 Transactions	
3225 MACVSO				
120 DEPT Total:		1,218.11	Service Officer	5 Vendors 7 Transactions
122 DEPT		Planning & Zoning		
14320 Benson/Lin				

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1 General Fund

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01-122-000-0000-6350		BOA Meeting	12/5/18	Per Diem
01-122-038-0000-6330		BOA Mileage	70@.545	Boa/Pc Mileage
14320 Benson/Lin				2 Transactions
14339 Bright/Richard Edward				
01-122-000-0000-6350		BOA Onsite		Per Diem
01-122-000-0000-6350		BOA Meeting	12/5/18	Per Diem
01-122-038-0000-6330		BOA Mileage	76@.545	Boa/Pc Mileage
14339 Bright/Richard Edward				3 Transactions
783 Canon Financial Services, Inc				
01-122-000-0000-6231		Copier charges	19544886	Services, Labor, Contracts, Programming
783 Canon Financial Services, Inc				1 Transactions
8175 Centurylink				
01-122-000-0000-6250		Nov Phone	313645966	Telephone
01-122-000-0000-6250		DEC Phone	313645966	Telephone
8175 Centurylink				2 Transactions
4641 Holiday Credit Office				
01-122-000-0000-6511		Fuel	1400000135321	Gas And Oil
4641 Holiday Credit Office				1 Transactions
2386 Information Systems Corp				
01-122-000-0000-6231		App Extender License Agreement	24929	Services, Labor, Contracts, Programming
2386 Information Systems Corp				1 Transactions
14832 Kulifaj / Stephen				
01-122-000-0000-6350		PC onsites		Per Diem
01-122-000-0000-6350		PC Meeting	12/17/18	Per Diem
01-122-038-0000-6330		PC mileage	202@.545	Boa/Pc Mileage
14832 Kulifaj / Stephen				3 Transactions
11990 Lange/David				
01-122-000-0000-6350		PC onsites		Per Diem
01-122-000-0000-6350		PC Meeting	12/17/18	Per Diem
01-122-038-0000-6330		PC Mileage	174@.545	Boa/Pc Mileage
11990 Lange/David				3 Transactions

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JKK1
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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
15064	Panetti/George		App 2018- 003770 Refund		Refunds & Reimbursements
15064	Panetti/George		1 Transactions		
5516	Paquette/Jeremy M		PC Onsites		Per Diem
	01- 122- 000- 0000- 6350	40.00	Onsite		Per Diem
	01- 122- 000- 0000- 6350	10.00	PC meeting	12/17/18	Per Diem
	01- 122- 000- 0000- 6350	50.00	BOA Meeting	12/5/18	Per Diem
	01- 122- 038- 0000- 6330	162.41	PC Mileage	298@.545	Boa/Pc Mileage
	01- 122- 038- 0000- 6330	49.05	BOA Mileage	90@.545	Boa/Pc Mileage
5516	Paquette/Jeremy M	361.46	6 Transactions		
13424	Sonnee/Dennise J		PC Onsites		Per Diem
	01- 122- 000- 0000- 6350	40.00	PC Meeting	12/17/18	Per Diem
	01- 122- 000- 0000- 6350	50.00	PC Mileage	265@.545	Boa/Pc Mileage
	01- 122- 038- 0000- 6330	144.43			
13424	Sonnee/Dennise J	234.43	3 Transactions		
10028	Spiel/Edward		BOA onsite		Per Diem
	01- 122- 000- 0000- 6350	10.00	BOA Meeting	12/5/18	Per Diem
	01- 122- 000- 0000- 6350	50.00	BOA Mileage	96@.545	Boa/Pc Mileage
	01- 122- 038- 0000- 6330	52.32			
10028	Spiel/Edward	112.32	3 Transactions		
12077	Stromberg/Kevin		BOA Onsite		Per Diem
	01- 122- 000- 0000- 6350	10.00	BOA Meeting	12/5/18	Per Diem
	01- 122- 000- 0000- 6350	50.00	BOA Mileage	77@.545	Boa/Pc Mileage
	01- 122- 038- 0000- 6330	41.97			
12077	Stromberg/Kevin	101.97	3 Transactions		
10895	Westerlund/Laurie Ann		PC Onsites		Per Diem
	01- 122- 000- 0000- 6350	30.00	PC Mileage	168@.545	Boa/Pc Mileage
	01- 122- 038- 0000- 6330	91.56			
10895	Westerlund/Laurie Ann	121.56	2 Transactions		
122	DEPT Total:	4,741.25	Planning & Zoning	14 Vendors	34 Transactions
123	DEPT		Coroner		

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
988 Hennepin Co Medical Centers 01- 123- 000- 0000- 6260		ME 18- 3062, Medex 024350	12/02/18	Autopsies- - Pathologist, Xrays, Etc
988 Hennepin Co Medical Centers		1 Transactions		
2939 McGee P.A./M.B. 01- 123- 000- 0000- 6231		ME 18- 2238	08/14/18	Coroner Fees
01- 123- 000- 0000- 6231		ME 18- 2705	09/30/18	Coroner Fees
01- 123- 000- 0000- 6231		2018 med examiner services	3044	Coroner Fees
2939 McGee P.A./M.B.		3 Transactions		
6105 National Medical Services 01- 123- 000- 0000- 6260		ME 18- 3062, Medex 024350	12/02/18	Autopsies- - Pathologist, Xrays, Etc
6105 National Medical Services		1 Transactions		
3987 Ramsey County Medical Examiner 01- 123- 000- 0000- 6260		ME 18- 3062, Medex 024350	11/02/18	Autopsies- - Pathologist, Xrays, Etc
3987 Ramsey County Medical Examiner		1 Transactions		
123 DEPT Total:		Coroner	4 Vendors	6 Transactions
200 DEPT		Enforcement		
50 Aitkin Body Shop, Inc 01- 200- 000- 0000- 6302		#206 vs. deer	10467	Car Maintenance
50 Aitkin Body Shop, Inc		1 Transactions		
86022 Aitkin Co Health & Human Service 01- 200- 003- 0000- 6241		First Witness Training	4 staff member	Registration Fee
86022 Aitkin Co Health & Human Service		1 Transactions		
86222 Aitkin Independent Age 01- 200- 000- 0000- 6230		unclaimed property ad	875685	Printing, Publishing & Adv
86222 Aitkin Independent Age		1 Transactions		
11960 ASAP Towing 01- 200- 000- 0000- 6359		18- 3551 recovered trailer	6537	Wrecker Service
11960 ASAP Towing		1 Transactions		
783 Canon Financial Services, Inc 01- 200- 000- 0000- 6231		admin copier lease	19471521	Services & Labor (Incl Contracts)

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
783	Canon Financial Services, Inc				
		164.95	1 Transactions		
8175	Centurylink				
	01-200-000-0000-6250	195.98	Nov Phone	313645966	Telephone
	01-200-000-0000-6250	185.36	DEC Phone	313645966	Telephone
8175	Centurylink	381.34	2 Transactions		
10185	Centurylink Communications Inc				
	01-200-000-0000-6250	4.42	Nov Toll Free	320295974	Telephone
	01-200-000-0000-6250	4.42	Nov Toll Free	320295974	Telephone
10185	Centurylink Communications Inc	8.84	2 Transactions		
4641	Holiday Credit Office				
	01-200-000-0000-6511	150.36	gas #221	1400000288942	Gas And Oil
4641	Holiday Credit Office	150.36	1 Transactions		
5756	KEEPRS, Inc				
	01-200-000-0000-6410	124.28	uniform shirts #219	384679-01	Clothing Allowance
5756	KEEPRS, Inc	124.28	1 Transactions		
2925	L & M Supply, Inc.				
	01-200-019-0000-6405	9.95	dog biscuits	8957450	Office & Computer Supplies
2925	L & M Supply, Inc.	9.95	1 Transactions		
3100	McGregor Oil				
	01-200-000-0000-6511	34.27	gas #220	71226	Gas And Oil
3100	McGregor Oil	34.27	1 Transactions		
5562	Midwest Children's Resource Center				
	01-200-000-0000-6231	7.00	DVD 18-3178	MJR12112018	Services & Labor (Incl Contracts)
5562	Midwest Children's Resource Center	7.00	1 Transactions		
3337	Minnesota County Attorneys Association				
	01-200-000-0000-6405	44.00	Property Receipt forms	200005023	Office Supplies
3337	Minnesota County Attorneys Association	44.00	1 Transactions		
10412	O'Reilly Auto Parts				
	01-200-000-0000-6302	37.96	headlight #211	1878-410163	Car Maintenance

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1 General Fund

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>
10412 O'Reilly Auto Parts		37.96	1 Transactions	
4010 Rasley Oil Company				
01-200-000-0000-6511		125.85	Nov gas	Gas And Oil
4010 Rasley Oil Company		125.85	1 Transactions	
84172 Riverwood Healthcare Center				
01-200-000-0000-6231		39.37	blood test 18-2789	Services & Labor (Incl Contracts)
01-200-000-0000-6231		39.37	blood test 18-2815	Services & Labor (Incl Contracts)
01-200-000-0000-6231		39.37	blood test 18-3013	Services & Labor (Incl Contracts)
84172 Riverwood Healthcare Center		118.11	3 Transactions	
4681 Streichers				
01-200-000-0000-6409		149.99	trauma plate WSCA Impac	Deputy Supplies
01-200-000-0000-6409		94.95	silent keyholders	Deputy Supplies
01-200-000-0000-6410		99.98	uniform pants #211	Clothing Allowance
4681 Streichers		344.92	3 Transactions	
13934 Tire Barn				
01-200-000-0000-6302		763.49	oil change, 4 tires #210	Car Maintenance
01-200-000-0000-6302		763.49	oil change, 4 tires #219	Car Maintenance
01-200-000-0000-6302		763.49	oil change, 4 tires #212	Car Maintenance
01-200-000-0000-6302		27.50	tire repair #204	Car Maintenance
13934 Tire Barn		2,317.97	4 Transactions	
9642 WEX BANK				
01-200-000-0000-6511		4,057.54	gas	Gas And Oil
9642 WEX BANK		4,057.54	1 Transactions	
200 DEPT Total:		13,926.41	Enforcement	19 Vendors 28 Transactions
202 DEPT			Boat & Water	
3950 Public Utilities				
01-202-000-0000-6254		34.22		Utilities
3950 Public Utilities		34.22	1 Transactions	
13934 Tire Barn				
01-202-000-0000-6302		64.09	oil change, rotate tires	B&W Maintenance
01-202-000-0000-6302		63.08	oil change, rotate tires	B&W Maintenance

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
13934	Tire Barn		127.17		2 Transactions	
202	DEPT Total:		161.39	Boat & Water	2 Vendors	3 Transactions
203	DEPT			Snowmobile		
9642	WEX BANK 01- 203- 000- 0000- 6511		259.31	gas	57083621	Gas And Oil
9642	WEX BANK		259.31		1 Transactions	
203	DEPT Total:		259.31	Snowmobile	1 Vendors	1 Transactions
204	DEPT			ATV		
2340	Hyytinen Hardware Hank 01- 204- 000- 0000- 6409		3.99	buss fuse	1492919	Field Supplies
2340	Hyytinen Hardware Hank		3.99		1 Transactions	
204	DEPT Total:		3.99	ATV	1 Vendors	1 Transactions
252	DEPT			Corrections		
87615	Aitkin Medical Supply 01- 252- 000- 0000- 6262		24.52	catheters, bags	460127	Medical Expenses & Supplies - Inmates
87615	Aitkin Medical Supply		24.52		1 Transactions	
12106	Antoine Electric 01- 252- 000- 0000- 6590		484.45	damper repair, motor	16742	Repair & Maintenance Supplies
12106	Antoine Electric		484.45		1 Transactions	
783	Canon Financial Services, Inc 01- 252- 000- 0000- 6231		96.07	dispatch copier contract	19509456	Services & Labor (Incl Contracts)
783	Canon Financial Services, Inc		96.07		1 Transactions	
8175	Centurylink 01- 252- 000- 0000- 6250		232.09	Nov Phone	313645966	Telephone
	01- 252- 000- 0000- 6250		295.50	DEC Phone	313645966	Telephone
8175	Centurylink		527.59		2 Transactions	
5583	Crawford Supply Company 01- 252- 252- 0000- 6405		49.20	commissary	1077363	Prisoner Welfare

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5583 Crawford Supply Company				
		49.20		
			1 Transactions	
88628 Dalco				
01-252-000-0000-6422		189.84 mop handles	3394780	Janitorial Supplies
88628 Dalco		189.84		
			1 Transactions	
1775 Galls LLC				
01-252-000-0000-6410		54.99 uniform pant Desiree	011273901	Clothing Allowance
1775 Galls LLC		54.99		
			1 Transactions	
2186 Hillyard Inc - Kansas City				
01-252-000-0000-6422		788.76 janitorial supplies	603248156	Janitorial Supplies
2186 Hillyard Inc - Kansas City		788.76		
			1 Transactions	
2340 Hyytinen Hardware Hank				
01-252-000-0000-6590		12.29 bolts, nuts	1493101	Repair & Maintenance Supplies
01-252-000-0000-6590		6.00 bolts	1493141	Repair & Maintenance Supplies
01-252-000-0000-6590		17.98 kitchen broom	1493899	Repair & Maintenance Supplies
01-252-000-0000-6420		8.97 40w oven bulb	1495822	Kitchen Supplies
01-252-000-0000-6590		19.12 squeegees	1497131	Repair & Maintenance Supplies
01-252-000-0000-6590		1.19 return key	1497133	Repair & Maintenance Supplies
01-252-000-0000-6590		21.05 bolts, bulb	1497278	Repair & Maintenance Supplies
01-252-000-0000-6590		27.92 coat hooks	1497306	Repair & Maintenance Supplies
2340 Hyytinen Hardware Hank		112.14		
			8 Transactions	
5503 Keefe Supply Company				
01-252-252-0000-6405		142.08 commissary	1077210	Prisoner Welfare
01-252-252-0000-6405		96.00 commissary	1077362	Prisoner Welfare
5503 Keefe Supply Company		238.08		
			2 Transactions	
2928 Lundberg Plumbing & Heating, Inc				
01-252-000-0000-6590		860.95 main floor toilet off library	17388	Repair & Maintenance Supplies
2928 Lundberg Plumbing & Heating, Inc		860.95		
			1 Transactions	
3334 MCIT				
01-252-000-0000-6231		2,500.00 Daniel Kludt claim deductible	D1141	Services & Labor (Incl Contracts)
3334 MCIT		2,500.00		
			1 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
3160	Mille Lacs Energy Coop- Albert Lea	206.79 206.79	shelter tower	12/10/18	Utilities & Heating
			1 Transactions		
9692	Minnesota Energy Resources Corporation				
	01-252-000-0000-6254	2,244.07	Jail	0505221458	Utilities & Heating
	01-252-000-0000-6254	403.00	Jail	0505399584	Utilities & Heating
	01-252-000-0000-6254	161.91	STS	0506726121	Utilities & Heating
9692	Minnesota Energy Resources Corporation	2,808.98			
			3 Transactions		
3789	Pan- O- Gold Baking Company				
	01-252-000-0000-6418	90.48	groceries	10002418340026	Groceries
	01-252-000-0000-6418	121.38	groceries	10002418347016	Groceries
3789	Pan- O- Gold Baking Company	211.86			
			2 Transactions		
3950	Public Utilities				
	01-252-000-0000-6254	73.65	Sheriff Emer Storage		Utilities & Heating
	01-252-000-0000-6254	1,035.40	New Jail		Utilities & Heating
	01-252-000-0000-6254	4,834.38	New Jail 2		Utilities & Heating
3950	Public Utilities	5,943.43			
			3 Transactions		
11538	RCB Collections Range Credit Bureau Inc				
	01-252-000-0000-6231	60.52	credit reports backgrounds	12/12/18	Services & Labor (Incl Contracts)
11538	RCB Collections Range Credit Bureau Inc	60.52			
			1 Transactions		
9295	Reinhart Foodservice				
	01-252-000-0000-6418	1,588.96	groceries	541198	Groceries
	01-252-000-0000-6418	1,321.31	groceries	549617	Groceries
	01-252-000-0000-6418	38.19	return groceries	552419	Groceries
9295	Reinhart Foodservice	2,872.08			
			3 Transactions		
9499	Reliance Telephone Systems, Inc				
	01-252-252-0000-6406	1,200.00	phone cards	D- 22343	Phone Card Prisoner Welfare
9499	Reliance Telephone Systems, Inc	1,200.00			
			1 Transactions		
4761	Sysco Minnesota Inc				
	01-252-000-0000-6418	565.03	groceries	153432785	Groceries
4761	Sysco Minnesota Inc	565.03			
			1 Transactions		
86235	The Office Shop Inc				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount					
	01-252-000-0000-6405		Copier for booking	1056461-0	Office & Computer Supplies
86235	The Office Shop Inc				
		2,250.00			
		2,250.00	1 Transactions		
11608	Thrifty White Pharmacy- McGregor				
	01-252-000-0000-6262		inmate meds	12/01/2018	Medical Expenses & Supplies - Inmates
11608	Thrifty White Pharmacy- McGregor				
		2,221.15			
		2,221.15	1 Transactions		
13934	Tire Barn				
	01-252-000-0000-6302		oil change xport #2	46090	Car Maintenance
13934	Tire Barn				
		63.08			
		63.08	1 Transactions		
9642	WEX BANK				
	01-252-000-0000-6330		transport gas	57083621	Prisoner Transportation & Travel
9642	WEX BANK				
		330.93			
		330.93	1 Transactions		
252	DEPT Total:	24,660.44	Corrections	24 Vendors	40 Transactions
253	DEPT		Sentence to Serve		
8175	Centurylink				
	01-253-000-0000-6250		Nov Phone	313645966	Telephone
	01-253-000-0000-6250		DEC Phone	313645966	Telephone
8175	Centurylink				
		5.16			
		5.37			
		10.53	2 Transactions		
2340	Hyytinen Hardware Hank				
	01-253-000-0000-6405		oil paint	1496268	Operating Supplies
	01-253-000-0000-6405		artist brushes	1496274	Operating Supplies
	01-253-000-0000-6405		laser wood bit	1497273	Operating Supplies
2340	Hyytinen Hardware Hank				
		27.98			
		8.98			
		4.89			
		41.85	3 Transactions		
4010	Rasley Oil Company				
	01-253-000-0000-6511		Nov gas		Gas And Oil
4010	Rasley Oil Company				
		209.21			
		209.21	1 Transactions		
5551	Unclaimed Freight North				
	01-253-000-0000-6405		remainder of 9/24/18 purchase	09/24/18	Operating Supplies
5551	Unclaimed Freight North				
		4.99			
		4.99	1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

<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>
253	DEPT Total:	266.58	Sentence to Serve	4 Vendors	7 Transactions
255	DEPT		General Crime Victim Grant		
8175 Centurylink					
01-255-000-0000-6250		23.21	Nov Phone	313645966	Telephone
01-255-000-0000-6250		16.12	DEC Phone	313645966	Telephone
8175 Centurylink		39.33			2 Transactions
255	DEPT Total:	39.33	General Crime Victim Grant	1 Vendors	2 Transactions
257	DEPT		Community Corrections		
8175 Centurylink					
01-257-000-0000-6220		193.41	Nov Phone	313645966	Telephone
01-257-000-0000-6220		169.24	DEC Phone	313645966	Telephone
8175 Centurylink		362.65			2 Transactions
4641 Holiday Credit Office					
01-257-251-0000-6335		60.92	Fuel charges	1400000155373	Gas/Vehicle Fuel Charges
01-257-257-0000-6335		11.40	Fuel charges	1400000155373	Gas/Vehicle Fuel Charges
01-257-258-0000-6335		70.73	Fuel charges	1400000155373	Gas/Vehicle Fuel Charges
4641 Holiday Credit Office		143.05			3 Transactions
11997 Minnesota Monitoring					
01-257-267-0000-6341		3,272.50	Elec Home Monitoring	6330	Equipment Rental
11997 Minnesota Monitoring		3,272.50			1 Transactions
87101 North Homes- Standard					
01-257-255-0000-6204		783.18	RFK Secure	3665896	Juvenile Detention
01-257-255-0000-6204		7,871.96	AME Secure	3665929	Juvenile Detention
01-257-255-0000-6204		4,176.96	AMN Secure	3665929	Juvenile Detention
87101 North Homes- Standard		12,832.10			3 Transactions
11289 North Star Group Home East					
01-257-255-0000-6204		3,829.15	ML Pre- dispo foster home		Juvenile Detention
11289 North Star Group Home East		3,829.15			1 Transactions
87300 Port Boy's Group Homes					
01-257-255-0000-6204		6,204.64	JOG Detention		Juvenile Detention

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
87300	Port Boy's Group Homes		32.16	JOG Transport	Juvenile Detention
			6,236.80	2 Transactions	
9489	Redwood Toxicology Laboratory, Inc		36.70	Urinalysis testing	Drug Testing Fee
			36.70	1 Transactions	
86235	The Office Shop Inc		87.46	Office supplies	Office Supplies
			35.94	Office supplies	Office Supplies
86235	The Office Shop Inc		123.40	2 Transactions	
11030	Tougas/Janet		111.25	Check ins mileage	Mileage
11030	Tougas/Janet		111.25	1 Transactions	
6097	Verizon Wireless		95.72	Cell phone	Wireless Telephone Services
6097	Verizon Wireless		95.72	1 Transactions	
13239	Village Ranch, Inc.		6,090.00	Juvenile detention fees	Juvenile Detention
13239	Village Ranch, Inc.		6,090.00	1 Transactions	
257	DEPT Total:		33,133.32	Community Corrections	11 Vendors 18 Transactions
280	DEPT			Emergency Management	
10185	Centurylink Communications Inc		0.77	Nov Toll Free	Telephone
10185	Centurylink Communications Inc		0.77	1 Transactions	
14797	Everbridge, Inc		6,500.00	Notification System	Services, Labor, Etc
14797	Everbridge, Inc		6,500.00	1 Transactions	
280	DEPT Total:		6,500.77	Emergency Management	2 Vendors 2 Transactions
390	DEPT			Environmental Health (FBL)	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8175 Centurylink		Nov Phone	313645966	Telephone
01-390-000-0000-6250	15.47			
01-390-000-0000-6250	21.49	DEC Phone	313645966	Telephone
8175 Centurylink	36.96			2 Transactions
4641 Holiday Credit Office		Fuel	1400000135321	Gas And Oil
01-390-000-0000-6511	80.51			
4641 Holiday Credit Office	80.51			1 Transactions
14899 Tech Tronix Inc		EH Manager Software	60	Services, Labor, Contracts
01-390-000-0000-6231	4,000.00			
14899 Tech Tronix Inc	4,000.00			1 Transactions
390 DEPT Total:	4,117.47	Environmental Health (FBL)	3 Vendors	4 Transactions
391 DEPT		Solid Waste		
86222 Aitkin Independent Age		Recycling Closed Ad	876549	Printing, Publishing & Adv
01-391-000-0000-6230	63.00			
86222 Aitkin Independent Age	63.00			1 Transactions
8175 Centurylink		Nov Phone	313645966	Telephone
01-391-000-0000-6250	10.31			
01-391-000-0000-6250	8.06	DEC Phone	313645966	Telephone
8175 Centurylink	18.37			2 Transactions
3503 Neff/Terry B.		Mileage	268.5@.445	Transportation & Travel & Parking
01-391-000-0000-6330	119.48			
3503 Neff/Terry B.	119.48			1 Transactions
6097 Verizon Wireless		Monthly cellular	28625229900001	Telephone
01-391-000-0000-6250	62.31			
6097 Verizon Wireless	62.31			1 Transactions
391 DEPT Total:	263.16	Solid Waste	4 Vendors	5 Transactions
392 DEPT		Water Wells		
1685 Fisher Scientific		Water lab supplies	3197461	Office & Film Supplies
01-392-000-0000-6405	29.47			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1685	Fisher Scientific				
		29.47		1 Transactions	
392	DEPT Total:	29.47	Water Wells	1 Vendors	1 Transactions
601	DEPT		Extension		
8175	Centurylink				
	01- 601- 000- 0000- 6250	2.58	Nov Phone	313645966	Telephone
	01- 601- 000- 0000- 6250	5.37	DEC Phone	313645966	Telephone
8175	Centurylink	7.95		2 Transactions	
11187	Regents Of The University of Minnesota				
	01- 601- 000- 0000- 6262	1,290.00	August summer intern	300021109	Univ Of Minn Contracts
	01- 601- 000- 0000- 6262	18,048.00	Oct/Dec 18 MOA billing	300021814	Univ Of Minn Contracts
11187	Regents Of The University of Minnesota	19,338.00		2 Transactions	
601	DEPT Total:	19,345.95	Extension	2 Vendors	4 Transactions
711	DEPT		Economic Development		
85	Aitkin Co Growth Inc				
	01- 711- 000- 0000- 6303	1,000.00	Get & Keep Good Webinar	EmpTrn	Mcnight/Blandin Grant Expenses
85	Aitkin Co Growth Inc	1,000.00		1 Transactions	
8175	Centurylink				
	01- 711- 000- 0000- 6250	2.58	Nov Phone	313645966	Telephone
	01- 711- 000- 0000- 6250	5.37	DEC Phone	313645966	Telephone
8175	Centurylink	7.95		2 Transactions	
4641	Holiday Credit Office				
	01- 711- 000- 0000- 6511	10.93	Fuel	1400000135194	Gas And Oil
4641	Holiday Credit Office	10.93		1 Transactions	
711	DEPT Total:	1,018.88	Economic Development	3 Vendors	4 Transactions
1	Fund Total:	210,142.34	General Fund		281 Transactions

Aitkin County



JKK1
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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount					
301	DEPT		R&B Administration		
783	Canon Financial Services, Inc				
	03- 301- 000- 0000- 6300		CONTRACT CHARGE	19544884	Service Contracts
162.82					
783	Canon Financial Services, Inc		1 Transactions		
162.82					
11406	Innovative Office Solutions				
	03- 301- 000- 0000- 6400		OFFICE SUPPLIES	IN2318316	Supplies And Materials
178.80					
11406	Innovative Office Solutions		1 Transactions		
178.80					
11605	Shred Right				
	03- 301- 000- 0000- 6400		DOCUMENT DESTRUCTION	323558	Supplies And Materials
30.00					
11605	Shred Right		1 Transactions		
30.00					
301	DEPT Total:		R&B Administration	3 Vendors	3 Transactions
371.62					
303	DEPT		R&B Highway Maintenance		
195	Aitkin Tire Shop				
	03- 303- 000- 0000- 6590		TIRES	0- 058661	Repair & Maintenance Supplies
527.48					
	03- 303- 000- 0000- 6590		REPAIR LABOR	0- 058661	Repair & Maintenance Supplies
80.00					
	03- 303- 000- 0000- 6590		REPAIR PARTS	0- 058661	Repair & Maintenance Supplies
20.00					
	03- 303- 000- 0000- 6590		TIRES	0- 058669	Repair & Maintenance Supplies
3,280.00					
	03- 303- 000- 0000- 6590		REPAIR LABOR	0- 058688	Repair & Maintenance Supplies
30.00					
	03- 303- 000- 0000- 6590		TIRES	0- 058688	Repair & Maintenance Supplies
70.00					
	03- 303- 000- 0000- 6590		REPAIR LABOR	0- 058689	Repair & Maintenance Supplies
14.00					
195	Aitkin Tire Shop		7 Transactions		
4,021.48					
13725	Beartooth True Value				
	03- 303- 000- 0000- 6298		AITKIN SHOP SUPPLIES	B77991	Shop Maintenance
87.91					
13725	Beartooth True Value		1 Transactions		
87.91					
7053	Bill's Sportsman's Service				
	03- 303- 000- 0000- 6298		AITKIN SAFETY/SHOP SUPPLIES	0- 01502	Shop Maintenance
39.99					
7053	Bill's Sportsman's Service		1 Transactions		
39.99					
8175	Centurylink				
	03- 303- 000- 0000- 6254		Nov Phone	313645966	Utilities
64.47					
	03- 303- 000- 0000- 6254		DEC Phone	313645966	Utilities
45.67					
8175	Centurylink		2 Transactions		
110.14					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
11411	Charter Communications				
	03- 303- 000- 0000- 6254		140.25		Utilities
11411	Charter Communications		140.25		1 Transactions
14887	Cintas Corporation				
	03- 303- 000- 0000- 6298		19.55	4013351968	Shop Maintenance
	03- 303- 000- 0000- 6298		19.55	4013622828	Shop Maintenance
14887	Cintas Corporation		39.10		2 Transactions
5893	Consolidated Telecommunications Co.				
	03- 303- 000- 0000- 6254		280.00	20608005	Utilities
5893	Consolidated Telecommunications Co.		280.00		1 Transactions
5484	Darlow Excavating				
	03- 303- 000- 0000- 6524		2,703.00	12/3/2018	Winter Sand
5484	Darlow Excavating		2,703.00		1 Transactions
8521	Force America Distributing, LLC				
	03- 303- 000- 0000- 6590		570.37	IN001- 1295595	Repair & Maintenance Supplies
8521	Force America Distributing, LLC		570.37		1 Transactions
1818	Glen's Sign Dezine				
	03- 303- 000- 0000- 6590		62.00		Repair & Maintenance Supplies
1818	Glen's Sign Dezine		62.00		1 Transactions
1880	Gravelle Plumbing & Heating, Inc				
	03- 303- 000- 0000- 6298		179.47	78846	Shop Maintenance
1880	Gravelle Plumbing & Heating, Inc		179.47		1 Transactions
2763	J & H Transfer Station- Lakes Sanitary				
	03- 303- 000- 0000- 6254		57.65	149164	Utilities
	03- 303- 000- 0000- 6254		111.15	149272	Utilities
2763	J & H Transfer Station- Lakes Sanitary		168.80		2 Transactions
91187	Lake Country Power				
	03- 303- 000- 0000- 6254		140.95	140946401	Utilities
91187	Lake Country Power		140.95		1 Transactions
3100	McGregor Oil				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	Amount			
03- 303- 000- 0000- 6513	791.70	JACOBSON DIESEL	3204	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	1,865.93	PALISADE DIESE	3205	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	957.63	SWATARA DIESEL	3206	Motor Fuel & Lubricants
3100 McGregor Oil	3,615.26			3 Transactions
3160 Mille Lacs Energy Coop- Albert Lea				
03- 303- 000- 0000- 6254	775.32	POWER: PALISADE	18- 52- 026- 01	Utilities
03- 303- 000- 0000- 6254	63.52	169 & CSAH 3	19- 23- 010- 01	Utilities
03- 303- 000- 0000- 6254	210.75	POWER: MCGREGOR	29- 53- 003- 01	Utilities
03- 303- 000- 0000- 6254	1,214.94	POWER: AITKIN	33- 52- 007- 02	Utilities
03- 303- 000- 0000- 6254	54.73	169 & CSAH 28	39- 62- 022- 01	Utilities
03- 303- 000- 0000- 6254	37.51	CSAH 12	40- 06- 000- 01	Utilities
03- 303- 000- 0000- 6254	29.02	47 & CSAH 2	54- 51- 104- 01	Utilities
3160 Mille Lacs Energy Coop- Albert Lea	2,385.79			7 Transactions
9692 Minnesota Energy Resources Corporation				
03- 303- 000- 0000- 6297	864.78	NAT GAS: AITKIN SHOP	NOV	Shop Fuel
9692 Minnesota Energy Resources Corporation	864.78			1 Transactions
8678 Morton Salt				
03- 303- 000- 0000- 6518	1,499.35	DE- ICING SALT	5401416480	De- Icing Salt
03- 303- 000- 0000- 6518	3,818.56	DE- ICING SALT	5401711791	De- Icing Salt
03- 303- 000- 0000- 6518	1,426.76	DE- ICING SALT	5401713140	De- Icing Salt
03- 303- 000- 0000- 6518	4,391.80	DE- ICING SALT	5401715079	De- Icing Salt
8678 Morton Salt	11,136.47			4 Transactions
8446 Northern Star Coop Service				
03- 303- 000- 0000- 6297	649.15	LP SWATARA SHOP	84210	Shop Fuel
8446 Northern Star Coop Service	649.15			1 Transactions
4070 Riley Auto Supply				
03- 303- 000- 0000- 6298	50.47	AITKIN SHOP SUPPLIES	603124	Shop Maintenance
03- 303- 000- 0000- 6590	12.48	REPAIR PARTS	603180	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	12.99	REPAIR PARTS	603222	Repair & Maintenance Supplies
03- 303- 000- 0000- 6298	10.66	MCGREGOR SHOP SUPPLIES	603239	Shop Maintenance
03- 303- 000- 0000- 6590	69.99	REPAIR PARTS	603267	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	52.49	REPAIR PARTS	603552	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	166.00	REPAIR PARTS	603592	Repair & Maintenance Supplies
03- 303- 000- 0000- 6298	100.49	AITKIN SHOP SUPPLIES	603695	Shop Maintenance

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5295 Ziegler Inc				
	199.56		2 Transactions	
303 DEPT Total:	32,026.88	R&B Highway Maintenance	27 Vendors	60 Transactions
307 DEPT		R&B Capital Infrastructure		
7050 Anderson Brothers Construction				
03-307-000-0000-6262	8,266.22	WORK PERFORMED	6819	Contract Payments
7050 Anderson Brothers Construction	8,266.22		1 Transactions	
15059 Larson/Judy				
03-307-000-0000-6362	9,600.00	DAMAGES	PARCEL NO 8	Right Of Way
03-307-000-0000-6362	650.00	LAND R- W	PARCEL NO 8	Right Of Way
15059 Larson/Judy	10,250.00		2 Transactions	
15058 Newham/Beverly				
03-307-000-0000-6362	2,134.00	LAND R- W	PARC NOS 31/32	Right Of Way
03-307-000-0000-6362	4,866.00	DAMAGES	PARC NOS 31/32	Right Of Way
15058 Newham/Beverly	7,000.00		2 Transactions	
15060 Pursuitti/ Lawrence A				
03-307-000-0000-6362	950.00	LAND R- W	PARCEL NO 20	Right Of Way
15060 Pursuitti/ Lawrence A	950.00		1 Transactions	
14998 WSB & Associates, Inc.				
03-307-000-0000-6260	3,908.61	WETLAND DELINEATION	R- 012745- 000- 2	Professional Services
14998 WSB & Associates, Inc.	3,908.61		1 Transactions	
307 DEPT Total:	30,374.83	R&B Capital Infrastructure	5 Vendors	7 Transactions
308 DEPT		R&B Equipment & Facilities		
5295 Ziegler Inc				
03-308-000-0000-6600	207,780.00	GRADER	A4317001	Capital Outlay- Facilities
5295 Ziegler Inc	207,780.00		1 Transactions	
308 DEPT Total:	207,780.00	R&B Equipment & Facilities	1 Vendors	1 Transactions
3 Fund Total:	270,553.33	Road & Bridge		71 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
257	DEPT		Community Corrections		
8239	Ameripride Linen & Apparel Services		Cleaning Supplies	2201127720	Janitorial Services/Supplies
	05- 257- 000- 0000- 6422	4.67	12/04/2018		
8239	Ameripride Linen & Apparel Services	4.67			1 Transactions
2186	Hillyard Inc - Kansas City		Cleaning/Bathroom supplies	603248125	Janitorial Services/Supplies
	05- 257- 000- 0000- 6422	87.45	12/07/2018		
2186	Hillyard Inc - Kansas City	87.45			1 Transactions
257	DEPT Total:	92.12	Community Corrections	2 Vendors	2 Transactions
390	DEPT		Environmental Health (FBL)		
8239	Ameripride Linen & Apparel Services		Cleaning Supplies	2201127720	Janitorial Services/Supplies
	05- 390- 000- 0000- 6422	0.85	12/04/2018		
8239	Ameripride Linen & Apparel Services	0.85			1 Transactions
2186	Hillyard Inc - Kansas City		Cleaning/Bathroom supplies	603248125	Janitorial Services/Supplies
	05- 390- 000- 0000- 6422	15.90	12/07/2018		
2186	Hillyard Inc - Kansas City	15.90			1 Transactions
390	DEPT Total:	16.75	Environmental Health (FBL)	2 Vendors	2 Transactions
400	DEPT		Public Health Department		
85003	Aitkin County DAC		Cleaning		Services/Labor/Contracts
	05- 400- 440- 0410- 6231	3.11	11/18/2018	11/27/2018	
	05- 400- 440- 0410- 6231	23.52	Papershred		Services/Labor/Contracts
			11/06/2018	11/27/2018	
85003	Aitkin County DAC	26.63			2 Transactions
8239	Ameripride Linen & Apparel Services		Cleaning Supplies	2201127720	Janitorial Services/Supplies
	05- 400- 440- 0410- 6422	5.94	12/04/2018		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
8239 Ameripride Linen & Apparel Services		1 Transactions		
12106 Antoine Electric				
05- 400- 440- 0410- 6231	30.24	Repair 2 Florescent fixtures 11/30/2018	16741	Services/Labor/Contracts
12106 Antoine Electric	30.24	1 Transactions		
783 Canon Financial Services, Inc				
05- 400- 440- 0410- 6301	27.13	OSS Contract Charge - 12/18 12/01/2018 12/31/2018	19544885	Equipment Lease/Space Rental
783 Canon Financial Services, Inc	27.13	1 Transactions		
8175 Centurylink				
05- 400- 440- 0410- 6250	1.65	Nov Phone	313645966	Telephone
05- 400- 440- 0410- 6250	24.75	Nov Phone	313645966	Telephone
05- 400- 440- 0410- 6250	64.47	Nov Phone	313645966	Telephone
05- 400- 440- 0410- 6250	1.29	DEC Phone	313645966	Telephone
05- 400- 440- 0410- 6250	24.93	DEC Phone	313645966	Telephone
05- 400- 440- 0410- 6250	99.40	DEC Phone	313645966	Telephone
8175 Centurylink	216.49	6 Transactions		
10185 Centurylink Communications Inc				
05- 400- 440- 0410- 6250	6.19	Nov Toll Free	320295974	Telephone
10185 Centurylink Communications Inc	6.19	1 Transactions		
1457 CPS Technology Solutions, Inc				
05- 400- 440- 0410- 6300	11.27	contract maint	375918	Maintenance/Service Contracts
1457 CPS Technology Solutions, Inc	11.27	1 Transactions		
2186 Hillyard Inc - Kansas City				
05- 400- 440- 0410- 6422	111.29	Cleaning/Bathroom supplies 12/07/2018	603248125	Janitorial Services/Supplies
2186 Hillyard Inc - Kansas City	111.29	1 Transactions		
2386 Information Systems Corp				
05- 400- 440- 0410- 6239	279.49	App Extender License Agreement	24929	Software Fees/License Fees
2386 Information Systems Corp	279.49	1 Transactions		
88859 Spee*Dee- St Cloud				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	05- 400- 440- 0410- 6205		PH Service	3656391	Postage
88859	Spee*Dee- St Cloud		11/05/2018 12/01/2018		
		42.78			1 Transactions
10698	Stericycle,Inc				
	05- 400- 440- 0410- 6231		Steri- Safe	4008284294	Services/Labor/Contracts
		19.27	01/01/2019 01/01/2019		
10698	Stericycle,Inc				1 Transactions
		19.27			
400	DEPT Total:	776.72	Public Health Department	11 Vendors	17 Transactions
420	DEPT		Income Maintenance		
85003	Aitkin County DAC				
	05- 420- 600- 4800- 6231		Cleaning		Services/Labor/Contracts
		6.42	11/18/2018 11/27/2018		
	05- 420- 600- 4800- 6231		Papershred		Services/Labor/Contracts
		48.53	11/06/2018 11/27/2018		
85003	Aitkin County DAC				2 Transactions
		54.95			
8239	Ameripride Linen & Apparel Services				
	05- 420- 600- 4800- 6422		Cleaning Supplies	2201127720	Janitorial Services/Supplies
		12.30	12/04/2018		
8239	Ameripride Linen & Apparel Services				1 Transactions
		12.30			
12106	Antoine Electric				
	05- 420- 600- 4800- 6231		Repair 2 Florescent fixtures	16741	Services/Labor/Contracts
		62.37	11/30/2018		
12106	Antoine Electric				1 Transactions
		62.37			
783	Canon Financial Services, Inc				
	05- 420- 600- 4800- 6301		OSS Contract Charge - 12/18	19544885	Equipment Lease/Space Rental
		55.97	12/01/2018 12/31/2018		
783	Canon Financial Services, Inc				1 Transactions
		55.97			
8175	Centurylink				
	05- 420- 600- 4800- 6250		Nov Phone	313645966	Telephone
		3.40			
	05- 420- 600- 4800- 6250		Nov Phone	313645966	Telephone
		51.06			
	05- 420- 600- 4800- 6250		Nov Phone	313645966	Telephone
		332.66			
	05- 420- 600- 4800- 6250		DEC Phone	313645966	Telephone
		2.66			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
05- 420- 600- 4800- 6250	51.42	DEC Phone	313645966	Telephone
05- 420- 600- 4800- 6250	402.96	DEC Phone	313645966	Telephone
05- 420- 640- 4800- 6250	105.73	Nov Phone	313645966	Telephone
05- 420- 640- 4800- 6250	75.22	DEC Phone	313645966	Telephone
8175 Centurylink	1,025.11			8 Transactions
10185 Centurylink Communications Inc				
05- 420- 600- 4800- 6250	12.76	Nov Toll Free	320295974	Telephone
10185 Centurylink Communications Inc	12.76			1 Transactions
1457 CPS Technology Solutions, Inc				
05- 420- 600- 4800- 6300	23.23	contract maint	375918	Maintenance/Service Contracts
05- 420- 640- 4800- 6300	35.20	contract maint	375918	Maintenance/Service Contracts
1457 CPS Technology Solutions, Inc	58.43			2 Transactions
11051 Department of Human Services				
05- 420- 650- 4400- 6025	984.68	MA LTC UN 65	A300MM9E01I	State/Fed Share - MA
		11/01/2018 11/30/2018		
05- 420- 650- 4400- 6025	159.30	MAX LTC LT65 18	A300MM9E01I	State/Fed Share - MA
		11/01/2018 11/30/2018		
05- 420- 650- 4400- 6025	18,348.53	MA ESTATE COLLECTIONS- FED	A300MM9E01I	State/Fed Share - MA
		11/01/2018 11/30/2018		
05- 420- 650- 4400- 6025	9,174.26	MA ESTATE COLLECTIONS- STATE	A300MM9E01I	State/Fed Share - MA
		11/01/2018 11/30/2018		
11051 Department of Human Services	28,666.77			4 Transactions
2186 Hillyard Inc - Kansas City				
05- 420- 600- 4800- 6422	230.54	Cleaning/Bathroom supplies	603248125	Janitorial Services/Supplies
		12/07/2018		
2186 Hillyard Inc - Kansas City	230.54			1 Transactions
2386 Information Systems Corp				
05- 420- 600- 4800- 6239	576.44	App Extender License Agreement	24929	Software Fees/License Fees
2386 Information Systems Corp	576.44			1 Transactions
88859 Spee*Dee- St Cloud				
05- 420- 600- 4800- 6205	32.62	IM Service	3656391	Postage
		11/05/2018 12/01/2018		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
8175	Centurylink				
		1,144.58		6 Transactions	
10185	Centurylink Communications Inc				
	05- 430- 700- 4800- 6250	19.73	Nov Toll Free	320295974	Telephone
10185	Centurylink Communications Inc	19.73		1 Transactions	
1457	CPS Technology Solutions, Inc				
	05- 430- 700- 4800- 6300	35.90	contract maint	375918	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc	35.90		1 Transactions	
2186	Hillyard Inc - Kansas City				
	05- 430- 700- 4800- 6422	349.79	Cleaning/Bathroom supplies	603248125	Janitorial Services/Supplies
			12/07/2018		
2186	Hillyard Inc - Kansas City	349.79		1 Transactions	
2386	Information Systems Corp				
	05- 430- 700- 4800- 6239	890.87	App Extender License Agreement	24929	Software Fees/License Fees
2386	Information Systems Corp	890.87		1 Transactions	
88859	Spee*Dee- St Cloud				
	05- 430- 700- 4800- 6205	56.70	SS Service	3656391	Postage
			11/05/2018	12/01/2018	
88859	Spee*Dee- St Cloud	56.70		1 Transactions	
10698	Stericycle,Inc				
	05- 430- 700- 4800- 6231	61.40	Steri- Safe	4008284294	Services/Labor/Contracts
			01/01/2019	01/01/2019	
10698	Stericycle,Inc	61.40		1 Transactions	
430	DEPT Total:	2,845.43	Social Services	11 Vendors	17 Transactions
5	Fund Total:	34,559.01	Health & Human Services		62 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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10 Trust

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		
13028	Tveit Lumber				
	10- 900- 000- 0000- 2300		Bond refund Rec 116	13510	Timber Permit Bonds
13028	Tveit Lumber				
		544.00			
		544.00			
			1 Transactions		
900	DEPT Total:		Timber Permit Bonds	1 Vendors	1 Transactions
		544.00			
921	DEPT		Co. Development		
8175	Centurylink				
	10- 921- 000- 0000- 6250		Nov Phone	313645966	Telephone
	10- 921- 000- 0000- 6250	2.58	Nov Phone	313645966	Telephone
	10- 921- 000- 0000- 6250	5.16	DEC Phone	313645966	Telephone
	10- 921- 000- 0000- 6250	8.06	DEC Phone	313645966	Telephone
		2.69			
8175	Centurylink				
		18.49			
			4 Transactions		
2386	Information Systems Corp				
	10- 921- 000- 0000- 6405		App Extender License Agreement	24929	Office Supplies
2386	Information Systems Corp				
		734.80			
		734.80			
			1 Transactions		
921	DEPT Total:		Co. Development	2 Vendors	5 Transactions
		753.29			
923	DEPT		Forfeited Tax Sales		
48	Aitkin Co Abstract Company				
	10- 923- 000- 0000- 6231		Abstract for SWSW 234424	53897	Services, Labor, Contracts
48	Aitkin Co Abstract Company				
		300.00			
		300.00			
			1 Transactions		
170	Aitkin Motor Company				
	10- 923- 000- 0000- 6590		Fuel Saver Package #317	20350	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	45.76	Brakes #799	20689	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	534.88	Brakes #315	20720	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	496.33	Fuel Saver Package #394	20769	Repair & Maintenance Supplies
		45.76			
170	Aitkin Motor Company				
		1,122.73			
			4 Transactions		
8175	Centurylink				
	10- 923- 000- 0000- 6250		Nov Phone	313645966	Telephone
	10- 923- 000- 0000- 6250	15.47	DEC Phone	313645966	Telephone
		13.43			
8175	Centurylink				
		28.90			
			2 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
88880	Datacomm Computers & Networks Inc 10- 923- 000- 0000- 6405	165.00	Battery replacement phone	11287	Office Supplies
88880	Datacomm Computers & Networks Inc	165.00	1 Transactions		
10412	O'Reilly Auto Parts 10- 923- 000- 0000- 6590	50.17	wiper blades/oil filter	743996	Repair & Maintenance Supplies
10412	O'Reilly Auto Parts	50.17	1 Transactions		
4010	Rasley Oil Company 10- 923- 000- 0000- 6511	1,170.15	November gas	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company	1,170.15	1 Transactions		
4070	Riley Auto Supply 10- 923- 000- 0000- 6590	19.45	Trans oil filter & oil	603443	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	173.54	5th wheel trailer parts	603488	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	10.98	Fuse & serk asst	603497	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	326.69	5th wheel trailer parts	603510	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	18.99	Slide Term 25 pc & switch	603515	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	29.99	Solenoid	603740	Repair & Maintenance Supplies
4070	Riley Auto Supply	579.64	6 Transactions		
10930	Tidholm Productions 10- 923- 000- 0000- 6405	70.16	Preharvest forms	0310 7827	Office Supplies
	10- 923- 000- 0000- 6405	284.68	Scale report books	0311 7826	Office Supplies
10930	Tidholm Productions	354.84	2 Transactions		
13934	Tire Barn 10- 923- 000- 0000- 6511	44.05	LOF 798	45647	Gas And Oil
13934	Tire Barn	44.05	1 Transactions		
923	DEPT Total:	3,815.48	Forfeited Tax Sales	9 Vendors	19 Transactions
926	DEPT		Law Library		
5173	Thomson Reuters- West Publishing 10- 926- 000- 0000- 6408	1,348.00	West information charges	839343384	Law Books
	10- 926- 000- 0000- 6408	801.33	Library subscription	839434875	Law Books
5173	Thomson Reuters- West Publishing	2,149.33	2 Transactions		

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10 Trust

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
926 DEPT Total:		2,149.33	Law Library	1 Vendors	2 Transactions
10 Fund Total:		7,262.10	Trust		27 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
924	DEPT		Forest Resource		
12526	Bixby/James				
	11-924-000-0000-6350		Nat Resources meeting	12/10/18	Per Diem
	11-924-000-0000-6330		Nat Resources mileage	64@.545	Transportation & Travel
12526	Bixby/James				
		69.88			2 Transactions
589	Blomberg/Judith				
	11-924-000-0000-6350		Nat Resources meeting	12/10/18	Per Diem
589	Blomberg/Judith				
		35.00			1 Transactions
15063	Chapter II MSPS				
	11-924-000-0000-6240		PLS Membership	Randy Quale	Dues/Assoc Fees
15063	Chapter II MSPS				
		40.00			1 Transactions
8394	Commissioner Of Transportation				
	11-924-000-0000-6208		Survey Tech Workshop		Training/Education
8394	Commissioner Of Transportation				
		300.00			1 Transactions
2270	Hoppe/Russell Peter				
	11-924-000-0000-6350		Nat Resources meeting	12/10/18	Per Diem
	11-924-000-0000-6330		Nat Resources mileage	60@.545	Transportation & Travel
2270	Hoppe/Russell Peter				
		67.70			2 Transactions
10890	Insley/Kevin				
	11-924-000-0000-6350		Nat Resources meeting	12/10/18	Per Diem
	11-924-000-0000-6330		Nat resources mileage	38@.545	Transportation & Travel
10890	Insley/Kevin				
		55.71			2 Transactions
2448	Janzen/Carroll Mark				
	11-924-000-0000-6350		Nat Resources meeting	12/10/18	Per Diem
	11-924-000-0000-6330		Nat Resources mileage	56@.545	Transportation & Travel
2448	Janzen/Carroll Mark				
		65.52			2 Transactions
5759	Kitzrow/Donald				
	11-924-000-0000-6350		Nat Resources meeting	12/10/18	Per Diem
	11-924-000-0000-6330		Nat Resources mileage	65.8@.545	Transportation & Travel
5759	Kitzrow/Donald				
		70.86			2 Transactions
5784	Lake/Robert				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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11 Forest Development

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
11- 924- 000- 0000- 6350		Nat Resources meeting	12/10/18	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mileage	28@.545	Transportation & Travel
5784 Lake/Robert				
			2 Transactions	
12512 MARCUM/ROBERT				
11- 924- 000- 0000- 6350		Nat Resources meeting	12/10/18	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mileage	48@.545	Transportation & Travel
12512 MARCUM/ROBERT				
			2 Transactions	
10906 Shipp/Dale				
11- 924- 000- 0000- 6350		Nat Resources meeting	12/10/18	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mileage	32@.545	Transportation & Travel
10906 Shipp/Dale				
			2 Transactions	
4927 Turnock/Franklin Allen				
11- 924- 000- 0000- 6350		Nat Resources Meeting	12/10/18	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mileage	60@.545	Transportation & Travel
4927 Turnock/Franklin Allen				
			2 Transactions	
10017 Tveit/Galen				
11- 924- 000- 0000- 6350		Nat Resources meeting	12/10/18	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mileage	36@.545	Transportation & Travel
10017 Tveit/Galen				
			2 Transactions	
6097 Verizon Wireless				
11- 924- 000- 0000- 6250		November cell phone	58068382700001	Telephone
6097 Verizon Wireless				
			1 Transactions	
924 DEPT Total:		Forest Resource	14 Vendors	24 Transactions
935 DEPT		Forest Road		
9843 Elg Construction/Kenneth				
11- 935- 000- 0000- 6361		Soo Line Pliny Twp		Road Construction Service
9843 Elg Construction/Kenneth				
			1 Transactions	
7062 Kern Excavating LLC				
11- 935- 000- 0000- 6361		Chipper trail	12318LD	Road Construction Service
7062 Kern Excavating LLC				
			1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
11 Forest Development

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
935 DEPT Total:		40,613.75 Forest Road	2 Vendors	2 Transactions
11 Fund Total:		41,692.72 Forest Development		26 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
13 Taxes & Penalties

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
943	DEPT		Taxes And Penalties		
15065	McCann/Aaron		Property Tax Abatement		Cur - Property Taxes
	13- 943- 000- 0000- 2001				
	15065		320.00		
	McCann/Aaron		320.00		
				1 Transactions	
12027	McGregor Title		Property Tax Abatement		Cur - Property Taxes
	13- 943- 000- 0000- 2001				
	12027		56.00	39- 0- 040402	
	McGregor Title		56.00		
				1 Transactions	
943	DEPT Total:		376.00	Taxes And Penalties	2 Vendors 2 Transactions
13	Fund Total:		376.00	Taxes & Penalties	2 Transactions

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JKK1
 12/24/18 12:19PM
 14 Capital Project

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
949	DEPT		Courthouse Addition		
9692	Minnesota Energy Resources Corporation		Dec Gas Gov't Center	0506823754	Services, Labor, Contracts
	14- 949- 000- 0000- 6231				
9692	Minnesota Energy Resources Corporation		1 Transactions		
949	DEPT Total:		Courthouse Addition	1 Vendors	1 Transactions
14	Fund Total:		Capital Project		1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
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		
11419 Beaudry Propane				
19- 521- 000- 0000- 6254		297.40 Dining Hall	144156	Utilities
19- 521- 000- 0000- 6254		336.37 Instructor Residence	144159	Utilities
19- 521- 000- 0000- 6254		362.48 Director's Residence	144162	Utilities
11419 Beaudry Propane		996.25		3 Transactions
1829 Goble's Sewer Service Inc.				
19- 521- 000- 0000- 6231		1,095.00 Pump North Star & Dining Hall	11636	Services, Labor, Contracts
1829 Goble's Sewer Service Inc.		1,095.00		1 Transactions
2763 J & H Transfer Station- Lakes Sanitary				
19- 521- 000- 0000- 6255		92.38 December Garbage	149191	Garbage
2763 J & H Transfer Station- Lakes Sanitary		92.38		1 Transactions
14831 K and M International Inc				
19- 521- 000- 0000- 6400		513.30 Plush animals for canteen	SI1118693	Commissary Items
14831 K and M International Inc		513.30		1 Transactions
3160 Mille Lacs Energy Coop- Albert Lea				
19- 521- 000- 0000- 6254		36.74 Director's Residence	27- 13- 004- 01	Utilities
19- 521- 000- 0000- 6254		432.47 Energy Center	27- 13- 005- 02	Utilities
19- 521- 000- 0000- 6254		368.52 Dining hall	27- 13- 006- 01	Utilities
19- 521- 000- 0000- 6254		232.59 North Star Lodge	27- 13- 007- 03	Utilities
19- 521- 000- 0000- 6254		19.79 Parking lot	27- 13- 008- 01	Utilities
19- 521- 000- 0000- 6254		68.99 Staff residence	27- 13- 009- 01	Utilities
3160 Mille Lacs Energy Coop- Albert Lea		1,159.10		6 Transactions
5729 National Pen Co. LLC				
19- 521- 000- 0000- 6400		335.35 Mechanical pencils for commiss	110463509	Commissary Items
5729 National Pen Co. LLC		335.35		1 Transactions
4425 Shirts Plus				
19- 521- 000- 0000- 6400		646.00 Hoodies, beanies	2275	Commissary Items
4425 Shirts Plus		646.00		1 Transactions
521 DEPT Total:		4,837.38	LLCC Administration	7 Vendors 14 Transactions
522 DEPT			LLCC Education	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
19 Long Lake Conservation C

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5814 Hagen/Christine		Rings, wire, pine for workshop		Education Supplies
19- 522- 000- 0000- 6416				
5814 Hagen/Christine		1 Transactions		
522 DEPT Total:		100.00 LLCC Education	1 Vendors	1 Transactions
523 DEPT		LLCC Food		
5814 Hagen/Christine		Groceries		Groceries- Students
19- 523- 000- 0000- 6418				
5814 Hagen/Christine		1 Transactions		
523 DEPT Total:		21.71 LLCC Food	1 Vendors	1 Transactions
524 DEPT		LLCC Maintenance		
13725 Beartooth True Value		Line level	B76560	Janitorial Services/Supplies
19- 524- 000- 0000- 6422		Mudding supplies	B77445	Janitorial Services/Supplies
19- 524- 000- 0000- 6422		Hardware	B77558	Janitorial Services/Supplies
13725 Beartooth True Value		3 Transactions		
1430 Dotzler Power Equipment		Chainsaw repair	6439	Janitorial Services/Supplies
19- 524- 000- 0000- 6422				
1430 Dotzler Power Equipment		1 Transactions		
2340 Hyytinen Hardware Hank		Light bulbs, supplies	1492959	Janitorial Services/Supplies
19- 524- 000- 0000- 6422		Bits & screws	1493999	Janitorial Services/Supplies
19- 524- 000- 0000- 6422		Shovel, doorstep	1497160	Janitorial Services/Supplies
2340 Hyytinen Hardware Hank		3 Transactions		
11120 Nardini Fire Equipment Co.,Inc		Repair sprinkler system	IN00094085	Repair & Maintenance Supplies
19- 524- 000- 0000- 6590				
11120 Nardini Fire Equipment Co.,Inc		1 Transactions		
4010 Rasley Oil Company		Vet van fuel	42264	Gas And Oil
19- 524- 000- 0000- 6511				
4010 Rasley Oil Company		1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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 19 Long Lake Conservation C

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
524 DEPT Total:		1,513.58	LLCC Maintenance	5 Vendors	9 Transactions
19 Fund Total:		6,472.67	Long Lake Conservation Center		25 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
520	DEPT		Parks		
195	Aitkin Tire Shop				
	21- 520- 000- 0000- 6620		Snowmobile trailer	58637	Auto, Trailers, Snowmobiles
195	Aitkin Tire Shop				
		122.00			
		122.00		1 Transactions	
1430	Dotzler Power Equipment				
	21- 520- 000- 0000- 6590		Bar oil & fuel for chainsaw	6552	Repair & Maintenance Supplies
1430	Dotzler Power Equipment				
		72.84			
		72.84		1 Transactions	
6049	Farm Island Repair & Marine				
	21- 520- 000- 0000- 6590		Repair shift, oil, recall 102	65158	Repair & Maintenance Supplies
6049	Farm Island Repair & Marine				
		407.70			
		407.70		1 Transactions	
1754	Garrison Disposal Company, Inc				
	21- 520- 000- 0000- 6254		December waste removal	69842	Utilities
1754	Garrison Disposal Company, Inc				
		280.56			
		280.56		1 Transactions	
2186	Hillyard Inc - Kansas City				
	21- 520- 000- 0000- 6406		Bath tissue	603248126	Field Supplies
2186	Hillyard Inc - Kansas City				
		287.90			
		287.90		1 Transactions	
4641	Holiday Credit Office				
	21- 520- 000- 0000- 6511		November gas	1400000134961	Gas And Oil
4641	Holiday Credit Office				
		526.11			
		526.11		1 Transactions	
2991	Malmo Market				
	21- 520- 000- 0000- 6511		November gas		Gas And Oil
2991	Malmo Market				
		303.89			
		303.89		1 Transactions	
3100	McGregor Oil				
	21- 520- 000- 0000- 6511		November gas	AITKINLA	Gas And Oil
3100	McGregor Oil				
		983.92			
		983.92		1 Transactions	
3160	Mille Lacs Energy Coop- Albert Lea				
	21- 520- 000- 0000- 6254		Berglund park	18- 51- 106- 02	Utilities
3160	Mille Lacs Energy Coop- Albert Lea				
		62.37			
		62.37		1 Transactions	
9692	Minnesota Energy Resources Corporation				
	21- 520- 000- 0000- 6254		Heating gas for shop	50254456100001	Utilities
		408.06			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
9692	Minnesota Energy Resources Corporation		408.06		1 Transactions	
3950	Public Utilities					
	21-520-000-0000-6254		239.72	Land Dept		Utilities
	21-520-000-0000-6254		25.73	Miss Access		Utilities
	21-520-000-0000-6254		23.35	Parks Showers		Utilities
3950	Public Utilities		288.80		3 Transactions	
520	DEPT Total:		3,744.15	Parks	11 Vendors	13 Transactions
21	Fund Total:		3,744.15	Parks		13 Transactions
	Final Total:		576,126.49	309 Vendors	508 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	210,142.34	General Fund
3	270,553.33	Road & Bridge
5	34,559.01	Health & Human Services
10	7,262.10	Trust
11	41,692.72	Forest Development
13	376.00	Taxes & Penalties
14	1,324.17	Capital Project
19	6,472.67	Long Lake Conservation Center
21	3,744.15	Parks
All Funds	576,126.49	Total

Approved by,

JKK1
1/7/19

12:23PM

Aitkin County



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)
- 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

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
1/7/19 12:23PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1	DEPT		Commissioners		
86222	Aitkin Independent Age				
	01-001-000-0000-6230	AP	99.75 synopsis	657861	Printing, Publishing & Adv
	01-001-000-0000-6230	AP	173.25 synopsis	659674/659675	Printing, Publishing & Adv
86222	Aitkin Independent Age		273.00		2 Transactions
10452	AT&T Mobility				
	01-001-000-0000-6250	AP	65.96 cell service	04858263	Telephone
			11/18/2018	12/17/2018	
10452	AT&T Mobility		65.96		1 Transactions
14289	Pratt/Bill				
	01-001-000-0000-6330	AP	400.03		Transportation & Travel & Parking
14289	Pratt/Bill		400.03		1 Transactions
1	DEPT Total:		738.99	Commissioners	3 Vendors 4 Transactions
12	DEPT				
2650	Kingsley/Marlene E				
	01-012-000-0000-6232	AP	95.00	01-pr-18-1048	Attorney Services
2650	Kingsley/Marlene E		95.00		1 Transactions
12	DEPT Total:		95.00	Court Administration	1 Vendors 1 Transactions
40	DEPT				
208	American Solutions For Business				
	01-040-000-0000-6405	AP	97.53	tinted window envelopes	03897262 Office & Computer Supplies
208	American Solutions For Business		97.53		1 Transactions
2966	MACO				
	01-040-000-0000-6240		360.00	maco dues	Dues
2966	MACO		360.00		1 Transactions
40	DEPT Total:		457.53	Auditor	2 Vendors 2 Transactions
42	DEPT				
2966	MACO				
	01-042-000-0000-6240		360.00	maco dues	Dues

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-042-000-0000-6231		MOMS 2019 Main fee	389	Services, Labor, Contracts
2966	MACO				
				2 Transactions	
42	DEPT Total:		Treasurer	1 Vendors	2 Transactions
		1,110.00			
43	DEPT		Assessor		
783	Canon Financial Services, Inc				
	01-043-000-0000-6231	AP	copier contract	19509457	Services, Labor, Contracts
783	Canon Financial Services, Inc			1 Transactions	
		164.08			
13934	Tire Barn				
	01-043-000-0000-6511	AP	2013 ford escape oil change	46211	Gas And Oil
13934	Tire Barn			1 Transactions	
		39.38			
43	DEPT Total:		Assessor	2 Vendors	2 Transactions
		203.46			
44	DEPT		Central Services		
248	Association of Mn Counties				
	01-044-000-0000-6845		AMC 2019 Dues	51733	Assoc of MN Counties
248	Association of Mn Counties			1 Transactions	
		10,140.00			
783	Canon Financial Services, Inc				
	01-044-000-0000-6231	AP	copier contract	19509461	Services, Labor, Contracts
783	Canon Financial Services, Inc			1 Transactions	
		200.16			
1010	City Of Aitkin				
	01-044-000-0000-6231	AP	construction - county share	121818	Services, Labor, Contracts
1010	City Of Aitkin			1 Transactions	
		117,837.80			
173	City Of Hill City				
	01-044-000-0000-5840		2019 Special Assess Caliber	57-1-063600	Misc Receipts
173	City Of Hill City			1 Transactions	
		529.28			
13722	Neo Funds by Neopost				
	01-044-048-0000-6205	AP	postage 12/11/18	79000440801866	Postage
13722	Neo Funds by Neopost			1 Transactions	
		4,000.00			
		4,000.00			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
44	DEPT Total:		Central Services	5 Vendors	5 Transactions
49	DEPT		Information Technologies		
10452	AT&T Mobility				
	01-049-000-0000-6231	AP	nov/dec ipad	218-513-9345	Programming, Services, Contracts
10452	AT&T Mobility			1 Transactions	
3010	Marco Business Products Inc				
	01-049-000-0000-6231	AP	cisco smart net	ORD 1446477	Programming, Services, Contracts
3010	Marco Business Products Inc			1 Transactions	
49	DEPT Total:		Information Technologies	2 Vendors	2 Transactions
52	DEPT		Administration		
86222	Aitkin Independent Age				
	01-052-000-0000-6230	AP	help wanted ad	483648	Printing, Publishing & Adv
	01-052-000-0000-6230	AP	help wanted ad	483648	Printing, Publishing & Adv
86222	Aitkin Independent Age			2 Transactions	
3475	AMC				
	01-052-000-0000-6240		MACA 2019 Member - Jess S.		Dues & Subscriptions
3475	AMC			1 Transactions	
10452	AT&T Mobility				
	01-052-000-0000-6250	AP	cell service	04858263	Telephone
			11/18/2018	12/17/2018	
10452	AT&T Mobility			1 Transactions	
52	DEPT Total:		Administration	3 Vendors	4 Transactions
53	DEPT		Human Resources		
10452	AT&T Mobility				
	01-053-000-0000-6250	AP	cell service	04858263	Telephone
			11/18/2018	12/17/2018	
10452	AT&T Mobility			1 Transactions	
12048	McDowell Agency, Inc./The				
	01-053-000-0000-6234		background check Babcock	110777	Background Check Fees

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
12048 McDowell Agency, Inc./The				
		25.00		
			1 Transactions	
53 DEPT Total:		90.51	Human Resources	2 Vendors 2 Transactions
100 DEPT			Recorder	
2386 Information Systems Corp				
01- 100- 195- 0000- 6231	AP	3,682.50	panasonic scanner	24950 Services, Labor, Contracts- Land Records
01- 100- 196- 0000- 6231	AP	3,682.50	panasonic scanner	24950 Services, Labor, Contracts- Recorder's
2386 Information Systems Corp		7,365.00		2 Transactions
2966 MACO				
01- 100- 000- 0000- 6240		360.00	maco dues	Dues
2966 MACO		360.00		1 Transactions
6101 West Central Indexing, Llc				
01- 100- 196- 0000- 6231		3,360.00	product support 2019	1449 Services, Labor, Contracts- Recorder's
6101 West Central Indexing, Llc		3,360.00		1 Transactions
100 DEPT Total:		11,085.00	Recorder	3 Vendors 4 Transactions
110 DEPT			Courthouse Maintenance	
12106 Antoine Electric				
01- 110- 000- 0000- 6231	AP	215.66	replace ballast	16740 Services, Labor, Contracts
12106 Antoine Electric		215.66		1 Transactions
10452 AT&T Mobility				
01- 110- 000- 0000- 6250	AP	60.07	cell service	04858263 Phone
			11/18/2018 12/17/2018	
10452 AT&T Mobility		60.07		1 Transactions
11889 Honeywell International Inc.				
01- 110- 000- 0000- 6231		3,186.70	qrtly mech	Services, Labor, Contracts
			01/15/2019 04/14/2019	
11889 Honeywell International Inc.		3,186.70		1 Transactions
89765 Minnesota Elevator, Inc				
01- 110- 000- 0000- 6231		172.27	Jan 2019 service	782845 Services, Labor, Contracts

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
89765 Minnesota Elevator, Inc		1 Transactions		
110 DEPT Total:	3,634.70	Courthouse Maintenance	4 Vendors	4 Transactions
120 DEPT		Service Officer		
10452 AT&T Mobility 01- 120- 000- 0000- 6250	AP	60.09 cell service 11/18/2018 12/17/2018	04858263	Telephone
10452 AT&T Mobility		60.09	1 Transactions	
10097 Harms Monroe/Penny 01- 120- 000- 0000- 6330	AP	253.82 dec 2018 mileage		Transportation & Travel
10097 Harms Monroe/Penny		253.82	1 Transactions	
14508 Janzen/Hugh 01- 120- 000- 0000- 6350	AP	50.00 vet van st cloud		Per Diem
14508 Janzen/Hugh		50.00	1 Transactions	
86235 The Office Shop Inc 01- 120- 000- 0000- 6405	AP	216.55 toner/folders/post- its	1056467	Office & Computer Supplies
86235 The Office Shop Inc		216.55	1 Transactions	
6097 Verizon Wireless 01- 120- 000- 0000- 6250	AP	14.47 vet van cell 11/21/2018 12/20/2018	880690364- 0001	Telephone
6097 Verizon Wireless		14.47	1 Transactions	
120 DEPT Total:	594.93	Service Officer	5 Vendors	5 Transactions
122 DEPT		Planning & Zoning		
111 Aitkin Co Soil & Water 01- 122- 000- 0000- 5306		136,137.00 AIS Funding	rec 6581	Invasive Species State Grant 477A.19
111 Aitkin Co Soil & Water		136,137.00	1 Transactions	
14320 Benson/Lin 01- 122- 000- 0000- 6350		70.00 boa meeting		Per Diem
01- 122- 038- 0000- 6330		117.74 boa meeting	203 @ .58	Boa/Pc Mileage

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
14320 Benson/Lin				
		187.74	2 Transactions	
5516 Paquette/Jeremy M				
01-122-000-0000-6350		60.00	boa meeting	Per Diem
01-122-038-0000-6330		46.98	boa meeting	Boa/Pc Mileage
5516 Paquette/Jeremy M		106.98	2 Transactions	
4400 Security State Bank				
01-122-052-0000-6304	AP	8,000.00	ag bmp loan	ISTS AG BMP EXPENSES
4400 Security State Bank		8,000.00	1 Transactions	
10028 Spiel/Edward				
01-122-000-0000-6350		70.00	boa meeting	Per Diem
01-122-038-0000-6330		68.44	boa meeting	Boa/Pc Mileage
10028 Spiel/Edward		138.44	2 Transactions	
6097 Verizon Wireless				
01-122-000-0000-6250	AP	39.60	cell service	Telephone
			11/14/2018 12/13/2018	
6097 Verizon Wireless		39.60	1 Transactions	
122 DEPT Total:		144,609.76	Planning & Zoning	6 Vendors 9 Transactions
200 DEPT			Enforcement	
117 Aitkin County Sheriff				
01-200-000-0000-6240		90.00	#222 Friesner POST License	Dues
117 Aitkin County Sheriff		90.00	1 Transactions	
170 Aitkin Motor Company				
01-200-000-0000-6302	AP	34.96	wipers #223	Car Maintenance
170 Aitkin Motor Company		34.96	1 Transactions	
10452 AT&T Mobility				
01-200-000-0000-6250	AP	968.56	cells and squad PCs	Telephone
10452 AT&T Mobility		968.56	1 Transactions	
15068 Deep Rock Towing				
01-200-000-0000-6359	AP	450.00	18-3581 F150 accident	Wrecker Service

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
15068 Deep Rock Towing				
		450.00	1 Transactions	
1775 Galls LLC				
01-200-000-0000-6410	AP	51.99	#217 uniform pant	011542175 Clothing Allowance
1775 Galls LLC		51.99	1 Transactions	
5756 KEEPRS, Inc				
01-200-000-0000-6410	AP	62.14	uniform shirt #219	384679-2 Clothing Allowance
5756 KEEPRS, Inc		62.14	1 Transactions	
11041 MOCIC				
01-200-000-0000-6231		150.00	2019 Membership Fee	42046-610 Services & Labor (Incl Contracts)
11041 MOCIC		150.00	1 Transactions	
4010 Rasley Oil Company				
01-200-000-0000-6511	AP	167.81	#220 gas	various Gas And Oil
4010 Rasley Oil Company		167.81	1 Transactions	
86235 The Office Shop Inc				
01-200-000-0000-6405	AP	41.01	office supplies	1056935-0 Office Supplies
01-200-000-0000-6231	AP	393.83	Admin copier count	302644-0 Services & Labor (Incl Contracts)
86235 The Office Shop Inc		434.84	2 Transactions	
13934 Tire Barn				
01-200-000-0000-6302	AP	49.08	oil change #217	46235 Car Maintenance
01-200-000-0000-6302	AP	49.08	oil change #202	46253 Car Maintenance
13934 Tire Barn		98.16	2 Transactions	
200 DEPT Total:		2,508.46	Enforcement	10 Vendors 12 Transactions
203 DEPT			Snowmobile	
10452 AT&T Mobility				
01-203-000-0000-6250	AP	24.46	Snowmobile cell	287258495419 Telephone
10452 AT&T Mobility		24.46	1 Transactions	
203 DEPT Total:		24.46	Snowmobile	1 Vendors 1 Transactions
204 DEPT			ATV	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10452 AT&T Mobility				
01- 204- 000- 0000- 6250	AP	24.46	OHV cell	287258495419 Telephone
10452 AT&T Mobility		24.46		1 Transactions
204 DEPT Total:		24.46	ATV	1 Vendors 1 Transactions
252 DEPT			Corrections	
86222 Aitkin Independent Age				
01- 252- 252- 0000- 6405	AP	36.00	1 year weekly Age	1st floor Prisoner Welfare
86222 Aitkin Independent Age		36.00		1 Transactions
87615 Aitkin Medical Supply				
01- 252- 000- 0000- 6262	AP	46.20	catheters	462006 Medical Expenses & Supplies - Inmates
87615 Aitkin Medical Supply		46.20		1 Transactions
14005 American Tower Corporation				
01- 252- 000- 0000- 6231		346.06	Jacobson tower	405754733 Services & Labor (Incl Contracts)
14005 American Tower Corporation		346.06		1 Transactions
10452 AT&T Mobility				
01- 252- 000- 0000- 6250	AP	45.80	jail cells	287258495419 Telephone
10452 AT&T Mobility		45.80		1 Transactions
163 Charter Communications				
01- 252- 252- 0000- 6405		184.56	inmate cable	6081121818 Prisoner Welfare
163 Charter Communications		184.56		1 Transactions
5583 Crawford Supply Company				
01- 252- 252- 0000- 6405	AP	76.32	commissary supplies	1082982 Prisoner Welfare
5583 Crawford Supply Company		76.32		1 Transactions
14106 Cyntox LLC				
01- 252- 000- 0000- 6231		192.50	waste mgmt Jan- June 2019	41390 Services & Labor (Incl Contracts)
14106 Cyntox LLC		192.50		1 Transactions
1775 Galls LLC				
01- 252- 000- 0000- 6410	AP	109.98	Desiree uniform pant	011494033 Clothing Allowance
1775 Galls LLC		109.98		1 Transactions

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
15067	HBD Inc.				
	01-252-000-0000-6424	AP	69.34	20155	Inmate Supplies
15067	HBD Inc.		69.34		
				1 Transactions	
6084	Inventory Trading Company				
	01-252-000-0000-6410	AP	1,247.00	83534	Clothing Allowance
6084	Inventory Trading Company		1,247.00		
				1 Transactions	
5503	Keefe Supply Company				
	01-252-252-0000-6405	AP	52.80	1082586	Prisoner Welfare
	01-252-252-0000-6405	AP	208.38	1082981	Prisoner Welfare
5503	Keefe Supply Company		261.18		
				2 Transactions	
14564	Lands End Business Outfitters				
	01-252-000-0000-6410	AP	436.17	SIN6998462	Clothing Allowance
14564	Lands End Business Outfitters		436.17		
				1 Transactions	
13691	MEnD Correctional Care, PLLC				
	01-252-000-0000-6262	AP	119.75	3674	Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262	AP	945.58	3694	Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262	AP	7,371.06	3705	Medical Expenses & Supplies - Inmates
13691	MEnD Correctional Care, PLLC		8,436.39		
				3 Transactions	
89765	Minnesota Elevator, Inc				
	01-252-000-0000-6231		179.16	782455	Services & Labor (Incl Contracts)
89765	Minnesota Elevator, Inc		179.16		
				1 Transactions	
3789	Pan- O- Gold Baking Company				
	01-252-000-0000-6418	AP	149.78	10002418354024	Groceries
	01-252-000-0000-6418	AP	110.36	10002418361017	Groceries
3789	Pan- O- Gold Baking Company		260.14		
				2 Transactions	
4010	Rasley Oil Company				
	01-252-000-0000-6330	AP	19.40	42762	Prisoner Transportation & Travel
4010	Rasley Oil Company		19.40		
				1 Transactions	
9295	Reinhart Foodservice				
	01-252-000-0000-6418	AP	1,721.68	558433	Groceries
	01-252-000-0000-6418	AP	16.18-	563863	Groceries

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JKK1
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
01- 252- 000- 0000- 6418	AP	1,529.18	groceries	564493 Groceries
01- 252- 000- 0000- 6418	AP	34.18-	return groceries	564620 Groceries
9295 Reinhart Foodservice		3,200.50		4 Transactions
86235 The Office Shop Inc				
01- 252- 000- 0000- 6405	AP	41.01	office supplies	1056935- 0 Office & Computer Supplies
86235 The Office Shop Inc		41.01		1 Transactions
5295 Ziegler Inc				
01- 252- 000- 0000- 6231	AP	572.35	Cat G25 clean radiator	SW050310033 Services & Labor (Incl Contracts)
5295 Ziegler Inc		572.35		1 Transactions
252 DEPT Total:		15,760.06	Corrections	19 Vendors 26 Transactions
253 DEPT			Sentence to Serve	
10452 AT&T Mobility				
01- 253- 000- 0000- 6250	AP	32.98	STS air card	287258495419 Telephone
10452 AT&T Mobility		32.98		1 Transactions
4010 Rasley Oil Company				
01- 253- 000- 0000- 6511	AP	62.59	STS gas	42879 Gas And Oil
4010 Rasley Oil Company		62.59		1 Transactions
13934 Tire Barn				
01- 253- 000- 0000- 6302	AP	253.89	oil change, battery 06 Econo	46166 Car Maintenance
13934 Tire Barn		253.89		1 Transactions
253 DEPT Total:		349.46	Sentence to Serve	3 Vendors 3 Transactions
254 DEPT			Enhanced 911 System	
3455 Motorola Inc				
01- 254- 000- 0000- 6231		61,204.45	2019 Service Contract	8230207503 Services, Labor, Contracts
3455 Motorola Inc		61,204.45		1 Transactions
254 DEPT Total:		61,204.45	Enhanced 911 System	1 Vendors 1 Transactions
280 DEPT			Emergency Management	
4870 Turner/Scott A.				

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1 General Fund

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>
	01-280-000-0000-6405	AP	55.00	meals Line 3 meeting Bemidji	11-30-18	Office Supplies
4870	Turner/Scott A.		55.00	1 Transactions		
280	DEPT Total:		55.00	Emergency Management	1 Vendors	1 Transactions
391	DEPT			Solid Waste		
248	Association of Mn Counties					
	01-391-000-0000-6241		65.00	AMC Winter Conf T. Neeff		Registration Fee
248	Association of Mn Counties		65.00	1 Transactions		
1754	Garrison Disposal Company, Inc					
	01-391-060-0000-6360	AP	9,405.60	monthly recycling	oct 2018	Recycling Contract
1754	Garrison Disposal Company, Inc		9,405.60	1 Transactions		
391	DEPT Total:		9,470.60	Solid Waste	2 Vendors	2 Transactions
500	DEPT			Library And Historical Society		
14295	May/Rebecca					
	01-500-500-0000-6350		105.00	ECRL Board Mtg 9/10,10/8,12/10		Library Per Diem
14295	May/Rebecca		105.00	1 Transactions		
3255	Mn Counties Intergovernmental Trust					
	01-500-501-0000-6352		3,141.00	2019 PC renewal		Historical Society Insurance
	01-500-501-0000-6353		50.00	2019 wc renewal	17478r	Historical Society Workers Compensation
3255	Mn Counties Intergovernmental Trust		3,191.00	2 Transactions		
500	DEPT Total:		3,296.00	Library And Historical Society	2 Vendors	3 Transactions
600	DEPT			Ag Society, Soil & Water, Ag Inspect		
3402	Mississippi Headwaters Board					
	01-600-552-0000-6847		1,500.00	2019 appropriation		Mississippi Headwaters Board
3402	Mississippi Headwaters Board		1,500.00	1 Transactions		
600	DEPT Total:		1,500.00	Ag Society, Soil & Water, Ag Inspect	1 Vendors	1 Transactions
1	Fund Total:		391,948.46	General Fund		97 Transactions

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3 Road & Bridge

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		
3247	MCEA				
	03-301-000-0000-6240		2019 MCEA FULL MEMBERSHIP	WELLE/QUALE	Dues
3247	MCEA		500.00		
			500.00		1 Transactions
3963	Quale/Michael J				
	03-301-000-0000-6296	AP	67.48		Meeting Expense/Physicals
	03-301-000-0000-6296	AP	210.00		Meeting Expense/Physicals
3963	Quale/Michael J		277.48	343111	
					2 Transactions
9261	RTVision, Inc.				
	03-301-000-0000-6300		1,833.60	2018-100485	Service Contracts
9261	RTVision, Inc.		1,833.60		
					1 Transactions
86235	The Office Shop Inc				
	03-301-000-0000-6400	AP	465.88	302504-0	Supplies And Materials
86235	The Office Shop Inc		465.88		
					1 Transactions
301	DEPT Total:		3,076.96	R&B Administration	4 Vendors 5 Transactions
302	DEPT			R&B Engineering/Construction	
14830	Thompson / Bryce				
	03-302-000-0000-6411	AP	129.99	BOOT REIMBURSEMENT	Safety Footwear
14830	Thompson / Bryce		129.99		
					1 Transactions
302	DEPT Total:		129.99	R&B Engineering/Construction	1 Vendors 1 Transactions
303	DEPT			R&B Highway Maintenance	
14943	1ST AYD CORPORATION				
	03-303-000-0000-6298	AP	116.14	AITKIN SHOP SUPPLIES	Shop Maintenance
14943	1ST AYD CORPORATION		116.14		
					1 Transactions
13649	Aitkin Rental Center				
	03-303-000-0000-6298	AP	91.50	TABLES	Shop Maintenance
13649	Aitkin Rental Center		91.50		
					1 Transactions
195	Aitkin Tire Shop				
	03-303-000-0000-6590	AP	203.40	TIRE	Repair & Maintenance 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
	03-303-000-0000-6590	AP	TIRE	0-058712	Repair & Maintenance Supplies
	03-303-000-0000-6590	AP	TIRE	0-058716	Repair & Maintenance Supplies
195	Aitkin Tire Shop				3 Transactions
637.40					
10452	AT&T Mobility				
	03-303-000-0000-6254	AP	PAUL'S IPAD SVC	287266104878X1	Utilities
10452	AT&T Mobility				1 Transactions
32.98					
86467	Auto Value Aitkin				
	03-303-000-0000-6590	AP	FILTERS	40131781	Repair & Maintenance Supplies
	03-303-000-0000-6298	AP	AITKIN SHOP SUPPLIES	40132157	Shop Maintenance
86467	Auto Value Aitkin				2 Transactions
144.02					
8175	Centurylink				
	03-303-000-0000-6254	AP	FAX: HWY OFFICE	DEC- JAN	Utilities
8175	Centurylink				1 Transactions
31.33					
31.33					
14887	Cintas Corporation				
	03-303-000-0000-6298	AP	SHOP LAUNDRY	4014009642	Shop Maintenance
	03-303-000-0000-6298	AP	SHOP LAUNDRY	4014338598	Shop Maintenance
14887	Cintas Corporation				2 Transactions
39.10					
14592	Dale Petroleum Company				
	03-303-000-0000-6513	AP	MCGRATH DIESEL	404942	Motor Fuel & Lubricants
	03-303-000-0000-6513	AP	MCGREGOR DIESEL	404942	Motor Fuel & Lubricants
14592	Dale Petroleum Company				2 Transactions
13,835.82					
9326	Dehn Oil				
	03-303-000-0000-6513	AP	AITKIN DIESEL	25130568	Motor Fuel & Lubricants
9326	Dehn Oil				1 Transactions
13,515.65					
13,515.65					
7935	East Central Energy				
	03-303-000-0000-6254	AP	NOV/DEC POWER- MCGRATH	34376157	Utilities
7935	East Central Energy				1 Transactions
140.81					
140.81					
7060	Federated Co- Ops Inc.				
	03-303-000-0000-6297	AP	MCGREGOR SHOP PROPANE	TMO- 326945	Shop Fuel
7060	Federated Co- Ops Inc.				1 Transactions
659.77					
659.77					

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3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
9335	Flier/Randy				
	03- 303- 000- 0000- 6411	AP	108.49		
9335	Flier/Randy		108.49		
				1 Transactions	
8622	Frontier				
	03- 303- 000- 0000- 6254		67.22	MCGREGOR DEC- JAN	218- 468- 4481
	03- 303- 000- 0000- 6254		67.22	DEC- JAN JACOBSON	218- 752- 6591
	03- 303- 000- 0000- 6254		67.22	DEC- JAN PALISADE	218- 845- 2607
	03- 303- 000- 0000- 6254		87.22	DEC- JAN MCGRATH	320- 592- 3580
8622	Frontier		288.88		
				4 Transactions	
9337	Jackman/David				
	03- 303- 000- 0000- 6411	AP	145.00	WORK BOOTS REIMBURSEMENT	
9337	Jackman/David		145.00		
				1 Transactions	Safety Footwear
91187	Lake Country Power				
	03- 303- 000- 0000- 6254	AP	63.36	NOV- DEC CSAH 14	141979801
	03- 303- 000- 0000- 6254	AP	65.06	NOV- DEC CSAH 6	141979901
91187	Lake Country Power		128.42		
				2 Transactions	Utilities
2831	Little Falls Machine Inc				
	03- 303- 000- 0000- 6590	AP	556.87	REPAIR PARTS	353379
2831	Little Falls Machine Inc		556.87		
				1 Transactions	Repair & Maintenance Supplies
12927	Midwest Machinery Co.				
	03- 303- 000- 0000- 6590	AP	4.98	REPAIR PARTS	1820661
	03- 303- 000- 0000- 6590	AP	305.38	FILTERS	1821603
	03- 303- 000- 0000- 6590	AP	20.67	REPAIR PARTS	1821603
12927	Midwest Machinery Co.		331.03		
				3 Transactions	Repair & Maintenance Supplies
8372	Mn Petroleum Marketers Assn				
	03- 303- 000- 0000- 6298		230.00	DIESEL TANK- MCGRATH 2019	45828 SIR
	03- 303- 000- 0000- 6298		230.00	DIESEL TANK- MCGREGOR 2019	45828 SIR
8372	Mn Petroleum Marketers Assn		460.00		
				2 Transactions	Shop Maintenance
10720	Nuss Truck & Equipment				
	03- 303- 000- 0000- 6590	AP	199.93	REPAIR PARTS	6114358P
10720	Nuss Truck & Equipment		199.93		
				1 Transactions	Repair & Maintenance Supplies

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3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3776 Palisade One Stop				
03-303-000-0000-6513	AP	53.13 GASOLINE	11640	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	47.47 GASOLINE	14285	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	69.00 GASOLINE	16446	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	38.61 GASOLINE	17701	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	43.19 GASOLINE	18180	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	73.01 GASOLINE	18440	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	83.35 GASOLINE	18446	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	62.70 GASOLINE	18549	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	79.00 GASOLINE	19111	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	42.02 GASOLINE	19219	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	42.00 GASOLINE	19496	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	90.27 GASOLINE	19597	Motor Fuel & Lubricants
03-303-000-0000-6298	AP	3.99 AITKIN SHOP SUPPLIES	366632	Shop Maintenance
03-303-000-0000-6513	AP	39.98 GASOLINE	413332	Motor Fuel & Lubricants
3776 Palisade One Stop		767.72		14 Transactions
14861 Parman Energy Group				
03-303-000-0000-6513	AP	3,387.05 MOTOR OIL	0749507- IN	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	716.18 TRANNY OIL	0749507- IN	Motor Fuel & Lubricants
03-303-000-0000-6298	AP	241.77 AITKIN SHOP SUPPLIES	0749571- IN	Shop Maintenance
14861 Parman Energy Group		4,345.00		3 Transactions
3950 Public Utilities				
03-303-000-0000-6254	DTG	51.90 HWY 210 W & CR 28	02-00059455-00	Utilities
03-303-000-0000-6254	DTG	84.89 AITKIN SHOP: WATER	02-00063335-00	Utilities
03-303-000-0000-6254	DTG	57.01 HWY 210/169 E & CR 12	02-00063388-00	Utilities
03-303-000-0000-6254	DTG	90.97 HWY 47 & CR 12	02-00064092-00	Utilities
3950 Public Utilities		284.77		4 Transactions
14785 Pylvanen/Scott				
03-303-000-0000-6411	AP	145.00 WORK BOOTS REIMBURSEMENT	AMAZON	Safety Footwear
14785 Pylvanen/Scott		145.00		1 Transactions
90805 Temco				
03-303-000-0000-6298	AP	78.30 AITKIN SHOP	23399	Shop Maintenance
03-303-000-0000-6590	AP	24.75 REPAIR PARTS	23403	Repair & Maintenance Supplies
90805 Temco		103.05		2 Transactions

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3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
13934 Tire Barn				
03-303-000-0000-6590	AP	REPAIR PARTS	46281	Repair & Maintenance Supplies
03-303-000-0000-6590	AP	REPAIR LABOR	46281	Repair & Maintenance Supplies
13934 Tire Barn		2 Transactions		
9642 WEX BANK				
03-303-000-0000-6513	AP	GASOLINE	11-8 TO 12-7	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	REBATE	11-8 TO 12-7	Motor Fuel & Lubricants
9642 WEX BANK		2 Transactions		
13856 WHITE/PAUL				
03-303-000-0000-6411	AP	WORK BOOTS REIMBURSEMENT	10149926101	Safety Footwear
13856 WHITE/PAUL		1 Transactions		
8279 Winzer Corporation				
03-303-000-0000-6298	AP	AITKIN SHOP SUPPLIES	6271382	Shop Maintenance
8279 Winzer Corporation		1 Transactions		
5295 Ziegler Inc				
03-303-000-0000-6590	AP	REPAIR PARTS	PC190081827	Repair & Maintenance Supplies
03-303-000-0000-6590	AP	REPAIR PARTS	PC190081828	Repair & Maintenance Supplies
5295 Ziegler Inc		2 Transactions		
303 DEPT Total:		40,870.46	R&B Highway Maintenance	29 Vendors
				63 Transactions
307 DEPT			R&B Capital Infrastructure	
8694 Department of Transportation				
03-307-000-0000-6260	DTG	PROJECT TESTING/INSPECTION	P00009841	Professional Services
8694 Department of Transportation		1 Transactions		
15070 LARSON/RICHARD				
03-307-000-0000-6362		LAND R- W	PARCEL NO 9	Right Of Way
03-307-000-0000-6362		DAMAGES	PARCEL NO 9	Right Of Way
15070 LARSON/RICHARD		2 Transactions		
5556 MN Board Of Water & Soil Resources				
03-307-000-0000-6260		WETLAND BANK 2019 ANNUAL FEE	0-0000519000	Professional Services
5556 MN Board Of Water & Soil Resources		1 Transactions		

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
15069	ROBINSON/ NANCY C 03-307-000-0000-6362		LAND R- W	PARCEL NO 3	Right Of Way
15069	ROBINSON/ NANCY C		1 Transactions		
307	DEPT Total:		9,829.04 R&B Capital Infrastructure	4 Vendors	5 Transactions
308	DEPT		R&B Equipment & Facilities		
1880	Gravelle Plumbing & Heating, Inc 03-308-000-0000-6600 AP		8,215.50 SWATARA SHOP	79005	Capital Outlay- Facilities
1880	Gravelle Plumbing & Heating, Inc		8,215.50	1 Transactions	
308	DEPT Total:		8,215.50 R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:		62,121.95 Road & Bridge		75 Transactions

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5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
257 DEPT		Community Corrections		
8239 Ameripride Linen & Apparel Services 05- 257- 000- 0000- 6422		Cleaning Supplies 01/01/2019 01/01/2019	2201139010	Janitorial Services/Supplies
8239 Ameripride Linen & Apparel Services		1 Transactions		
89765 Minnesota Elevator, Inc 05- 257- 000- 0000- 6300		Elevator Service - Jan '19 01/01/2019 01/31/2019	782844	Maintenance- Service Contracts
89765 Minnesota Elevator, Inc		1 Transactions		
257 DEPT Total:		Community Corrections	2 Vendors	2 Transactions
390 DEPT		Environmental Health (FBL)		
8239 Ameripride Linen & Apparel Services 05- 390- 000- 0000- 6422		Cleaning Supplies 01/01/2019 01/01/2019	2201139010	Janitorial Services/Supplies
8239 Ameripride Linen & Apparel Services		1 Transactions		
89765 Minnesota Elevator, Inc 05- 390- 000- 0000- 6300		Elevator Service - Jan '19 01/01/2019 01/31/2019	782844	Maintenance- Service Contracts
89765 Minnesota Elevator, Inc		1 Transactions		
390 DEPT Total:		Environmental Health (FBL)	2 Vendors	2 Transactions
400 DEPT		Public Health Department		
88023 American Payment Centers, LLC 05- 400- 440- 0410- 6301		Box Service 01/01/2019 03/31/2019	15- 19320	Equipment Lease/Space Rental
88023 American Payment Centers, LLC		1 Transactions		
8239 Ameripride Linen & Apparel Services 05- 400- 440- 0410- 6422		Cleaning Supplies 01/01/2019 01/01/2019	2201139010	Janitorial Services/Supplies
8239 Ameripride Linen & Apparel Services		1 Transactions		
89765 Minnesota Elevator, Inc				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
1/7/19 12:23PM
5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	05- 400- 440- 0410- 6300		Elevator Service - Jan '19	782844	Maintenance/Service Contracts
89765	Minnesota Elevator, Inc	25.08	01/01/2019 01/31/2019		
			1 Transactions		
3810	Paulbeck's County Market				
	05- 400- 430- 0403- 6406	17.85	C&TC - Cupcakes/Punch	000009273744	PH Program Related Supplies
			12/05/2018 12/05/2018		
3810	Paulbeck's County Market	17.85	1 Transactions		
86235	The Office Shop Inc				
	05- 400- 440- 0410- 6405	0.75	Agency - Staple remover	1055891- 0	Office Supplies
			12/07/2018		
	05- 400- 440- 0410- 6405	4.34	Agency - Pens	1056100- 0	Office Supplies
			12/11/2015		
	05- 400- 440- 0410- 6405	1.48	Agency - Pens	1056100- 1	Office Supplies
			12/12/2018		
	05- 400- 440- 0410- 6405	10.30	Agency - Paper/Tape/Batteries	1056520- 0	Office Supplies
			12/19/2018		
86235	The Office Shop Inc	16.87	4 Transactions		
400	DEPT Total:	78.54	Public Health Department	5 Vendors	8 Transactions
420	DEPT		Income Maintenance		
88023	American Payment Centers, LLC				
	05- 420- 600- 4800- 6301	26.40	Box Service	15- 19320	Equipment Lease/Space Rental
			01/01/2019 03/31/2019		
88023	American Payment Centers, LLC	26.40	1 Transactions		
8239	Ameripride Linen & Apparel Services				
	05- 420- 600- 4800- 6422	12.30	Cleaning Supplies	2201139010	Janitorial Services/Supplies
			01/01/2019 01/01/2019		
8239	Ameripride Linen & Apparel Services	12.30	1 Transactions		
89765	Minnesota Elevator, Inc				
	05- 420- 600- 4800- 6300	51.96	Elevator Service - Jan '19	782844	Maintenance/Service Contracts
			01/01/2019 01/31/2019		
89765	Minnesota Elevator, Inc	51.96	1 Transactions		
86235	The Office Shop Inc				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
1/7/19 12:23PM
5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	05- 420- 600- 4800- 6405		1.54 Agency - Staple remover 12/07/2018	1055891- 0	Office Supplies
	05- 420- 600- 4800- 6405		8.97 Agency - Pens 12/11/2015	1056100- 0	Office Supplies
	05- 420- 600- 4800- 6405		3.05 Agency - Pens 12/12/2018	1056100- 1	Office Supplies
	05- 420- 600- 4800- 6405		21.25 Agency - Paper/Tape/Batteries 12/19/2018	1056520- 0	Office Supplies
86235	The Office Shop Inc		34.81		4 Transactions
420	DEPT Total:		125.47	Income Maintenance	4 Vendors 7 Transactions
430	DEPT			Social Services	
88023	American Payment Centers, LLC				
	05- 430- 700- 4800- 6301		40.80 Box Service 01/01/2019	15- 19320	Equipment Lease/Space Rental
88023	American Payment Centers, LLC		40.80		03/31/2019 1 Transactions
8239	Ameripride Linen & Apparel Services				
	05- 430- 700- 4800- 6422		18.66 Cleaning Supplies 01/01/2019	2201139010	Janitorial Services/Supplies
8239	Ameripride Linen & Apparel Services		18.66		01/01/2019 1 Transactions
89765	Minnesota Elevator, Inc				
	05- 430- 700- 4800- 6300		78.83 Elevator Service - Jan '19 01/01/2019	782844	Maintenance/Service Contracts
89765	Minnesota Elevator, Inc		78.83		01/31/2019 1 Transactions
86235	The Office Shop Inc				
	05- 430- 700- 4800- 6405		2.39 Agency - Staple remover 12/07/2018	1055891- 0	Office Supplies
	05- 430- 700- 4800- 6405		13.86 Agency - Pens 12/11/2015	1056100- 0	Office Supplies
	05- 430- 700- 4800- 6405		4.72 Agency - Pens 12/12/2018	1056100- 1	Office Supplies
	05- 430- 700- 4800- 6405		32.84 Agency - Paper/Tape/Batteries 12/19/2018	1056520- 0	Office Supplies
	05- 430- 700- 4800- 6405		20.69 HCBS Supples - 6x9 Envelopes 12/19/2018	1056520- 0	Office Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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5 Health & Human Services

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
86235	The Office Shop Inc		74.50	5 Transactions	
430	DEPT Total:		212.79	Social Services	4 Vendors 8 Transactions
5	Fund Total:		445.61	Health & Human Services	27 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
1/7/19 12:23PM
9 State

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
4580	Mn Dept Of Finance				
	09- 000- 000- 0000- 2030	AP	marrage license fees for dec		State Fees, Assessments & Surcharges
4580	Mn Dept Of Finance		1 Transactions		
0	DEPT Total:		105.00 Undesignated	1 Vendors	1 Transactions
9	Fund Total:		105.00 State		1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
1/7/19 12:23PM
10 Trust

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		
13447	Futurewood				
	10- 900- 000- 0000- 2300		787.20	13557	Timber Permit Bonds
13447	Futurewood		787.20		
				1 Transactions	
13493	Kerr Logging/Steve				
	10- 900- 000- 0000- 2300		1,515.26	13556	Timber Permit Bonds
13493	Kerr Logging/Steve		1,515.26		
				1 Transactions	
9286	Stangler Logging				
	10- 900- 000- 0000- 2300		578.00	13741	Timber Permit Bonds
9286	Stangler Logging		578.00		
				1 Transactions	
900	DEPT Total:		2,880.46	3 Vendors	3 Transactions
923	DEPT		Forfeited Tax Sales		
86467	Auto Value Aitkin				
	10- 923- 000- 0000- 6590	AP	4.99	40131556	Repair & Maintenance Supplies
86467	Auto Value Aitkin		4.99		
				1 Transactions	
783	Canon Financial Services, Inc				
	10- 923- 000- 0000- 6405	AP	327.05	19509458	Office Supplies
783	Canon Financial Services, Inc		327.05		
				1 Transactions	
11411	Charter Communications				
	10- 923- 000- 0000- 6254	AP	174.98		Utilities
11411	Charter Communications		174.98		
				1 Transactions	
13447	Futurewood				
	10- 923- 000- 0000- 6820		2,849.92	13557	Refunds & Reimbursements
13447	Futurewood		2,849.92		
				1 Transactions	
13493	Kerr Logging/Steve				
	10- 923- 000- 0000- 6820		473.97	13556	Refunds & Reimbursements
13493	Kerr Logging/Steve		473.97		
				1 Transactions	
14386	Paradigm Automotive				
	10- 923- 000- 0000- 6590	AP	2,721.69	7148/7288	Repair & Maintenance Supplies

JKK1
 1/7/19 12:23PM
 10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
14386	Paradigm Automotive				
		2,721.69		1 Transactions	
9286	Stangler Logging				
	10- 923- 000- 0000- 6820	1,444.36	overappraised	13741	Refunds & Reimbursements
9286	Stangler Logging	1,444.36		1 Transactions	
923	DEPT Total:	7,996.96	Forfeited Tax Sales	7 Vendors	7 Transactions
10	Fund Total:	10,877.42	Trust		10 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
1/7/19 12:23PM
11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
925	DEPT		Resource Management		
13234	Western EcoSystems Technology, Inc.				
	11- 925- 000- 0000- 6231	AP	1,081.66	project 734- 03.001	62678
13234	Western EcoSystems Technology, Inc.		1,081.66	1 Transactions	Services, Labor, Contracts
925	DEPT Total:		1,081.66	Resource Management	1 Vendors
11	Fund Total:		1,081.66	Forest Development	1 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
1/7/19 12:23PM
14 Capital Project

Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
949	DEPT		Courthouse Addition		
	5777 U.S. Bank				
	14- 949- 000- 0000- 6231		Capitalized Interest on Bonds	1329098	Services, Labor, Contracts
	5777 U.S. Bank				
		244,915.89			
		244,915.89	1 Transactions		
949	DEPT Total:	244,915.89	Courthouse Addition	1 Vendors	1 Transactions
14	Fund Total:	244,915.89	Capital Project		1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
1/7/19 12:23PM
19 Long Lake Conservation C

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		
13867	BrainRunner Inc				
	19- 521- 000- 0000- 6231	AP	campbrain annual sub	109574	Services, Labor, Contracts
13867	BrainRunner Inc				
			1 Transactions		
10618	Erik's Lawn Service				
	19- 521- 000- 0000- 6231	AP	mowing parks		Services, Labor, Contracts
10618	Erik's Lawn Service				
			1 Transactions		
521	DEPT Total:		LLCC Administration	2 Vendors	2 Transactions
			2,750.00		
19	Fund Total:		Long Lake Conservation Center		2 Transactions
			2,750.00		

JKK1
 1/7/19 12:23PM
 21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
520	DEPT		Parks		
1310	Door Doctor				
	21- 520- 000- 0000- 6590	AP	service opener	5746	Repair & Maintenance Supplies
1310	Door Doctor				
			85.00		
			85.00	1 Transactions	
10618	Erik's Lawn Service				
	21- 520- 000- 0000- 6231	AP	mowing parks	5562	Services, Labor, Contracts
10618	Erik's Lawn Service				
			250.00	1 Transactions	
			250.00		
520	DEPT Total:		335.00	Parks	2 Vendors 2 Transactions
21	Fund Total:		335.00	Parks	2 Transactions
	Final Total:		714,580.99	153 Vendors	216 Transactions

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	391,948.46	General Fund
3	62,121.95	Road & Bridge
5	445.61	Health & Human Services
9	105.00	State
10	10,877.42	Trust
11	1,081.66	Forest Development
14	244,915.89	Capital Project
19	2,750.00	Long Lake Conservation Center
21	335.00	Parks
All Funds	714,580.99	Total

Approved by,
.....
.....



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: January 8, 2019

Title of Item: Nominations for Board Chair and Vice Chair

<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* <small>*provide copy of hearing notice that was published</small>
Submitted by:		Department:
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue:		
<p>375.13 CHAIR.</p> <p>The county board, at its first session in each year, shall elect from its members a chair and a vice-chair. The chair shall preside at its meetings and sign all documents requiring signature on its behalf. The chair's signature, attested by the clerk of the county board, shall be binding as the signature of the board. In case of the absence or incapacity of the chair, the vice-chair shall perform the chair's duties. If the chair or vice-chair are absent from any meeting, all documents requiring the signature of the board shall be signed by a majority of it and attested by the clerk.</p> <p>History: (663) RL s 429; 1937 c 165 s 1; 1978 c 743 s 15; 1982 c 435 s 2; 1984 c 629 s 2; 1986 c 444</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Elect Board Chair and Vice Chair		
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.



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: 1/8/2019

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

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	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: Bobbie Danielson		Department: Administration/HR
Presenter (Name and Title): Bobbie Danielson, HR Director <i>Bobbie Danielson</i>		Estimated Time Needed: n/a
Summary of Issue: These policies are reaffirmed annually.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to reaffirm the policy attached and to authorize the Commissioners to sign the Code of Ethics annual confirmation. (Signature page with Sue Bingham.)		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" 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>		

ARTICLE VIII ORGANIZATIONAL STANDARDS AND RULES

Section A. Code Of Ethics

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

CODE OF ETHICS FOR AITKIN COUNTY EMPLOYEES

(Conflict of Interest)

Subd. (1) Definitions

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

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

Subd. (2) Acceptance of Gifts Or Favors

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

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

Subd. (3) Use of Confidential Information

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

Subd. (4) Use of Property

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

Subd. (5) Conflicts of Interest

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

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

Subd. (6) Determination of Conflict of Interest

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

Subd. (7) Resolution of Conflict of Interest

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

Subd. (8) Acceptance of Advantage By County Employee

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

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

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

Subd. (9) Complaints

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

Subd. (10) Violations

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

Subd. (11) Annual Confirmation

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

Section B. Harassment Policy, Including Sexual Harassment and General Harassment

Purpose: To provide a work environment free of harassment in any form.

Subd. (1) Policy Statement

DATE:

I have received, read, understand and agree to abide by the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

Board of Commissioners/District 1

Board of Commissioners/District 2

Board of Commissioners/District 3

Board of Commissioners/District 4

Board of Commissioners/District 5

County Administrator

County Assessor

County Attorney

County Auditor

County Engineer

County Recorder

County Sheriff

County Treasurer

DATE:

I have received, read, understand and agree to abide by the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

Community Corrections Director

Environmental Services Director

Health & Human Services Director

Human Resources Director

IT Director

Land Commissioner

Veterans Service Officer

ARTICLE II EMPLOYEE TRAVEL, CONFERENCES AND TRAINING

Section A. Purpose

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

Section B. Application And Administration

Subd. (1) This policy applies to all employees and elected officials of Aitkin County. In the event that this policy conflicts with an applicable collective bargaining agreement, the latter controls. Should there be any conflict between this policy and State or Federal law, the latter controls.

Section C. Travel Requests And Approval

Subd. (1) The Aitkin County Board of Commissioners shall approve all travel costs through the annual budget process.

Subd. (2) All travel for personnel requires the approval of the Department Head.

Subd. (3) Furthermore, all travel that is not budgeted requires the approval of the County Board.

Subd. (4) Additionally, all out-of-state travel requiring County Board approval, shall be through the consent agenda prior to attendance and payment.

Section D. Funds Available

Subd. (1) The Department Head is responsible to see that funds are available to pay for all expenses that they approve.

Section E. Billing

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

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

Section F. Travel Guidelines

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

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

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

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

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

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

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

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

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

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

Section G. Reimbursements

Subd. (1) The amount of compensation to be paid for mileage reimbursement shall be consistent with the current rate set by the Aitkin County Board of Commissioners.

Subd. (2) Reimbursement for extended travel is paid on the basis of the prevailing mileage allowance rate or tourist air fares, whichever is less. When personal vehicles are used for extended travel not available by commercial transportation, travel reimbursement is made on an actual mileage basis. This excludes mileage for personal use. When two or more employees are traveling in one car, reimbursement is made to one employee.

Subd. (3) Reimbursement for out-of-County meals, lodging, parking and other related County expenses will occur only upon submittal of receipts. Non-overnight meal expense reimbursement will be subject to Internal Revenue Service tax deduction.

Subd. (4) Employees using private automobiles are reimbursed on the actual expense basis for parking when that parking is related to County business at other than your normal location. Receipts for such payments must be submitted with the expense reimbursement request.

Subd. (5) When an employee chooses to use his or her own vehicle for travel instead of an available vehicle from the Motor Pool, the mileage reimbursement will be made at \$0.10 less than the current mileage rate.

Section H. Airline Travel

Subd. (1) Any Aitkin County employee or elected official who uses airline travel for County business must report the receipt of any credits or other benefits to the County by notifying the Auditor's Office within 30 days of receipt of any such benefits or credit. Any employee or elected official may accrue credits or other benefits to be used by the individual for additional airline travel for County business only. Credits or other benefits accrued to an employee or elected official who uses airline travel for County business cannot be used for personal gain.

Section I. Travel Time

Subd. (1) County employees may be authorized time for travel the day prior to and/or the day following the convention or meeting date(s) when extended travel is required by the Department Head.

Subd. (2) If an employee's family members accompany them on County business trips, the portion of the expenses attributable to the family member(s) is not reimbursable.

Section J. Travel Expenses

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

Section K. Liability Insurance/Driver's License

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

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

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

Section L. Car Pooling

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

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

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

Section M. Situations Not Specifically Covered

Subd. (1) Situations periodically arise which require flexibility and common sense. Department Heads are authorized to make decisions on situations not specifically covered by this policy, provided the decisions are made within the general intent of this policy.

Section N. How Automobile Liability Coverage Applies

Subd. (1) It is a fundamental rule of automobile liability coverage that the primary responsibility to respond falls first upon the coverage in effect on the vehicle involved in the accident. The second priority is any coverage in effect covering the operator of the vehicle. Other coverages respond after these first two.

Subd. (2) Member-owned vehicle - In this instance, since the vehicle is owned by the member, the primary responsibility to respond rests with MCIT. The operator's personal coverage may come into play as excess insurance if the MCIT limits prove insufficient to cover all the damages caused.

Subd. (3) Personal vehicle - The personal vehicle being used could be a vehicle owned by the operator, a vehicle leased to the operator on a long term basis, or a vehicle owned by someone else and loaned to the operator. In this instance, the primary responsibility to respond rests with the policy applicable to the vehicle. A vehicle on a long-term lease is treated as though the leasee owns it. The second priority would be the policy applicable to the operator (if different). The MCIT coverage document would respond last.

Subd. (4) Short-term leased (rental) vehicle - Travelers frequently need to rent cars. Uniformly, rental agreements provide state minimum coverages that will be primary over all other applicable coverages. The second priority for coverage will be the renter/operator's personal automobile policy. The MCIT coverage would be in excess. Under a vehicle rental contract, the renter becomes responsible for any damage occurring to the rented vehicle. In Minnesota, automobile policies automatically include coverage for damage to rental cars. It is not necessary to purchase additional collision damage coverage from the rental company.

Section O. County Vehicle Usage

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

- (a) All employees who engage in the use of County vehicles are required to have a valid and appropriate driver's license. It is the employee's responsibility to notify his/her supervisor if the employee's license has been revoked or suspended or if there is any other reason why the employee cannot drive a vehicle.
- (b) County vehicles and equipment are to be used for County-related business only. However, assigned County vehicles may be used to a limited extent for the conduct of personal business when traveling out-of-town or for meal purposes during lunch hours. All passengers in County vehicles must be employees of the County or have an official County business function.
- (c) Periodically situations arise which require flexibility and common sense. Department Heads are authorized to make decisions relating to matters not specifically covered by this Policy, provided the decisions are made within the general intent of this Policy. (Board approved 7/30/90)

Section P. Meal Reimbursement

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

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

Breakfast: \$11.00 Lunch: \$14.00 Dinner: \$21.00

Subd. (3) Conditions

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

- (j) If meals are included as part of a conference, seminar fee, or airline ticket and are not separately identified, they are not taxable income.

Section Q. Conference/Seminar Requests

Subd. (1) Aitkin County employees must keep up to date with changes being made outside the county which affect the way county business is performed. It is also the intent of Aitkin County to encourage development of its staff to the fullest extent possible. Two areas that are used for this are "required" and "discretionary" training.

Subd. (2) Required Training

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

Subd. (3) Discretionary Training

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

Subd. (4) Out of State Travel

- (a) Air Transportation - Any employee, traveling on County business shall be reimbursed for their travel expense by coach airfare rates. Airfare should be billed to the County at the lowest available rate based on inquiries to travel or ticket agents.
- (b) Extended Vehicle Use -When a personal vehicle is used for extended travel, reimbursement is paid on the basis of the prevailing mileage allowance rate or coach class air fare, whichever is less. When two or more people are traveling in one vehicle, reimbursement is made to one person.
- (c) Taxi/Bus - Payment for taxi, bus, or limousine service is authorized when no private vehicle is available. Reimbursement will be for whichever form of transportation has the lowest available rate.

- (d) Airline Travel Benefits - Any employee or elected official may accrue credits or other benefits to be used for additional airline travel for County business only. Credits or other benefits accrued by an employee or elected official who uses airline travel for County business cannot be used for personal gain.
- (e) The Department Head must authorize out of state travel. Permission must be then be received from the County Board before traveling outside of the State of Minnesota on county business, except when traveling to cities that directly border Minnesota. The Department Head is responsible to see that funds are available to cover the approved expense.



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: January 8, 2019

Title of Item: Donation to Aitkin County Veteran Services

<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: Penny Harms		Department: Veteran Services Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Aitkin County Veteran Services received a donation of \$100.00 from Marilyn Ellingboe from Aitkin. This money is to be used to assist veterans in Aitkin County.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Accept donation.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" 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.



Aitkin
County

Board of County Commissioners Agenda Request

5C
Agenda Item #

Requested Meeting Date: January 8, 2019

Title of Item: ECB Bylaws and JPA

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Please see the attached request from Holly Olson / Information Specialist II in St. Louis County. The ECB Bylaws and JPG are both attached for review, along with a proposed resolution. The Board is being asked to review both documents, authorize the Board Chair and County Administrator signatures, and adopt the resolution.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution and authorize Board Chair and County Administrator signatures.		
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>		

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

Good morning,

Attached are the **Northeast MN Regional Emergency Communications Board (ECB) Bylaws** and **Joint Powers Agreement (JPA)**. Both of these documents were approved at the 11/29 joint ECB and Regional Advisory Committee (RAC) meeting.

We are requesting that your governing authority review each document, and complete the signature pages at the end of each document. The signature pages can be completed electronically or printed and completed manually.

Please return the completed signature pages at your earliest convenience to: Holly Olson
olsonh@stlouiscountymn.gov or via fax 218-726-2923

Feel free to contact me at (218) 726-2921 with any questions. Thank you in advance for your assistance.

****NOTE: Watch for 2019 Board Appointments to come in January.****

Holly Olson | Information Specialist II

St. Louis County Sheriff's Office
911/Communications
2030 North Arlington Avenue
Duluth, Minnesota 55811
218-726-2921
olsonh@stlouiscountymn.gov

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

ADOPTED January 8, 2019

By Commissioner: xx

20190108-0xx

Modifications to the JPA Forming the NE ECB

WHEREAS, Aitkin County is a participating member of the Northeast Emergency Communications Board, a Joint Powers Entity formed pursuant to Minnesota Statutes 403.39 and 471.59; and

WHEREAS, a Joint Powers Agreement creating the Northeast Emergency Communications Board was approved by the eleven counties and four cities, and three tribes comprising the Board, including Aitkin County; and

WHEREAS, the current Joint Powers Agreement provides for membership by counties and cities within HSEM Region 2; and

WHEREAS, the Minnesota Legislature has amended Minnesota Statute 471.59 to provide authority for federally recognized Indian tribes to participate in Joint Powers Agreements; and

WHEREAS, compliance with this amendment to Minnesota Statute requires modification of the existing Joint Powers Agreement; and

WHEREAS, the Northeast Emergency Communications Board recommends modification of the Joint Powers Agreement governing the Northeast Emergency Communications Board to provide for the authority for federally recognized Indian tribes meeting the same requirements as counties and cities within HSEM Region 2 to participate in the Northeast Emergency Communications Board; and

WHEREAS, the Northeast Emergency Communications Board further recommends modification of the Joint Powers Agreement to provide management and administration of regional Emergency Management functions by the Emergency Communications Board.

NOW THEREFORE, BE IT RESOLVED the Aitkin County Board of Commissioners approves the modifications to the Joint Powers Agreement recommended by the Northeast Emergency Communications Board and attached hereto.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019

Jessica Seibert
County Administrator

Bylaws

Northeast Minnesota Emergency Communications Board (ECB)

Submitted by

Northeast Minnesota Regional Advisory Committee

ARTICLE I NAME

As provided in the Joint Powers Agreement creating this board it shall be named **the Northeast Minnesota Emergency Communications Board** (hereinafter Board).

ARTICLE II PURPOSE

The purpose of the North East Minnesota Emergency Communications Board is to provide for regional administration of emergency services related functions including but not limited to:

- A. Establishing a regional radio board pursuant to Section 403.39 to implement, maintain and operate regional and local improvements and enhancements to the statewide, shared, trunked radio and communication system and to collectively prepare and administer a plan which provides for the installation, operation and maintenance of local and regional enhancements to the Statewide Public Safety Radio and Communication System known as Allied Radio Matrix for Emergency Response (hereinafter ARMER).
- B. To the extent permitted by law, encourage the development of new resources and coordination of regional and sub-regional emergency services to efficiently and cost effectively respond to emergency situations and provide a high level of public safety throughout the region.
- C. Provide a governance structure for the operation and administration of shared emergency response services on both a regional and sub-regional basis that will enhance, improve and provide for efficient and cost effective delivery of public safety services throughout the region.
- D. Coordinate Emergency Management activities, consistent with the Minnesota Emergency Management Act of 1996, Minnesota Statute Chapter 12, between and among local units of government within HSEM Region 4.

ARTICLE III MEMBERS

1. Membership. The membership of the Northeast Minnesota Emergency Communications Board shall be governed by the Joint Powers Agreement between the parties.)
2. Board members and alternates. Each party to the Agreement creating the Northeast Minnesota Emergency Communications Board shall appoint a Board Member and may appoint an alternate to serve in the absence of the appointed member, as provided by the Joint Powers Agreement.
3. Notification of changes. Each party to the Agreement creating the Northeast Minnesota Emergency Communications Board shall notify the Chairperson of the Board following any changes to appointed members.

ARTICLE IV OFFICERS

The officers, their term and selection process shall be as provided in Article II, Section 3, Subdivision 1 of the Joint Powers Agreement creating the Northeast Minnesota Emergency Communications Board.

ARTICLE V BOARD MEETINGS

1. Meeting schedule. The Northeast Minnesota Emergency Communications Board shall meet at least twice annually as provided in the Joint Powers Agreement forming the Board. The Board shall meet at the beginning of each calendar year on a date selected by the Chair and approved by the Executive Committee to review operations and elect officers to serve for the calendar year. This meeting shall be scheduled before February 15 of each calendar year. The Board is also required to meet during the month of June each calendar year to review operations and approve a proposed budget for the next operating year. The Board shall adopt a regular meeting schedule for the twelve (12) month period following the first meeting of the calendar year that shall provide for meetings at least quarterly.
2. Meeting cancellation. Regular meetings may be cancelled by the Chair upon agreement by a majority of the members. Notice of such cancellation shall be provided as far in advance of the scheduled meeting as possible, but not less than 48 hours.

3. Meeting location. The Board shall make every reasonable effort to provide for meetings throughout the region represented by the Board. Locations shall be clearly specified in the schedule of Board meetings adopted by the Board. All meetings shall be held at public facilities that provide for adequate space and access to properly conduct public meetings.
4. Quorum. Except as provided in Article II, Section 3, subdivision 4 of the Joint Powers Agreement, a simple majority of the membership shall constitute a quorum.
5. Meeting Materials. The agenda and related materials for each Board meeting shall be established, published and caused to be sent by the Chair. These materials shall be electronically disseminated to the Board members no later than 5:00 p.m. on the Friday immediately preceding the scheduled meeting.

All pertinent information and requests to be included in the meeting materials must be submitted to staff by the appropriate Committee Chairs no later than 5:00 p.m. on the Wednesday immediately preceding a scheduled meeting.

The agenda and supporting material shall be distributed electronically, unless other arrangements have been made. Notification that the materials are ready to be viewed will be made to all members.

At the beginning of a regular meeting any member may move to amend the published meeting agenda. The agenda and supporting material may be distributed electronically.

6. Regular meetings of the Board will be conducted in the following order: • Call to order • Motions, if any, by members to amend the published agenda; • Approval of the minutes of prior meeting(s); • Reports by standing committees; • Updates from members; • Special reports; • Old business; • New business; • Other business; • Adjourn.
7. Upon the request of any Board member, immediately preceding a vote by the Board, the Recording Secretary shall repeat the motion, name of the person making the motion and the name of the person who has seconded the motion. Any Board member may request to have their vote entered in the minutes.

8. Special Meeting. Special meetings of the Board may be called by the Chair with the consent of a majority of the Board. Notice of special meetings shall include the date, time, place and agenda and be sent to Board members and posted on the official Website (www.mnecb.org) at least five calendar days prior to the meeting. Electronic transmission of meeting notice and agenda shall be sufficient. Business at special meetings shall be limited to the subjects listed in the published agenda.
9. When a member/designee and their alternate are present at a regular meeting or committee meeting, only the member is to be seated at the meeting table.
10. When a member/designee and their alternate are present at a regular meeting or committee meeting, only the member may cast votes and be recorded in proceedings.

ARTICLE VI COMMITTEES

1. The Joint Powers Agreement provides for the creation and defines the duties and membership of the following committees:
 - Northeast Minnesota Regional Advisory Committee (RAC)
 - Northeast Minnesota Regional Radio System User Committee (Users)
 - Northeast Minnesota Owners and Operators Committee (O&O)
 - Other Special Advisory Committee formed pursuant to the provisions of the Joint Powers Agreement
2. Each of the required committees provided in the Joint Powers Agreement shall adopt by-laws for their operation. Following adoption by the committee the by-laws shall be submitted for approval by the Board.
3. In addition to the committees provided in the Joint Powers Agreement the Board may establish committees and advisory bodies to assist the Board in performing its duties and responsibilities. Except as provided in the Joint Powers Agreement for the required committees the Board shall have sole discretion in the appointment or process of appointment of committees and advisory bodies. Membership on committees and advisory bodies is not limited to existing Board members but may include subject matter experts as determined by the Board. The Board shall endeavor to appoint an existing Board member to serve as the Chairperson of each committee or advisory body so created when compatible with the function or purpose of the committee or advisory body.

4. **Committee Meetings.** Except for those committees required by the Joint Powers Agreement who shall adopt by-laws for their governance, the time and place for committee meetings shall be determined by the committee chair and the procedures for notice, cancellation, quorum, rules of order and the conduction of business at committee meetings shall be the same as those for meetings of the full Board.
5. Board members other than those serving on the committee may attend and participate in committee debate but may not cast votes or be counted for the purpose of making a quorum.

ARTICLE VII RULES OF ORDER

Unless otherwise specified, the latest edition of Robert's Rules of Order will prevail in Board or Committee proceedings.

ARTICLE VIII AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the members present representing a quorum, after a 10-day notice to Board members setting forth in detail the contents of the proposed amendment(s).

ARTICLE IX EXECUTION

All parties need not sign the same copy. Each Party hereto has read, agreed to, and executed this Agreement on the date indicated.

In Witness Whereof, the officers indicated below of the Parties to this Agreement have signed this Agreement by authority of their respective governing bodies. (See the following signature pages.)

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

AITKIN COUNTY

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

**Joint Powers Agreement
(JPA)**

**Northeast Minnesota
Emergency Communications Board
(ECB)**

Submitted by:

Northeast Minnesota Regional Advisory Committee
with amendments/modifications through
November 29, 2018

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**REGIONAL RADIO AGREEMENT
FOR
NORTHEAST MINNESOTA EMERGENCY COMMUNICATIONS BOARD**

This Agreement is entered into this 29th day of November, 2018, by and between the following political subdivisions of the State of Minnesota, who are the founding members of the board:

Aitkin County
Aitkin County Courthouse
209 2nd Street
Aitkin, MN 56431

Carlton County
Carlton County Courthouse
301 Walnut Avenue
Carlton, MN 55718

Cass County
Cass County Courthouse
303 Minnesota Avenue West
PO Box 3000
Walker, MN 56484

Cook County
Cook County Courthouse
411 West 2nd Street
Grand Marais, MN 55604

Crow Wing County
Crow Wing County Courthouse
326 Laurel Street
Brainerd, MN 56401

Itasca County
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Kanabec County
Kanabec County Courthouse
18 North Vine, Suite 181
Mora, MN 55051

Koochiching County
Koochiching County Courthouse
715 4th Street
International Falls, MN 56649

Lake County
Lake County Courthouse
601 Third Avenue
Two Harbors, MN 55616

Pine County
Pine County Courthouse
635 Northridge Dr. NW
Suite 200
Pine City, MN 55063

St. Louis County
St. Louis County Courthouse
100 N. 5th Ave. West, Rm. 202
Duluth, MN 55802

City of Duluth
Duluth City Hall
411 West 1st Street
Duluth, MN 55802

City of Hibbing
Hibbing City Hall
401 East 21st Street
Hibbing, MN 55746

City of International Falls
International Falls City Hall
600 4th Street
International Falls, MN 56649

City of Virginia
Virginia City Hall
327 1st Street South
Virginia, MN 55792

Grand Portage Band of
Chippewa
PO Box 428
Grand Portage MN 55605

Leech Lake Band of Ojibwe
190 Sailstar Dr NW
Cass Lake MN 56633

Mille Lacs Band of Ojibwe
43408 Oodena Dr
Onamia MN 56359

CONTACT NAMES LISTED ON APPENDIX A

NOW, THEREFORE, in consideration of the mutual promises, covenants and consideration herein contained, the parties to this Joint Power Agreement agree as follows:

APPENDIX A

Aitkin County Contact/Title:	<u>Jessica Seibert, Aitkin County Administrator</u>
Carlton County Contact/Title:	<u>Paul Gassert, Carlton County Auditor,</u>
Cass County Contact/Title:	<u>Josh Stevenson, Cass County Administrator</u>
Cook County Contact/Title:	<u>Jeff Cadwell, Cook County Administrator</u>
Crow Wing County Contact/Title:	<u>Timothy Houle, Crow Wing County Administrator</u>
Itasca County Contact/Title:	<u>Brett Skyles, Itasca County Administrator</u>
Kanabec County Contact/Title:	<u>Jerry Tvedt, Kanabec County Coordinator</u>
Koochiching County Contact/Title	<u>Jenny Herman, Koochiching Admin Director</u>
Lake County Contact/Title:	<u>Laurel Buchanan, Lake County Clerk</u>
Pine County Contact/Title:	<u>David Minke, Pine County Coordinator</u>
St. Louis County Contact/Title:	<u>Kevin Z. Gray, St. Louis County Administrator</u>
City of Duluth Contact/Title:	<u>Noah Schuchman, Chief Administrative Officer</u>
City of Hibbing Contact/Title:	<u>Tom Dicklich, City Administrator</u>
City of International Falls/Title:	<u>Kenneth Anderson, City Administrator</u>
City of Virginia/Title:	<u>Pamela LaBine, Virginia Deputy City Clerk</u>
Grand Portage Band of Chippewa /Title:	<u>Norman Deschampe, Tribal Chairman</u>
Leech Lake Band of Ojibwe/Title:	<u>Kenneth Washington, Tribal Chief/Police Chief</u>
Mille Lacs Band of Ojibwe/Title:	<u>Sara Rice, Police Chief</u>

ARTICLE I - AUTHORITY, PURPOSE, AND DUTIES

Section 1. Authority. This Agreement is entered into by the parties to this agreement pursuant to the authority conferred upon the parties by Minnesota Statutes 471.59 and 403.39.

Section 2. Purpose.

The parties to this Agreement wish to formulate a regional emergency services board to provide for regional administration of emergency services related functions including:

- A. Establishing an emergency communications board pursuant to Section 403.39 to implement, maintain and operate regional and local improvements and enhancements to the statewide, shared, trunked radio and communication system provided for in Section 403.36 to enhance and improve interoperable public safety communications. With that objective in mind, the Parties to this Agreement wish to collectively prepare and administer a plan which provides for the installation, operation and maintenance of local and regional enhancements to the Statewide Public Safety Radio and Communication System known as Allied Radio Matrix for Emergency Response (hereinafter ARMER).
- B. To the extent permitted by law, encourage the development of new resources and coordination of regional and sub-regional emergency services to efficiently and cost effectively respond to emergency situations and provide a high level of public safety throughout the region.
- C. Provide a governance structure for the operation and administration of shared emergency response services on both a regional and sub-regional basis that will enhance, improve and provide for efficient and cost effective delivery of public safety services throughout the region.
- D. Coordinate Emergency Management activities, consistent with the Minnesota Emergency management Act of 1996, Minnesota Statute Chapter 12, between and among local units of government within HSEM Region 2.

This Agreement may be utilized to provide joint purchase of equipment or services. Joint purchase may occur when it is determined that such purchases are in the best interests of the Parties to this Agreement or when other advantages might be achieved by joint purchases.

Section 3. Duties of the Parties to this Agreement.

Subd. 1. Emergency Communications Board. When acting in its capacity as a Regional Emergency Communications Board the Board shall have the responsibility for the planning, financing, development, design, construction, operation, management, control and administration of the regional enhancement to the statewide public safety radio and communications system (ARMER) in accordance with the Statewide Public Safety Radio Plan and the technical and operational standards of the Statewide Radio Board.

Subd. 2. Local Enhancements and Improvements. When acting in its capacity as a Regional Emergency Communications Board the Board shall coordinate all local enhancements to the statewide public safety radio and communications system (ARMER) for jurisdictions and entities located within the region. All local enhancements and improvements must be consistent with local plans approved by the Emergency Communications Board, sub-regional and regional plans authorized and approved by the Emergency Communications Board and the Statewide Public Safety Radio Plan adopted by the Statewide Radio Board pursuant to statute. Improvements and enhancements are defined in the State Plan adopted by the Statewide Radio Board.

Subd. 3. Emergency Management Services. When acting in its capacity as an emergency management board the Board shall coordinate planning, training, and the purchase and use of equipment in order to ensure the most effective response to emergencies and disasters, both natural and other, within HSEM Region 2.

Subd. 4. Individual Duties. Each party to this Agreement shall establish such policies and take such steps as may be necessary to ensure the integrity and continued operation of this Board and to implement this Agreement and all requirements herein contained.

ARTICLE II – EMERGENCY COMMUNICATIONS BOARD

Section 1. Creation and Powers.

Subd. 1. Creation. There is hereby created a regional emergency services board that shall be known as “The Northeast Minnesota Emergency Communications Board”, hereinafter, the “Board”. The Board shall have such powers as are provided by Minnesota Statutes 403.39, 471.59, Chapter 12 and this Agreement, including all powers necessary to plan, implement, maintain and operate regional and local improvements and enhancements to the Statewide Public Safety Radio and Communication System (ARMER) for the Northeast Minnesota ARMER region of development as determined by the Statewide Radio Board and identified in the State Plan as adopted by the Statewide Radio Board and provided by Minnesota Statute 403.39.

Subd. 2. Powers. The Board shall have the power to contract with counties, cities, tribal entities and non-governmental organizations that have built local sub-systems for the maintenance and operation of those systems. Counties, cities, tribal entities and non-governmental organizations that have built local sub-systems are not required to contract with the Board but may choose to manage, maintain and operate their own local sub-system. The Board shall have the responsibility to establish interoperability standards, policies and procedures that govern how local and regional sub-systems inter-operate. The Board shall not have the power or authority to establish standards, policies and procedures for the operation of local sub-systems except in those specific areas governing interoperability with regional systems except as provided by Agreement with local sub-system owners and operators.

Subd. 3. Additional Powers. In addition to the powers enumerated in Minnesota Statute Section 471.59, the Board shall have the following powers:

- The power to apply for and hold licenses for public safety frequencies to be used in regional and local improvements.
- The power to adopt regional performance and technical standards that do not interfere with the backbone or interoperability infrastructure administered by the Statewide Radio Board and subject to review of the Statewide Radio Board.
- The power to enter into any contract or memorandum of understanding (MOU) necessary to carry out its responsibilities.
- The power to acquire by purchase, lease, gift or grant, property, both real and personal, and interests in property necessary for the accomplishment of its purpose and to sell or otherwise dispose of property it no longer requires.
- The power to contract with the State of Minnesota, through the commissioner of transportation, for construction, ownership, operation, and maintenance of regional or local improvements to the statewide public safety radio and communication system.
- The power to apply for grants on behalf of one or more parties to this agreement consistent with the purpose of the Board.

- The power to determine sub-regions within the region where enhancements to the backbone (coverage or capacity) provide substantial benefit to more than one political sub-division or entity within that sub-region.
- The power to provide for user fees in contracts with system users and to assess user fees upon system users within the region for capital and operational costs for regional and sub-regional enhancements and for administrative costs of the Board in accordance with any Agreements with system users.
- The Board may exercise other powers granted by the legislature to emergency communications boards and to counties and cities under Minnesota Statutes, Chapter 403, or any other law related to emergency services systems.

Section 2. Membership, Appointment, and Term.

Subd. 1. Requirements for Participation. Participation in the Board is restricted to counties, cities and federally recognized Indian tribes that meet the following minimum requirements:

1. A County within or immediately adjacent to the Northeast Minnesota HSEM Region 2 that has committed to participation in regional communications planning activities and planned, authorized, developed or implemented a local sub-system or integration of dispatch facilities into a cooperative communications system.
2. A City within or immediately adjacent to the Northeast Minnesota HSEM Region 2 that has committed to participation in regional communications planning activities and has planned, authorized, developed or implemented a local sub-system.
3. A Tribal Government located wholly or partially within the Northeast HSEM Region 2 that has committed to participation in regional communications planning activities and has planned, authorized, developed or implemented a local sub-system or provided equipment and services intended to provide interoperability with other parties to this Agreement.

Subd. 2. Application for Participation. The Board will establish policies and procedures for application for participation in the Board.

Any County, City or Tribal entity meeting the requirements and criteria for participation may request participation in the Board in accordance with policies and procedures established by the Board.

Subd. 3. Initial Participants. Initial participants include Aitkin, Carlton, Cass, Cook, Crow Wing, Itasca, Kanabec, Koochiching, Lake, Pine, and St. Louis counties and the cities of Duluth, Hibbing, International Falls and Virginia. Each of these agencies is deemed to meet the minimum requirements for participation in the Board.

Subd. 4. Membership. The members of the Board shall be:

- One County Commissioner from each county party to the Agreement.
- One City Council member from each city party to the Agreement.
- One representative appointed by the Tribal Council from each tribal entity party to the Agreement.

Subd. 5. Appointment - Members Representing Counties and Cities. The members representing counties and cities shall be appointed by their respective governing bodies from the membership of that governing body. A successor must be appointed no later than sixty (60) days following the date a member is no longer an elected official.

Subd. 6. Term - Members Representing Counties and Cities. The term shall be for one year and until a successor is duly appointed; however, a member so appointed shall serve at the pleasure of that member's appointing governing body. There shall be no limit on the number of terms a member may serve.

Subd. 7. Appointment and Term – Members Representing Tribal Entities. The members representing tribal entities shall be appointed by their respective governing bodies. A successor must be appointed no later than sixty (60) days following the date a member is removed by the tribal entity. The term shall be for one year and until a successor is duly appointed; however, a member so appointed shall serve at the pleasure of that member's appointing governing body. There shall be no limit on the number of terms a member may serve.

Subd. 8. Alternates - Members Representing Counties, and Cities and Tribal Entities. Each appointing authority may designate an alternate who shall be authorized to act in the absence of the member.

Subd. 9. Other Members of the Board. In addition to those members previously defined the following shall also be voting members of the board:

- A member of the Northeast Minnesota Regional Advisory Committee.
- A member of the Northeast Minnesota Regional Radio System User Committee.
- A member of the Northeast Minnesota Owners and Operators Committee.
- A member of the Northeast Minnesota Emergency Management Advisory Committee.

Subd. 10. Selection, Term, and Alternates - Other Members of the Board. The member of each of the committees designated to serve as members of the Board shall be selected by majority vote of the entire committee membership on an annual basis. There shall be no limit on the number of terms a committee member may serve on the board. Each of these committees shall select by majority vote, an alternate who shall be authorized to act in the absence of the member of the board. Committee members elected

to serve as Board members and alternates shall serve a term of one year and until a successor is duly elected. If an individual elected to serve as a Board member or alternate ceases to be a member of the committee by resignation or action of the appointing authority or any other cause, the committee shall meet within sixty (60) days of notification of change and select, by majority vote, a replacement.

Subd. 11. User Committee Board Advisors. In addition to the positions defined herein the Board may authorize the Northeast Minnesota Regional Radio System User Committee to appoint not more than two additional representatives to advise the Board. Not more than one shall be a representative of a law enforcement agency and not more than one shall be a representative of a fire service or EMS agency. Any representative so appointed shall have the right to participate in discussion or debate and advise the Board on matters relative to pending issues but shall not be empowered to initiate any issue or matter or have a vote on any issue or matter before the Board.

Subd. 12. Modification to Board Composition. Modification of the composition of the Board subsequent to its initial creation shall only be through the process established for the amendment of this Agreement.

Section 3. Officers, Meetings, Quorum, Rules, Notices, and Open Meeting.

Subd. 1. Officers of the Board. The officers of the Board shall be a Chairperson and a Vice-Chairperson and such other positions as the board shall create. All officers shall be board members except as otherwise provided herein.

The Board shall select a Chairperson and Vice-Chairperson at its first meeting. The Board shall appoint a recording secretary and make provision for the proper compilation and promulgation of meeting minutes, notices and communications. The Board shall select such other officers as it deems appropriate. All officers so selected shall serve until the next regular annual meeting.

The Board shall select a Chairperson, Vice-Chairperson, recording secretary and other officers at the annual meeting.

The recording secretary is not required to be a member of the Board. If the Board selects a non-Board member as recording secretary that person will not be a voting member of the Board but will serve solely as a recording secretary without right of participation in decisions or actions or matters before the Board.

Subd. 2. Meetings. The initial meeting of the Board shall be at a time and place designated by agreement of the parties following approval of the Agreement by a majority of the initial governing bodies.

The Board shall meet at least annually, not later than June 30th of each year to review the operation, management, control and administration of radio and communications systems in its charge and approve the budget for the following year.

The Board shall establish a schedule of meeting dates appropriate to the workload. The Board shall provide a process for special meetings to be convened at the call of the Chairperson of the Board or in writing by a majority of Board members.

The Board shall designate a location for all meetings of the Board.

Subd. 3. Quorum and Approval of Action. A quorum for the transaction of business of the Board shall be a majority of the members (or designated alternate in the absence of the member) of the Board. Any motion or resolution of the Board must be approved by a majority of those members (or designated alternate in the absence of the member) in attendance at the meeting unless a greater number is required by law or other rules or policies adopted by the Board.

Subd. 4. Rules of Order. The conduct of all meetings shall be governed by rules, policies and/or procedures adopted by the Board.

Subd. 5. Notices. Public notice of all meetings of the Board shall be provided in the manner required by Minnesota Statutes.

Subd. 6. Open Meetings. All meetings of the Board shall be subject to the Open Meeting Law and shall be open to the public as required by law.

ARTICLE III - COMMITTEES

Section 1. Regional Advisory Committee. The Political Subdivision (Herein after “the Appointing Authority”) of each party to this Agreement shall appoint one staff person with specialized technical, operational or administrative skills and responsibilities to represent that agency on the Regional Advisory Committee. The initial membership shall be the existing Regional Advisory Committee formed to develop a regional plan and recommend the creation of an Emergency Communications Board. The Emergency Communications Board may designate representatives of Non-Governmental Organizations (hereinafter NGO’s) and tribal entities not members of the Board with specialized technical, operational or administrative skills and responsibilities to serve as voting members of the Regional Advisory Committee. The members of the Regional Advisory Committee will serve until replaced by the appointing authority. The Regional Advisory Committee shall establish by-laws and procedures for its operation. All such by-laws and procedures shall be ratified by the Board prior to taking effect. The Regional Advisory Committee shall designate, by majority vote, a member to serve as a voting member of the Board and an alternate. Such selection shall be on an annual basis. The Regional Advisory Committee shall be required to:

- To review all recommendations to the Board from all other committees regarding policies and procedures prior to Board action.
- To provide technical recommendations to the Board on matters affecting technology and system planning and development.
- To develop and recommend administrative procedures for the Board.
- To recommend an annual budget for the Northeast Minnesota Emergency Communications Board.
- Such other duties as may be defined by the Board.

Section 2. Regional Radio System User Committee. The Appointing Authority of each party to this Agreement shall appoint at least one (1) and not more than five (5) representatives to the Regional Radio System User Committee. These representatives should be members of law enforcement, fire service, EMS providers, emergency services staff and other groups or disciplines providing a representative committee of the users of the radio systems. The parties to this Agreement are strongly urged to cooperate to ensure a balanced committee with ample representation of the entire user community. The members of the Regional Radio System User Committee will serve until replaced by the appointing authority. The Regional Radio System User Committee shall establish by-laws and procedures for its operation. All such by-laws and procedures shall be ratified by the Board prior to taking effect. The Regional Radio System User Committee shall designate, by majority vote, a member to serve as a voting member of the Board and an alternate. Such selection shall be on an annual basis. The Regional Radio System User Committee shall have the following responsibilities:

- To recommend to the Regional Advisory Committee such policies and procedures as may be required or necessary for consistent, reliable quality radio interoperability throughout the region.
- To recommend to the Regional Advisory Committee such policies and procedures as may be required or necessary for integration of local and regional sub-systems into the ARMER system.
- At the direction of the Board and with the cooperation of the Regional Advisory Committee recommend the establishment of minimum training standards for system users, including refresher training.
- At the direction of the Board and with the cooperation of the Regional Advisory Committee recommend the establishment of minimum requirements for training service providers including employees of agencies trained to provide training services.
- At the direction of the Board and with the cooperation of the Regional Advisory Committee recommend the establishment of minimum equipment specifications for mobile and portable devices authorized for use on regional and local sub-systems.
- At the direction of the Board select not more than two representatives to serve as advisors to the Board regarding issues of concern to the user community. Not more than one shall be a representative of a law enforcement agency and not more than one shall be a representative of a fire service or EMS agency. Any representative so appointed shall have the right to participate in discussion or debate and advise the Board on matters relative to pending issues but shall not be empowered to initiate any issue or matter or have a vote on any issue or matter before the Board.
- Such other duties and responsibilities as are assigned by the Board.

Section 3. Owners and Operators Committee. The Appointing Authority of each party to this Agreement that also owns and operates a local sub-system shall appoint a representative experienced in the management and operation of the local sub-system to serve on the Owners and Operators Committee. The members of the Owners and Operators Committee will serve until replaced by the appointing authority. The Owners and Operators Committee shall establish by-laws and procedures for its operation. All such by-laws and procedures shall be ratified by the Board prior to taking effect. The Owners and Operators Committee shall designate, by majority vote, a member to serve as a voting member of the Board and an alternate. Such selection shall be on an annual basis.

Section 4. Emergency Management Advisory Committee. The appointing Authority of each party to this Agreement shall appoint one staff person with specialized skills in the provision of Emergency Management Services focusing on policy, management and administration to serve as a voting member of the Emergency Management Advisory Committee. Alternates may also be appointed to act in the absence of the designated representative. The members of the Advisory Committee will serve until replaced by the appointing authority. The Advisory Committee shall establish

by-laws and procedures for its operation. All such by-laws and procedures shall be ratified by the Board prior to taking effect. The Advisory Committee may designate and appoint sub-committees and work groups as required to accomplish its purpose. The Emergency Management Advisory Committee shall designate, by majority vote, a member to serve as a voting member of the Board and an alternate. Such selection shall be on an annual basis. The Emergency Management Advisory Committee shall have the following responsibilities and duties:

- To recommend to the Board such policies and procedures as may be required or necessary for consistent, reliable and coordinated quality emergency management services throughout the region.
- To recommend to the Board such policies and procedures as may be required or necessary for the efficient and effective management of grants and funding to improve emergency preparedness and public safety throughout the region.
- To develop recommendations to the Board for regional grant applications to improve emergency preparedness and public safety throughout the region.
- To develop recommendations to the Board for regional planning in order to better respond to emergencies and natural and other disasters within HSEM Region 2.
- To develop recommendations to the Board for regional training in order to better respond to emergencies and natural and other disasters within HSEM Region 2.
- To develop recommendations to the Board for the purchase and use of equipment and services in order to better respond to emergencies and natural and other disasters within HSEM Region 2.
- To develop recommendations to the Board for additional or alternative programs and services to enhance and improve emergency preparedness and public safety throughout HSEM Region 2.
- Such other duties and responsibilities as directed by the Board and consistent with appropriate principals, duties and obligations of effective Emergency Management.

Section 5. Other Committees. The Board shall create such other committees and advisory bodies as it deems appropriate to its purpose. The Board should endeavor to appoint an existing Board member to chair each committee or advisory body whenever compatible with the purpose of the committee or advisory body. If the Board does not appoint an existing Board member to chair the committee or advisory body so created the chair of the newly created committee or advisory body shall not be a member of the board by virtue of appointment to the committee or advisory body. Membership on committees or advisory bodies is not limited to existing Board members. The Board shall have sole discretion in the appointment or process of appointment for committees or advisory bodies so created.

ARTICLE IV - ADMINISTRATION

Section 1. Administrative Services. The Board shall establish policies and procedures for the administration of the affairs of the Board.

Administrative services shall be provided under the direction and control of the Board. These services shall include, but are not limited to, financial, legal and general administration. The Board shall provide a policy for the reimbursement of all administrative costs incurred.

Section 2. Employees. The Board shall have the authority to hire and retain such employees as are deemed necessary by the Board. Such authority is limited by the budget approval process herein provided.

Section 3. Employees of Parties to the Agreement. Employees of the Parties to this Agreement shall not be considered employees of the Board for any purpose including, but not limited to, salaries, wages or other compensation or fringe benefits; worker's compensation; unemployment compensation or reemployment insurance; retirement benefits; social security; liability insurance; maintenance of personnel records and termination of employment.

Section 4. Joint Purchasing. The Parties to this Agreement may purchase or sell equipment, materials, supplies and fixtures under a joint arrangement or bidding process.

Section 5. Inventory. The Board shall maintain in its records an inventory of all real and personal property.

Section 6. Contracts and Bidding. Contracts shall be let and lease, purchases, rental and sales of equipment and supplies, professional or other services for regional and sub-regional enhancements and improvements to the backbone shall be made by the Board in accordance with the legal requirements applicable to the Parties to this Agreement.

ARTICLE V - FINANCES

Section 1. Budget. The Board shall adopt a budget annually. The budget shall provide for the following three categories:

Subd. 1. Administrative Expenses. The Administrative Expense category shall account for all expenses associated with the administration of the Board.

Subd. 2. Operational Expenses. The Operational Expense category shall account for all expenses associated with the continued maintenance and operation of enhancements to the basic communication and interoperability infrastructure. Where operational expenses can be associated with a single political subdivision or entity or to a sub-region of the region, those operational expenses shall be accounted for separately.

Subd. 3. Capital Expenses. The Capital Expense category shall account for all expenses associated with the initial acquisition of equipment related to providing enhancements to the basic communication or interoperability infrastructure. Where capital expenses are related to a single political subdivision or entity or to a sub-region of the region, those capital expenses shall be accounted for separately.

Section 2. Budget Process. The Board shall adopt a proposed budget on or before June 1st of each year. In developing and adopting its annual budget the following rules shall be applied:

Subd.1. Individual Costs.

- Capital costs for local enhancements which only benefit one political subdivision or entity must be approved by that political subdivision or entity before inclusion in the budget.
- Operational costs associated with local enhancements which only benefit one political subdivision or entity, are the responsibility of that political subdivision or entity.

Subd. 2. Sub-Regional Costs.

- Capital costs for local enhancements benefiting more than one political subdivision or entity should be allocated in a fair and equitable manner to the sub-region which will benefit from the enhancement. All political subdivisions proposed for participation in sub-regional enhancement costs must approve the capital expense before it can be included in the budget.
- Operational costs associated with sub-regional enhancements are the responsibility of users within that sub-region and should be allocated in a fair and equitable manner reflective of the extent of participation and use of services.

Subd. 3. Regional Costs.

- Capital costs for enhancements that benefit the region should be allocated in a fair and equitable manner to all users within the region. All political subdivisions proposed for participation in regional enhancement costs must approve the capital expense before it can be included in the budget.
- Operational costs associated with regional enhancements are the responsibility of all users within the region and should be allocated in a fair and equitable manner reflective of the extent of participation and use of services.

Subd. 4. Administrative Costs. The parties to this Agreement shall contribute each year to a General Fund. The manner of the distribution of the administrative costs between the parties shall be determined by the Board to provide a fair and equitable distribution reflective of the extent of participation and use of services. All funds shall be expended in a manner determined by the Board, and shall be consistent with applicable laws.

Section 3. Budget Adoption Process & Objection to Budget/Financial Contribution.

Subd. 1. Budget Adoption. On or before June 1st of each year, the Board shall, by approval of a majority of all members of the Board, adopt a proposed budget for the ensuing year. The budget shall include the total amount necessary for administrative expenses, operational expenses and capital expenses. The Board shall certify the budget on or before June 30th to the governing bodies of the Parties to this Agreement, together with a statement of the proportion of the budget to be contributed by each party. By July 15th of each year the Parties to this Agreement shall approve or object to the proposed budget and the parties' financial contribution and give notice of its action to the Board. The budget shall be deemed approved in the absence of action by August 1st. Final action adopting a budget for the ensuing calendar year shall be taken by the Board on or before August 15th of each year.

Subd. 2. Objection to Budget/Financial Contribution. Any Party to this Agreement objecting to their financial contribution shall meet with the Board and attempt to resolve any differences. If this effort is unsuccessful any party which has objected to its financial contribution may withdraw from this Agreement as provided herein.

Subd. 3. Payment of Contribution. Each party to this Agreement shall be invoiced for required contributions in a manner determined by the Board and within the budget year of the required contribution. The contribution of each party to this Agreement shall be paid not later than 30 days following receipt of invoice.

Section 4. Expenditure of Funds. All funds shall be expended in a manner determined by the Board, but the method of disbursement shall agree with the method provided by law for disbursement of funds by the Parties to this Agreement.

ARTICLE VI - NOTICES, BREACH, WITHDRAWAL, AND TERMINATION

Section 1. Notices. All notices required or permitted to be given by any party to this Agreement shall be in writing and shall be sent by first class mail to the administrative offices of the other parties. A notice shall be timely if postmarked on the day it is due. In the case of a notice requiring action by the governing body of a party to the Agreement, the response shall include a certified copy of the resolution, motion or minutes of the governing body.

Section 2. Breach of Agreement. If any party breaches this Agreement and is given written notice of the breach and the nature thereof, the breaching party shall have thirty (30) days in which to cure the breach. Additional costs incurred by the parties to this Agreement resulting from the breach shall be the responsibility of the breaching party.

Section 3. Withdrawal from Agreement. Any party may withdraw from this Agreement by resolution adopted by a majority vote of the full membership of its governing body and by formal written notice to all the parties to this Agreement and the Board. The notice shall include a certified copy of the adopted withdrawal resolution. A withdrawal shall only be permitted as specified in this section.

Subd. 1. Withdrawal Limitations. No withdrawal shall be permitted until the withdrawing party has made provision for the full repayment of any obligations issued to finance or refund the financing of any portion of the system for which the withdrawing party has responsibility and previously approved as provided in Article 5, Section 3, subdivision 2 of this Agreement.

Subd. 2. Withdrawal Notification Period. After the December 31st following repayment in full of any obligations issued to finance or refund the financing of any approved portion of the system, withdrawal shall only be permitted if the notice required pursuant to this section is given at least one year in advance of the withdrawal, but no later than December 31st of the year prior to the intended withdrawal, i.e. notice by December 31, 2019 for withdrawal on December 31, 2020. The withdrawal shall not affect the continuing liability of the withdrawing party for continuing obligations incurred that had the approval of the party prior to the notice of withdrawal, including lease-purchase or installment purchase obligations. To the extent permitted by law, the withdrawing party shall also be obligated for continuing obligations of the Board directly related to the services or activities of the Board which are caused by the withdrawal.

Subd. 3. Distribution of Property on Withdrawal. A withdrawing party shall not be eligible for the distribution of any property or assets at the time of withdrawal except as otherwise specifically provided in this Agreement.

Section 4. Termination. This Agreement may be terminated by the adoption of resolutions approving such termination by 75% of the governing bodies of the parties to this Agreement. To the extent permitted by law the termination shall not affect the continuing liability of the parties to the Agreement for indebtedness incurred prior to the termination, or for other continuing obligations.

Section 5. Distribution of Property and Termination. All property, assets and funds of the Board shall be distributed to the parties to this Agreement upon termination in direct proportion to their participation and contribution. Sub-system resources owned and operated directly by the Board serving more than a single city, county or tribal entity party to this Agreement shall be distributed in a manner most likely to provide for the continued operation and maintenance of the resource. The Board shall encourage and foster the joint operation of resources intended to provide sub-system services for multiple agencies upon its termination.

Upon the termination of the Board as herein provided any city, county or tribal entity that has withdrawn from this Agreement prior to termination shall share in the distribution of property, assets and funds of the Board only to the extent they shared in the original expense.

ARTICLE VII - AMENDMENTS TO THE AGREEMENT

Section 1. Proposal and Notification.

Subd. 1. Proposal. Amendments to this Agreement may be proposed by any party to the Agreement.

Subd. 2. Notification. Notice of the proposed amendments shall be sent by the initiating party or parties to the Board and all parties to the Agreement.

Section 2. Approval and Adoption.

Subd. 1. Approval. Amendments to this Agreement shall be reviewed by the Board and then submitted with comment and recommendation for consideration by the governing body of each party to the Agreement. Adoption of an amendment to this Agreement must be approved by resolution of each governing body party to this Agreement before it shall become effective.

Subd. 2. Signatures Required. An amendment shall require the proper signatures of each party to this Agreement and shall become an addendum to this Agreement.

**ARTICLE VIII - DURATION, INTERPRETATION, AND SAVINGS
CLAUSE**

Section 1. Duration. This Agreement shall be perpetual in duration unless terminated pursuant to the provisions hereto, or any state law terminating the Agreement.

Section 2. Interpretation. The captions of the provisions of this Agreement are for convenience only and shall not be considered or referred to concerning questions of interpretation or construction.

Section 3. Savings Clause. Should any provision of this Agreement be found unlawful, the other provisions of this Agreement shall remain in full force and effect if by doing so the purposes of this Agreement, taken as a whole, can be made operative. Should any such provision or article be found unlawful, representatives of the parties to this Agreement shall meet for the purpose of arriving at an Agreement on a lawful provision to replace the unlawful provision or article. The newly agreed upon provision or amendment must be approved by the governing body of the Parties to this Agreement by resolutions adopted in the manner specified for the adoption of amendments.

ARTICLE IX - INDEMNIFICATION WAIVER OF SUIT

Section 1. Indemnification and Hold Harmless. The Northeast Minnesota Emergency Communications Board shall fully defend, indemnify and hold harmless the participants against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of its employees participating in the Northeast Minnesota Emergency Communications Board. This agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota State Statutes, Chapter 466, or other applicable law.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they shall be deemed a “single governmental unit” for the purpose of liability, as set forth in Minnesota Statute, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each Party to this agreement expressly declines responsibility for the acts or omissions of the other Party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

The Board shall acquire liability insurance.

This section shall survive termination of this Agreement or a party’s withdrawal from the Agreement.

ARTICLE X - EXECUTION

All parties need not sign the same copy. Each Party hereto has read, agreed to, and executed this Agreement on the date indicated.

In Witness Whereof, the officers indicated below of the Parties to this Agreement have signed this Agreement by authority of their respective governing bodies. (See the following signature pages.)

Joint Powers Agreement (JPA)

Signature Page

Northeast Minnesota Emergency Communications Board (ECB)

AITKIN COUNTY

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name



Board of County Commissioners Agenda Request

5D
Agenda Item #

Requested Meeting Date: 01/08/19

Title of Item: K-9 Donation

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by: Sheriff Dan Guida	Department: Sheriff's Office
---	--

Presenter (Name and Title): Sheriff Dan Guida	Estimated Time Needed:
---	-------------------------------

Summary of Issue:

Granite Electronics has made a generous donation of \$100 to our K-9 unit. (see letter)

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:*



535 North 31st Ave
St Cloud, MN 56303

PHONE 320-252-1887
Fax 320-259-5997



MOTOROLA
SOLUTIONS

Radio Solutions Channel Partner

Tuesday, December 18th, 2018

Scott Turner, Sheriff
Aitkin Co Sheriff's Office
217 2nd St NW room 185
Aitkin, MN 56431

Scott;

Enclosed find a check for \$100.00. It is a donation to Loki with the Aitken County Sheriff's Office.

Sincerely,

A handwritten signature in black ink that reads "Andy Faith". The signature is written in a cursive style.

Andy Faith
Granite Electronics, Inc.



Board of County Commissioners Agenda Request

5E
Agenda Item #

Requested Meeting Date: 1/8/2019

Title of Item: Electronic funds transfers

<input type="checkbox"/> REGULAR AGENDA <input checked="" 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 type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Electronic funds transfers thru 12/31/18		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve.		
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>		

ELECTRONIC FUNDS TRANSFERS

Thru December 31, 2018

Date	Amount	Reason
12/12/2018	\$47.42	Manual Abstract
12/13/2018	\$5,005.92	Manual Abstract
12/14/2018	\$62,889.22	Commissioner Warants
12/14/2018	\$1,582.97	Auditor Warrants
12/18/2018	\$7,059.88	Commissioner Warants
12/21/2018	\$8,721.88	Auditor Warrants
12/21/2018	\$538,409.71	Payroll Abstract
12/27/2018	\$741.60	Manual Abstract
12/28/2018	\$272,674.14	Commissioner Warants
12/28/2018	\$5,062.98	Auditor Warrants
12/28/2018	\$666.30	Manual Abstract

\$902,862.02

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Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

<u>No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
1	DEPT			Commissioners		
86222	Aitkin Independent Age 01-001-000-0000-6230		89.25	Synopsis 11/13/18	654379	Printing, Publishing & Adv
86222	Aitkin Independent Age		89.25	1 Transactions		
3590	Niemi/Donald 01-001-000-0000-6330		147.15	Mileage	270@.545	Transportation & Travel & Parking
3590	Niemi/Donald		147.15	1 Transactions		
14289	Pratt/Bill 01-001-000-0000-6330		231.63	November Mileage	425@.545	Transportation & Travel & Parking
14289	Pratt/Bill		231.63	1 Transactions		
6097	Verizon Wireless 01-001-000-0000-6250		31.48	Cell phone	28628780200001	Telephone
	01-001-000-0000-6250		35.01	Mifi charge Marcotte	78666388100002	Telephone
6097	Verizon Wireless		66.49	2 Transactions		
10895	Westerlund/Laurie Ann 01-001-000-0000-6330		238.71	Mileage	438@.545	Transportation & Travel & Parking
	01-001-000-0000-6330		240.89	Mileage	442@.545	Transportation & Travel & Parking
	01-001-000-0000-6330		299.75	Mileage	550@.545	Transportation & Travel & Parking
10895	Westerlund/Laurie Ann		779.35	3 Transactions		
1	DEPT Total:		1,313.87	Commissioners	5 Vendors	8 Transactions
12	DEPT			Court Administration		
8175	Centurylink 01-012-000-0000-6250		319.76	Nov Phone	313645966	Telephone
	01-012-000-0000-6250		322.37	DEC Phone	313645966	Telephone
8175	Centurylink		642.13	2 Transactions		
14654	Jones and Magnus, Attorneys at Law 01-012-000-0000-6232		948.75	01-PR-17-186		Attorney Services
14654	Jones and Magnus, Attorneys at Law		948.75	1 Transactions		
5176	Wetzel Law Firm 01-012-000-0000-6232		45.00	01-PX-99-99	13067	Attorney Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5176	Wetzel Law Firm				
		45.00		1 Transactions	
12	DEPT Total:	1,635.88	Court Administration	3 Vendors	4 Transactions
40	DEPT		Auditor		
86222	Aitkin Independent Age				
	01-040-000-0000-6230	447.84	TrT Notice	654380	Printing, Publishing & Adv
	01-040-021-0000-6230	36.00	License Center Nov Directory	840858	Printing, Publishing & Adv
86222	Aitkin Independent Age	483.84		2 Transactions	
783	Canon Financial Services, Inc				
	01-040-000-0000-6231	180.08	Copier Contract	01-0142490	Services, Labor, Contracts
	01-040-021-0000-6231	106.64	Copier Contract	01-0142490	Services, Labor, Contracts
783	Canon Financial Services, Inc	286.72		2 Transactions	
8175	Centurylink				
	01-040-000-0000-6250	28.36	Nov Phone	313645966	Telephone
	01-040-000-0000-6250	21.49	DEC Phone	313645966	Telephone
	01-040-021-0000-6250	670.42	Local Calls	314154028	License Center- Phone
8175	Centurylink	720.27		3 Transactions	
10185	Centurylink Communications Inc				
	01-040-021-0000-6250	325.91	License Center Long Dist	320146217	License Center- Phone
10185	Centurylink Communications Inc	325.91		1 Transactions	
1457	CPS Technology Solutions, Inc				
	01-040-000-0000-6231	26.40	contract maint	375918	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc	26.40		1 Transactions	
2386	Information Systems Corp				
	01-040-000-0000-6231	873.40	App Extender License Agreement	24929	Services, Labor, Contracts
2386	Information Systems Corp	873.40		1 Transactions	
7910	MINNCORIndustries				
	01-040-021-0000-6405	35.00	mv title service	ARC-001803	Office & Computer Supplies
7910	MINNCORIndustries	35.00		1 Transactions	
86290	Mn Counties Information Systems				
	01-040-000-0000-6231	4,188.00	Payroll 2019 Quarterly support	1595	Services, Labor, Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01-040-000-0000-6231		Payroll 2017 Quarterly adjust	1595	Services, Labor, Contracts
01-040-000-0000-6231		Finance 2019 Quarterly support	1595	Services, Labor, Contracts
01-040-000-0000-6231		Finance 2017 Quarterly adjust	1595	Services, Labor, Contracts
01-040-000-0000-6231		FormsPrint PDF & email 2019	1624	Services, Labor, Contracts
01-040-000-0000-6231		Formsprint support 2019 annual	1624	Services, Labor, Contracts
86290 Mn Counties Information Systems		4,930.00		6 Transactions
86235 The Office Shop Inc				
01-040-021-0000-6405		335.97 toner/stamps - license center	1055650/105555	Office & Computer Supplies
01-040-000-0000-6405		45.46 calendars	1055749	Office & Computer Supplies
86235 The Office Shop Inc		381.43		2 Transactions
40 DEPT Total:		8,062.97	Auditor	9 Vendors
				19 Transactions
41 DEPT				
12780 CliftonLarsonAllen, LLP				
01-041-000-0000-6231		2,000.00 progress Billing YE 2018		Services, Labor, Etc
12780 CliftonLarsonAllen, LLP		2,000.00		1 Transactions
41 DEPT Total:		2,000.00	Internal Audit	1 Vendors
				1 Transactions
42 DEPT				
8175 Centurylink				
01-042-000-0000-6250		12.89 Nov Phone	313645966	Telephone
01-042-000-0000-6250		8.06 DEC Phone	313645966	Telephone
8175 Centurylink		20.95		2 Transactions
2386 Information Systems Corp				
01-042-000-0000-6231		873.40 App Extender License Agreement	24929	Services, Labor, Contracts
2386 Information Systems Corp		873.40		1 Transactions
4689 Metro Sales Inc				
01-042-000-0000-6231		135.00 Ricoh	1223805	Services, Labor, Contracts
		12/07/2018	03/06/2019	
4689 Metro Sales Inc		135.00		1 Transactions
14330 US Bank				
01-042-000-0000-6231		117.53 Ricoh contract	372753137	Services, Labor, Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
14330	US Bank				
		117.53		1 Transactions	
42	DEPT Total:	1,146.88	Treasurer	4 Vendors	5 Transactions
43	DEPT		Assessor		
86222	Aitkin Independent Age				
	01-043-000-0000-6230	59.55	Age Homestead Notice	652456	Printing, Publishing & Adv
	01-043-000-0000-6230	59.55	Messenger Homestead Notice	652459	Printing, Publishing & Adv
86222	Aitkin Independent Age	119.10		2 Transactions	
8175	Centurylink				
	01-043-000-0000-6250	25.79	Nov Phone	313645966	Telephone
	01-043-000-0000-6250	64.47	DEC Phone	313645966	Telephone
8175	Centurylink	90.26		2 Transactions	
4641	Holiday Credit Office				
	01-043-000-0000-6511	604.27	November fuel	1400000147443	Gas And Oil
4641	Holiday Credit Office	604.27		1 Transactions	
6097	Verizon Wireless				
	01-043-000-0000-6250	149.63	Cell phone	68069088200001	Telephone
6097	Verizon Wireless	149.63		1 Transactions	
43	DEPT Total:	963.26	Assessor	4 Vendors	6 Transactions
44	DEPT		Central Services		
14945	Bobcat Properties				
	01-044-000-0000-6231	150.00	Jan / Dec Back Rent		Services, Labor, Contracts
14945	Bobcat Properties	150.00		1 Transactions	
8175	Centurylink				
	01-044-000-0000-6250	2.69	DEC Phone	313645966	Telephone
8175	Centurylink	2.69		1 Transactions	
10185	Centurylink Communications Inc				
	01-044-000-0000-6250	0.26	Nov Toll Free	320295974	Telephone
10185	Centurylink Communications Inc	0.26		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
9867	Government Management Group Inc					
	01-044-000-0000-6231		3,600.00	2017 cost alloc plan		Services, Labor, Contracts
9867	Government Management Group Inc		3,600.00		1 Transactions	
3336	Office Of MN. IT Services					
	01-044-000-0000-6231		1,300.00	November 2018 Usage	DV18110374	Services, Labor, Contracts
3336	Office Of MN. IT Services		1,300.00		1 Transactions	
44	DEPT Total:		5,052.95	Central Services	5 Vendors	5 Transactions
45	DEPT			Motor Pool		
170	Aitkin Motor Company					
	01-045-000-0000-6302		48.73	Oil Change, Tire Rotation #38	20914	Car Maintenance
	01-045-000-0000-6302		45.76	Oil Change, Tire Rotation #3	20936	Car Maintenance
170	Aitkin Motor Company		94.49		2 Transactions	
45	DEPT Total:		94.49	Motor Pool	1 Vendors	2 Transactions
49	DEPT			Information Technologies		
5398	CDW Government, Inc					
	01-049-000-0000-6625		7,100.00	Dell Poweredge R440	KHLG659	As/400, Computer & Office Equip.
	01-049-000-0000-6625		6,972.50	250 CALS	KHLG867	As/400, Computer & Office Equip.
	01-049-000-0000-6231		2,467.72	4 Server 2019 licenses	KHLG935	Programming, Services, Contracts
5398	CDW Government, Inc		16,540.22		3 Transactions	
8175	Centurylink					
	01-049-000-0000-6250		33.52	Nov Phone	313645966	Telephone
	01-049-000-0000-6250		32.24	DEC Phone	313645966	Telephone
8175	Centurylink		65.76		2 Transactions	
11898	IT Savvy					
	01-049-000-0000-6231		2,108.73	Iml Server Service	1075406	Programming, Services, Contracts
11898	IT Savvy		2,108.73		1 Transactions	
86290	Mn Counties Information Systems					
	01-049-000-0000-6231		17,496.00	Prop tax 2019 Quarterly suppor	1595	Programming, Services, Contracts
	01-049-000-0000-6231		29.00	Prop tax 2017 Quarterly adjust	1595	Programming, Services, Contracts
	01-049-000-0000-6231		7,875.00	Prop tax 2019 Quarterly suppor	1595	Programming, Services, Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
86290	Mn Counties Information Systems		25,304.00	1595	Programming, Services, Contracts
			38.00		
				4 Transactions	
11158	Solarwinds Inc		438.00	IN406017	Programming, Services, Contracts
			438.00		
				1 Transactions	
6097	Verizon Wireless		35.01	38669511000002	Programming, Services, Contracts
			35.01		
				1 Transactions	
49	DEPT Total:		44,491.72	6 Vendors	12 Transactions
52	DEPT			Administration	
8175	Centurylink		41.26	313645966	Telephone
			37.61	313645966	Telephone
8175	Centurylink		78.87		
				2 Transactions	
4641	Holiday Credit Office		45.70	1400000135194	Gas And Oil
			45.70		
				1 Transactions	
2386	Information Systems Corp		1,689.00	24929	Services, Labor, Contracts
			1,689.00		
				1 Transactions	
86235	The Office Shop Inc		38.98	1055637-0	Office & Computer Supplies
			38.98		
				1 Transactions	
10930	Tidholm Productions		104.00	0300 7811	Office & Computer Supplies
			104.00		
				1 Transactions	
52	DEPT Total:		1,956.55	5 Vendors	6 Transactions
60	DEPT			Elections	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
14967 KNOW iNK 01-060-000-0000-6406		Data plan for election	3745	Ballots & Programming
14967 KNOW iNK				
60 DEPT Total:		Elections	1 Vendors	1 Transactions
90 DEPT		Attorney		
86022 Aitkin Co Health & Human Service 01-090-000-0000-6240		First Witness Training		Dues & Registration Fee
86022 Aitkin Co Health & Human Service			1 Transactions	
10452 AT&T Mobility 01-090-000-0000-6250		Attorney Cell phone	287287384077	Telephone
10452 AT&T Mobility			1 Transactions	
783 Canon Financial Services, Inc 01-090-000-0000-6405		Contract charge	19526116	Office & Computer Supplies
783 Canon Financial Services, Inc			1 Transactions	
880 Carlton County Sheriff's Office 01-090-000-0000-6234		Subpoena 01cr18155	6317	Co Sheriff Services
880 Carlton County Sheriff's Office			1 Transactions	
8175 Centurylink 01-090-000-0000-6250		Nov Phone	313645966	Telephone
01-090-000-0000-6250		DEC Phone	313645966	Telephone
8175 Centurylink			2 Transactions	
10185 Centurylink Communications Inc 01-090-000-0000-6250		Nov Toll Free	320295974	Telephone
10185 Centurylink Communications Inc			1 Transactions	
1180 Crow Wing Co Sheriff's Office 01-090-000-0000-6234		Subpoena 01cr18351	6537	Co Sheriff Services
1180 Crow Wing Co Sheriff's Office			1 Transactions	
89541 Culligan 01-090-000-0000-6213		Monthly water	150x01013408	Drug & Forfeiture Ms387.213

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89541 Culligan				
	74.00		1 Transactions	
1333 Dell Marketing L.P.				
01-090-000-0000-6232	960.00	Laptops & Docks		Attorney Services
01-090-000-0000-6625	2,449.46	Laptops & Docks		Office Equipment
1333 Dell Marketing L.P.	3,409.46		2 Transactions	
1543 Engen/Scott E				
01-090-000-0000-6232	45.50	Transcript 01cr18650		Attorney Services
1543 Engen/Scott E	45.50		1 Transactions	
3273 Mn Co Attorneys Assn				
01-090-000-0000-6240	3,039.00	MCAA Dues 2019	21685	Dues & Registration Fee
3273 Mn Co Attorneys Assn	3,039.00		1 Transactions	
5970 Pine County Sheriff's Office				
01-090-000-0000-6234	60.00	Subpoena 01cr18561	6357	Co Sheriff Services
5970 Pine County Sheriff's Office	60.00		1 Transactions	
4036 Ratz/James				
01-090-000-0000-6330	267.06	MCAA Mileage	490@.545	Transportation & Travel & Parking
4036 Ratz/James	267.06		1 Transactions	
6074 Robinson/Kelly Anne				
01-090-000-0000-6233	38.50	transcript - State VS Stiner		Court Reporter Services
6074 Robinson/Kelly Anne	38.50		1 Transactions	
10879 Shred-It				
01-090-000-0000-6231	174.75	Onsite service	8126087742	Services, Labor, Contracts
10879 Shred-It	174.75		1 Transactions	
86235 The Office Shop Inc				
01-090-000-0000-6625	447.52	Sorter, flags, DVD, Disc	1056251-0	Office Equipment
86235 The Office Shop Inc	447.52		1 Transactions	
5173 Thomson Reuters- West Publishing				
01-090-000-0000-6239	1,477.46	West information charges	839343383	Computer Research
01-090-000-0000-6239	320.32	Law Subscriptions	839451191	Computer Research

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5173	Thomson Reuters- West Publishing		2 Transactions		
90	DEPT Total:	10,630.88	Attorney	17 Vendors	20 Transactions
100	DEPT		Recorder		
8175	Centurylink				
	01- 100- 000- 0000- 6250	25.79	Nov Phone	313645966	Telephone
	01- 100- 000- 0000- 6250	13.43	DEC Phone	313645966	Telephone
8175	Centurylink	39.22	2 Transactions		
9897	Grand Timber Bank				
	01- 100- 000- 0000- 6301	95.00	Safe Deposit box rent	3775	Rentals
	01- 100- 000- 0000- 6301	140.00	Safe Deposit box rent	4889	Rentals
9897	Grand Timber Bank	235.00	2 Transactions		
2386	Information Systems Corp				
	01- 100- 195- 0000- 6231	3,309.80	App Extender License Agreement	24929	Services, Labor, Contracts- Land Records
	01- 100- 196- 0000- 6231	1,265.00	App Extender License Agreement	24929	Services, Labor, Contracts- Recorder's
2386	Information Systems Corp	4,574.80	2 Transactions		
3951	Pro West & Associates, Inc				
	01- 100- 195- 0000- 6231	2,685.00	LINK and LINK WAB Maint	002933- A	Services, Labor, Contracts- Land Records
3951	Pro West & Associates, Inc	2,685.00	1 Transactions		
100	DEPT Total:	7,534.02	Recorder	4 Vendors	7 Transactions
110	DEPT		Courthouse Maintenance		
8175	Centurylink				
	01- 110- 000- 0000- 6250	5.16	Nov Phone	313645966	Phone
	01- 110- 000- 0000- 6250	5.37	DEC Phone	313645966	Phone
8175	Centurylink	10.53	2 Transactions		
88628	Dalco				
	01- 110- 000- 0000- 6422	39.86	Mop handles	3394779	Janitorial Supplies
88628	Dalco	39.86	1 Transactions		
1754	Garrison Disposal Company, Inc				
	01- 110- 000- 0000- 6255	648.85	December billing	69841	Garbage

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1754	Garrison Disposal Company, Inc		648.85	1 Transactions	
2186	Hillyard Inc - Kansas City				
	01-110-000-0000-6422		279.31	Cleaning supplies	603248124 Janitorial Supplies
2186	Hillyard Inc - Kansas City		279.31	1 Transactions	
4641	Holiday Credit Office				
	01-110-000-0000-6511		56.78	Fuel - Maintenance	1400000135208 Gas And Oil
4641	Holiday Credit Office		56.78	1 Transactions	
11946	McGuire Mechanical				
	01-110-000-0000-6231		153.35	Fix sump pump on STS bldg	8877 Services, Labor, Contracts
11946	McGuire Mechanical		153.35	1 Transactions	
9692	Minnesota Energy Resources Corporation				
	01-110-000-0000-6254		1,803.46	Dec Gas Court House	0506823754 Utilities & Heating
9692	Minnesota Energy Resources Corporation		1,803.46	1 Transactions	
3532	Nelson Lawn & Landscaping				
	01-110-000-0000-6231		1,282.50	Snow plowing November	1330 Services, Labor, Contracts
	01-110-000-0000-6231		303.75	Snow plowing Nov	1339 Services, Labor, Contracts
3532	Nelson Lawn & Landscaping		1,586.25	2 Transactions	
3950	Public Utilities				
	01-110-000-0000-6254		1,711.23	Court House	Utilities & Heating
	01-110-000-0000-6254		30.04	Old Cty Garage	Utilities & Heating
	01-110-000-0000-6254		162.24	CH Building Coord	Utilities & Heating
	01-110-000-0000-6254		177.92	Glarco	Utilities & Heating
	01-110-000-0000-6254		357.61	LA Tool Building	Utilities & Heating
3950	Public Utilities		2,439.04	5 Transactions	
4399	Sell Hardware Inc				
	01-110-000-0000-6231		37.36	Keys for Court Admin	3014226 Services, Labor, Contracts
4399	Sell Hardware Inc		37.36	1 Transactions	
10698	Stericycle, Inc				
	01-110-000-0000-6255		30.10	Steri-Safe	4008284294 Garbage
			01/01/2019	01/01/2019	

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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
10698 Stericycle, Inc		30.10	1 Transactions	
110 DEPT Total:		7,084.89	Courthouse Maintenance	11 Vendors 17 Transactions
111 DEPT			Buildings	
11428 Horizon Roofing, INC. 01-111-000-0000-6605		1,305.40	Courthouse roof repairs	BE6500 Building & Structures
11428 Horizon Roofing, INC.		1,305.40	1 Transactions	
111 DEPT Total:		1,305.40	Buildings	1 Vendors 1 Transactions
120 DEPT			Service Officer	
86222 Aitkin Independent Age 01-120-000-0000-6405		637.79	Veterans Day Ad	876819 Office & Computer Supplies
86222 Aitkin Independent Age		637.79	1 Transactions	
8175 Centurylink 01-120-000-0000-6250		46.42	Nov Phone	313645966 Telephone
01-120-000-0000-6250		51.04	DEC Phone	313645966 Telephone
8175 Centurylink		97.46	2 Transactions	
10185 Centurylink Communications Inc 01-120-000-0000-6250		5.01	Nov Toll Free	320295974 Telephone
10185 Centurylink Communications Inc		5.01	1 Transactions	
4641 Holiday Credit Office 01-120-000-0000-6511		177.85	Vet's van gas	1400000136034 Gas And Oil
4641 Holiday Credit Office		177.85	1 Transactions	
3225 MACVSO 01-120-000-0000-6240		200.00	Annual membership dues	Dues
01-120-000-0000-6241		100.00	Conference Registration	Registration Fee
3225 MACVSO		300.00	2 Transactions	
120 DEPT Total:		1,218.11	Service Officer	5 Vendors 7 Transactions
122 DEPT			Planning & Zoning	
14320 Benson/Lin				

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1 General Fund

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01-122-000-0000-6350		BOA Meeting	12/5/18	Per Diem
01-122-038-0000-6330		BOA Mileage	70@.545	Boa/Pc Mileage
14320 Benson/Lin				2 Transactions
14339 Bright/Richard Edward				
01-122-000-0000-6350		BOA Onsite		Per Diem
01-122-000-0000-6350		BOA Meeting	12/5/18	Per Diem
01-122-038-0000-6330		BOA Mileage	76@.545	Boa/Pc Mileage
14339 Bright/Richard Edward				3 Transactions
783 Canon Financial Services, Inc				
01-122-000-0000-6231		Copier charges	19544886	Services, Labor, Contracts, Programming
783 Canon Financial Services, Inc				1 Transactions
8175 Centurylink				
01-122-000-0000-6250		Nov Phone	313645966	Telephone
01-122-000-0000-6250		DEC Phone	313645966	Telephone
8175 Centurylink				2 Transactions
4641 Holiday Credit Office				
01-122-000-0000-6511		Fuel	1400000135321	Gas And Oil
4641 Holiday Credit Office				1 Transactions
2386 Information Systems Corp				
01-122-000-0000-6231		App Extender License Agreement	24929	Services, Labor, Contracts, Programming
2386 Information Systems Corp				1 Transactions
14832 Kulifaj / Stephen				
01-122-000-0000-6350		PC onsites		Per Diem
01-122-000-0000-6350		PC Meeting	12/17/18	Per Diem
01-122-038-0000-6330		PC mileage	202@.545	Boa/Pc Mileage
14832 Kulifaj / Stephen				3 Transactions
11990 Lange/David				
01-122-000-0000-6350		PC onsites		Per Diem
01-122-000-0000-6350		PC Meeting	12/17/18	Per Diem
01-122-038-0000-6330		PC Mileage	174@.545	Boa/Pc Mileage
11990 Lange/David				3 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
15064	Panetti/George		App 2018- 003770 Refund		Refunds & Reimbursements
15064	Panetti/George		1 Transactions		
5516	Paquette/Jeremy M		PC Onsites		Per Diem
	01- 122- 000- 0000- 6350	40.00	Onsite		Per Diem
	01- 122- 000- 0000- 6350	10.00	PC meeting	12/17/18	Per Diem
	01- 122- 000- 0000- 6350	50.00	BOA Meeting	12/5/18	Per Diem
	01- 122- 038- 0000- 6330	162.41	PC Mileage	298@.545	Boa/Pc Mileage
	01- 122- 038- 0000- 6330	49.05	BOA Mileage	90@.545	Boa/Pc Mileage
5516	Paquette/Jeremy M	361.46	6 Transactions		
13424	Sonnee/Dennise J		PC Onsites		Per Diem
	01- 122- 000- 0000- 6350	40.00	PC Meeting	12/17/18	Per Diem
	01- 122- 000- 0000- 6350	50.00	PC Mileage	265@.545	Boa/Pc Mileage
	01- 122- 038- 0000- 6330	144.43	3 Transactions		
13424	Sonnee/Dennise J	234.43			
10028	Spiel/Edward		BOA onsite		Per Diem
	01- 122- 000- 0000- 6350	10.00	BOA Meeting	12/5/18	Per Diem
	01- 122- 000- 0000- 6350	50.00	BOA Mileage	96@.545	Boa/Pc Mileage
	01- 122- 038- 0000- 6330	52.32	3 Transactions		
10028	Spiel/Edward	112.32			
12077	Stromberg/Kevin		BOA Onsite		Per Diem
	01- 122- 000- 0000- 6350	10.00	BOA Meeting	12/5/18	Per Diem
	01- 122- 000- 0000- 6350	50.00	BOA Mileage	77@.545	Boa/Pc Mileage
	01- 122- 038- 0000- 6330	41.97	3 Transactions		
12077	Stromberg/Kevin	101.97			
10895	Westerlund/Laurie Ann		PC Onsites		Per Diem
	01- 122- 000- 0000- 6350	30.00	PC Mileage	168@.545	Boa/Pc Mileage
	01- 122- 038- 0000- 6330	91.56	2 Transactions		
10895	Westerlund/Laurie Ann	121.56			
122	DEPT Total:	4,741.25	Planning & Zoning	14 Vendors	34 Transactions
123	DEPT		Coroner		

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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
988 Hennepin Co Medical Centers		ME 18- 3062, Medex 024350	12/02/18	Autopsies- - Pathologist, Xrays, Etc
01- 123- 000- 0000- 6260	15.75			
988 Hennepin Co Medical Centers		1 Transactions		
01- 123- 000- 0000- 6231	500.00	ME 18- 2238	08/14/18	Coroner Fees
01- 123- 000- 0000- 6231	500.00	ME 18- 2705	09/30/18	Coroner Fees
01- 123- 000- 0000- 6231	3,000.00	2018 med examiner services	3044	Coroner Fees
2939 McGee P.A./M.B.	4,000.00	3 Transactions		
6105 National Medical Services		ME 18- 3062, Medex 024350	12/02/18	Autopsies- - Pathologist, Xrays, Etc
01- 123- 000- 0000- 6260	207.00			
6105 National Medical Services	207.00	1 Transactions		
3987 Ramsey County Medical Examiner		ME 18- 3062, Medex 024350	11/02/18	Autopsies- - Pathologist, Xrays, Etc
01- 123- 000- 0000- 6260	1,400.00			
3987 Ramsey County Medical Examiner	1,400.00	1 Transactions		
123 DEPT Total:	5,622.75	Coroner	4 Vendors	6 Transactions
200 DEPT		Enforcement		
50 Aitkin Body Shop, Inc		#206 vs. deer	10467	Car Maintenance
01- 200- 000- 0000- 6302	5,190.07			
50 Aitkin Body Shop, Inc	5,190.07	1 Transactions		
86022 Aitkin Co Health & Human Service		First Witness Training	4 staff member	Registration Fee
01- 200- 003- 0000- 6241	584.00			
86022 Aitkin Co Health & Human Service	584.00	1 Transactions		
86222 Aitkin Independent Age		unclaimed property ad	875685	Printing, Publishing & Adv
01- 200- 000- 0000- 6230	70.00			
86222 Aitkin Independent Age	70.00	1 Transactions		
11960 ASAP Towing		18- 3551 recovered trailer	6537	Wrecker Service
01- 200- 000- 0000- 6359	155.00			
11960 ASAP Towing	155.00	1 Transactions		
783 Canon Financial Services, Inc		admin copier lease	19471521	Services & Labor (Incl Contracts)
01- 200- 000- 0000- 6231	164.95			

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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
783	Canon Financial Services, Inc				
		164.95	1 Transactions		
8175	Centurylink				
	01-200-000-0000-6250	195.98	Nov Phone	313645966	Telephone
	01-200-000-0000-6250	185.36	DEC Phone	313645966	Telephone
8175	Centurylink	381.34	2 Transactions		
10185	Centurylink Communications Inc				
	01-200-000-0000-6250	4.42	Nov Toll Free	320295974	Telephone
	01-200-000-0000-6250	4.42	Nov Toll Free	320295974	Telephone
10185	Centurylink Communications Inc	8.84	2 Transactions		
4641	Holiday Credit Office				
	01-200-000-0000-6511	150.36	gas #221	1400000288942	Gas And Oil
4641	Holiday Credit Office	150.36	1 Transactions		
5756	KEEPRS, Inc				
	01-200-000-0000-6410	124.28	uniform shirts #219	384679-01	Clothing Allowance
5756	KEEPRS, Inc	124.28	1 Transactions		
2925	L & M Supply, Inc.				
	01-200-019-0000-6405	9.95	dog biscuits	8957450	Office & Computer Supplies
2925	L & M Supply, Inc.	9.95	1 Transactions		
3100	McGregor Oil				
	01-200-000-0000-6511	34.27	gas #220	71226	Gas And Oil
3100	McGregor Oil	34.27	1 Transactions		
5562	Midwest Children's Resource Center				
	01-200-000-0000-6231	7.00	DVD 18-3178	MJR12112018	Services & Labor (Incl Contracts)
5562	Midwest Children's Resource Center	7.00	1 Transactions		
3337	Minnesota County Attorneys Association				
	01-200-000-0000-6405	44.00	Property Receipt forms	200005023	Office Supplies
3337	Minnesota County Attorneys Association	44.00	1 Transactions		
10412	O'Reilly Auto Parts				
	01-200-000-0000-6302	37.96	headlight #211	1878-410163	Car Maintenance

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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>
10412 O'Reilly Auto Parts		37.96	1 Transactions	
4010 Rasley Oil Company				
01-200-000-0000-6511		125.85	Nov gas	Gas And Oil
4010 Rasley Oil Company		125.85	1 Transactions	
84172 Riverwood Healthcare Center				
01-200-000-0000-6231		39.37	blood test 18-2789	Services & Labor (Incl Contracts)
01-200-000-0000-6231		39.37	blood test 18-2815	Services & Labor (Incl Contracts)
01-200-000-0000-6231		39.37	blood test 18-3013	Services & Labor (Incl Contracts)
84172 Riverwood Healthcare Center		118.11	3 Transactions	
4681 Streichers				
01-200-000-0000-6409		149.99	trauma plate WSCA Impac	Deputy Supplies
01-200-000-0000-6409		94.95	silent keyholders	Deputy Supplies
01-200-000-0000-6410		99.98	uniform pants #211	Clothing Allowance
4681 Streichers		344.92	3 Transactions	
13934 Tire Barn				
01-200-000-0000-6302		763.49	oil change, 4 tires #210	Car Maintenance
01-200-000-0000-6302		763.49	oil change, 4 tires #219	Car Maintenance
01-200-000-0000-6302		763.49	oil change, 4 tires #212	Car Maintenance
01-200-000-0000-6302		27.50	tire repair #204	Car Maintenance
13934 Tire Barn		2,317.97	4 Transactions	
9642 WEX BANK				
01-200-000-0000-6511		4,057.54	gas	Gas And Oil
9642 WEX BANK		4,057.54	1 Transactions	
200 DEPT Total:		13,926.41	Enforcement	19 Vendors 28 Transactions
202 DEPT			Boat & Water	
3950 Public Utilities				
01-202-000-0000-6254		34.22		Utilities
3950 Public Utilities		34.22	1 Transactions	
13934 Tire Barn				
01-202-000-0000-6302		64.09	oil change, rotate tires	B&W Maintenance
01-202-000-0000-6302		63.08	oil change, rotate tires	B&W Maintenance

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
13934	Tire Barn		127.17		2 Transactions	
202	DEPT Total:		161.39	Boat & Water	2 Vendors	3 Transactions
203	DEPT			Snowmobile		
9642	WEX BANK 01- 203- 000- 0000- 6511		259.31	gas	57083621	Gas And Oil
9642	WEX BANK		259.31		1 Transactions	
203	DEPT Total:		259.31	Snowmobile	1 Vendors	1 Transactions
204	DEPT			ATV		
2340	Hyytinen Hardware Hank 01- 204- 000- 0000- 6409		3.99	buss fuse	1492919	Field Supplies
2340	Hyytinen Hardware Hank		3.99		1 Transactions	
204	DEPT Total:		3.99	ATV	1 Vendors	1 Transactions
252	DEPT			Corrections		
87615	Aitkin Medical Supply 01- 252- 000- 0000- 6262		24.52	catheters, bags	460127	Medical Expenses & Supplies - Inmates
87615	Aitkin Medical Supply		24.52		1 Transactions	
12106	Antoine Electric 01- 252- 000- 0000- 6590		484.45	damper repair, motor	16742	Repair & Maintenance Supplies
12106	Antoine Electric		484.45		1 Transactions	
783	Canon Financial Services, Inc 01- 252- 000- 0000- 6231		96.07	dispatch copier contract	19509456	Services & Labor (Incl Contracts)
783	Canon Financial Services, Inc		96.07		1 Transactions	
8175	Centurylink 01- 252- 000- 0000- 6250		232.09	Nov Phone	313645966	Telephone
	01- 252- 000- 0000- 6250		295.50	DEC Phone	313645966	Telephone
8175	Centurylink		527.59		2 Transactions	
5583	Crawford Supply Company 01- 252- 252- 0000- 6405		49.20	commissary	1077363	Prisoner Welfare

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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
5583 Crawford Supply Company				
		49.20		
			1 Transactions	
88628 Dalco				
01-252-000-0000-6422		189.84 mop handles	3394780	Janitorial Supplies
88628 Dalco		189.84		
			1 Transactions	
1775 Galls LLC				
01-252-000-0000-6410		54.99 uniform pant Desiree	011273901	Clothing Allowance
1775 Galls LLC		54.99		
			1 Transactions	
2186 Hillyard Inc - Kansas City				
01-252-000-0000-6422		788.76 janitorial supplies	603248156	Janitorial Supplies
2186 Hillyard Inc - Kansas City		788.76		
			1 Transactions	
2340 Hyytinen Hardware Hank				
01-252-000-0000-6590		12.29 bolts, nuts	1493101	Repair & Maintenance Supplies
01-252-000-0000-6590		6.00 bolts	1493141	Repair & Maintenance Supplies
01-252-000-0000-6590		17.98 kitchen broom	1493899	Repair & Maintenance Supplies
01-252-000-0000-6420		8.97 40w oven bulb	1495822	Kitchen Supplies
01-252-000-0000-6590		19.12 squeegees	1497131	Repair & Maintenance Supplies
01-252-000-0000-6590		1.19 return key	1497133	Repair & Maintenance Supplies
01-252-000-0000-6590		21.05 bolts, bulb	1497278	Repair & Maintenance Supplies
01-252-000-0000-6590		27.92 coat hooks	1497306	Repair & Maintenance Supplies
2340 Hyytinen Hardware Hank		112.14		
			8 Transactions	
5503 Keefe Supply Company				
01-252-252-0000-6405		142.08 commissary	1077210	Prisoner Welfare
01-252-252-0000-6405		96.00 commissary	1077362	Prisoner Welfare
5503 Keefe Supply Company		238.08		
			2 Transactions	
2928 Lundberg Plumbing & Heating, Inc				
01-252-000-0000-6590		860.95 main floor toilet off library	17388	Repair & Maintenance Supplies
2928 Lundberg Plumbing & Heating, Inc		860.95		
			1 Transactions	
3334 MCIT				
01-252-000-0000-6231		2,500.00 Daniel Kludt claim deductible	D1141	Services & Labor (Incl Contracts)
3334 MCIT		2,500.00		
			1 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea				

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
3160	Mille Lacs Energy Coop- Albert Lea	206.79	shelter tower	12/10/18	Utilities & Heating
		206.79		1 Transactions	
9692	Minnesota Energy Resources Corporation				
	01-252-000-0000-6254	2,244.07	Jail	0505221458	Utilities & Heating
	01-252-000-0000-6254	403.00	Jail	0505399584	Utilities & Heating
	01-252-000-0000-6254	161.91	STS	0506726121	Utilities & Heating
9692	Minnesota Energy Resources Corporation	2,808.98		3 Transactions	
3789	Pan-O-Gold Baking Company				
	01-252-000-0000-6418	90.48	groceries	10002418340026	Groceries
	01-252-000-0000-6418	121.38	groceries	10002418347016	Groceries
3789	Pan-O-Gold Baking Company	211.86		2 Transactions	
3950	Public Utilities				
	01-252-000-0000-6254	73.65	Sheriff Emer Storage		Utilities & Heating
	01-252-000-0000-6254	1,035.40	New Jail		Utilities & Heating
	01-252-000-0000-6254	4,834.38	New Jail 2		Utilities & Heating
3950	Public Utilities	5,943.43		3 Transactions	
11538	RCB Collections Range Credit Bureau Inc				
	01-252-000-0000-6231	60.52	credit reports backgrounds	12/12/18	Services & Labor (Incl Contracts)
11538	RCB Collections Range Credit Bureau Inc	60.52		1 Transactions	
9295	Reinhart Foodservice				
	01-252-000-0000-6418	1,588.96	groceries	541198	Groceries
	01-252-000-0000-6418	1,321.31	groceries	549617	Groceries
	01-252-000-0000-6418	38.19	return groceries	552419	Groceries
9295	Reinhart Foodservice	2,872.08		3 Transactions	
9499	Reliance Telephone Systems, Inc				
	01-252-252-0000-6406	1,200.00	phone cards	D-22343	Phone Card Prisoner Welfare
9499	Reliance Telephone Systems, Inc	1,200.00		1 Transactions	
4761	Sysco Minnesota Inc				
	01-252-000-0000-6418	565.03	groceries	153432785	Groceries
4761	Sysco Minnesota Inc	565.03		1 Transactions	
86235	The Office Shop Inc				

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount					
	01-252-000-0000-6405		Copier for booking	1056461-0	Office & Computer Supplies
86235	The Office Shop Inc				
		2,250.00			
		2,250.00	1 Transactions		
11608	Thrifty White Pharmacy- McGregor				
	01-252-000-0000-6262		inmate meds	12/01/2018	Medical Expenses & Supplies - Inmates
11608	Thrifty White Pharmacy- McGregor				
		2,221.15			
		2,221.15	1 Transactions		
13934	Tire Barn				
	01-252-000-0000-6302		oil change xport #2	46090	Car Maintenance
13934	Tire Barn				
		63.08			
		63.08	1 Transactions		
9642	WEX BANK				
	01-252-000-0000-6330		transport gas	57083621	Prisoner Transportation & Travel
9642	WEX BANK				
		330.93			
		330.93	1 Transactions		
252	DEPT Total:		Corrections	24 Vendors	40 Transactions
		24,660.44			
253	DEPT		Sentence to Serve		
8175	Centurylink				
	01-253-000-0000-6250		Nov Phone	313645966	Telephone
	01-253-000-0000-6250		DEC Phone	313645966	Telephone
8175	Centurylink				
		5.16			
		5.37			
		10.53	2 Transactions		
2340	Hyytinen Hardware Hank				
	01-253-000-0000-6405		oil paint	1496268	Operating Supplies
	01-253-000-0000-6405		artist brushes	1496274	Operating Supplies
	01-253-000-0000-6405		laser wood bit	1497273	Operating Supplies
2340	Hyytinen Hardware Hank				
		27.98			
		8.98			
		4.89			
		41.85	3 Transactions		
4010	Rasley Oil Company				
	01-253-000-0000-6511		Nov gas		Gas And Oil
4010	Rasley Oil Company				
		209.21			
		209.21	1 Transactions		
5551	Unclaimed Freight North				
	01-253-000-0000-6405		remainder of 9/24/18 purchase	09/24/18	Operating Supplies
5551	Unclaimed Freight North				
		4.99			
		4.99	1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

<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>
253 DEPT Total:		266.58	Sentence to Serve	4 Vendors	7 Transactions
255 DEPT			General Crime Victim Grant		
8175 Centurylink					
01-255-000-0000-6250		23.21	Nov Phone	313645966	Telephone
01-255-000-0000-6250		16.12	DEC Phone	313645966	Telephone
8175 Centurylink		39.33			2 Transactions
255 DEPT Total:		39.33	General Crime Victim Grant	1 Vendors	2 Transactions
257 DEPT			Community Corrections		
8175 Centurylink					
01-257-000-0000-6220		193.41	Nov Phone	313645966	Telephone
01-257-000-0000-6220		169.24	DEC Phone	313645966	Telephone
8175 Centurylink		362.65			2 Transactions
4641 Holiday Credit Office					
01-257-251-0000-6335		60.92	Fuel charges	1400000155373	Gas/Vehicle Fuel Charges
01-257-257-0000-6335		11.40	Fuel charges	1400000155373	Gas/Vehicle Fuel Charges
01-257-258-0000-6335		70.73	Fuel charges	1400000155373	Gas/Vehicle Fuel Charges
4641 Holiday Credit Office		143.05			3 Transactions
11997 Minnesota Monitoring					
01-257-267-0000-6341		3,272.50	Elec Home Monitoring	6330	Equipment Rental
11997 Minnesota Monitoring		3,272.50			1 Transactions
87101 North Homes- Standard					
01-257-255-0000-6204		783.18	RFK Secure	3665896	Juvenile Detention
01-257-255-0000-6204		7,871.96	AME Secure	3665929	Juvenile Detention
01-257-255-0000-6204		4,176.96	AMN Secure	3665929	Juvenile Detention
87101 North Homes- Standard		12,832.10			3 Transactions
11289 North Star Group Home East					
01-257-255-0000-6204		3,829.15	ML Pre- dispo foster home		Juvenile Detention
11289 North Star Group Home East		3,829.15			1 Transactions
87300 Port Boy's Group Homes					
01-257-255-0000-6204		6,204.64	JOG Detention		Juvenile Detention

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
87300	Port Boy's Group Homes		32.16		Juvenile Detention
			6,236.80	2 Transactions	
9489	Redwood Toxicology Laboratory, Inc				
	01-257-267-0000-6274		36.70		Drug Testing Fee
9489	Redwood Toxicology Laboratory, Inc		36.70	1 Transactions	
86235	The Office Shop Inc				
	01-257-000-0000-6405		87.46		Office Supplies
	01-257-000-0000-6405		35.94		Office Supplies
86235	The Office Shop Inc		123.40	2 Transactions	
11030	Tougas/Janet				
	01-257-257-0000-6330		111.25		Mileage
11030	Tougas/Janet		111.25	1 Transactions	
6097	Verizon Wireless				
	01-257-257-0000-6215		95.72		Wireless Telephone Services
6097	Verizon Wireless		95.72	1 Transactions	
13239	Village Ranch, Inc.				
	01-257-255-0000-6204		6,090.00		Juvenile Detention
13239	Village Ranch, Inc.		6,090.00	1 Transactions	
257	DEPT Total:		33,133.32	11 Vendors	18 Transactions
280	DEPT				
					Emergency Management
10185	Centurylink Communications Inc				
	01-280-000-0000-6250		0.77		Telephone
10185	Centurylink Communications Inc		0.77	1 Transactions	
14797	Everbridge, Inc				
	01-280-000-0000-6231		6,500.00		Services, Labor, Etc
14797	Everbridge, Inc		6,500.00	1 Transactions	
280	DEPT Total:		6,500.77	2 Vendors	2 Transactions
390	DEPT				
					Environmental Health (FBL)

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8175 Centurylink		Nov Phone	313645966	Telephone
01-390-000-0000-6250	15.47			
01-390-000-0000-6250	21.49	DEC Phone	313645966	Telephone
8175 Centurylink	36.96			2 Transactions
4641 Holiday Credit Office		Fuel	1400000135321	Gas And Oil
01-390-000-0000-6511	80.51			
4641 Holiday Credit Office	80.51			1 Transactions
14899 Tech Tronix Inc		EH Manager Software	60	Services, Labor, Contracts
01-390-000-0000-6231	4,000.00			
14899 Tech Tronix Inc	4,000.00			1 Transactions
390 DEPT Total:	4,117.47	Environmental Health (FBL)	3 Vendors	4 Transactions
391 DEPT		Solid Waste		
86222 Aitkin Independent Age		Recycling Closed Ad	876549	Printing, Publishing & Adv
01-391-000-0000-6230	63.00			
86222 Aitkin Independent Age	63.00			1 Transactions
8175 Centurylink		Nov Phone	313645966	Telephone
01-391-000-0000-6250	10.31			
01-391-000-0000-6250	8.06	DEC Phone	313645966	Telephone
8175 Centurylink	18.37			2 Transactions
3503 Neff/Terry B.		Mileage	268.5@.445	Transportation & Travel & Parking
01-391-000-0000-6330	119.48			
3503 Neff/Terry B.	119.48			1 Transactions
6097 Verizon Wireless		Monthly cellular	28625229900001	Telephone
01-391-000-0000-6250	62.31			
6097 Verizon Wireless	62.31			1 Transactions
391 DEPT Total:	263.16	Solid Waste	4 Vendors	5 Transactions
392 DEPT		Water Wells		
1685 Fisher Scientific		Water lab supplies	3197461	Office & Film Supplies
01-392-000-0000-6405	29.47			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1685	Fisher Scientific				
		29.47		1 Transactions	
392	DEPT Total:	29.47	Water Wells	1 Vendors	1 Transactions
601	DEPT		Extension		
8175	Centurylink				
	01- 601- 000- 0000- 6250	2.58	Nov Phone	313645966	Telephone
	01- 601- 000- 0000- 6250	5.37	DEC Phone	313645966	Telephone
8175	Centurylink	7.95		2 Transactions	
11187	Regents Of The University of Minnesota				
	01- 601- 000- 0000- 6262	1,290.00	August summer intern	300021109	Univ Of Minn Contracts
	01- 601- 000- 0000- 6262	18,048.00	Oct/Dec 18 MOA billing	300021814	Univ Of Minn Contracts
11187	Regents Of The University of Minnesota	19,338.00		2 Transactions	
601	DEPT Total:	19,345.95	Extension	2 Vendors	4 Transactions
711	DEPT		Economic Development		
85	Aitkin Co Growth Inc				
	01- 711- 000- 0000- 6303	1,000.00	Get & Keep Good Webinar	EmpTrn	Mcnight/Blandin Grant Expenses
85	Aitkin Co Growth Inc	1,000.00		1 Transactions	
8175	Centurylink				
	01- 711- 000- 0000- 6250	2.58	Nov Phone	313645966	Telephone
	01- 711- 000- 0000- 6250	5.37	DEC Phone	313645966	Telephone
8175	Centurylink	7.95		2 Transactions	
4641	Holiday Credit Office				
	01- 711- 000- 0000- 6511	10.93	Fuel	1400000135194	Gas And Oil
4641	Holiday Credit Office	10.93		1 Transactions	
711	DEPT Total:	1,018.88	Economic Development	3 Vendors	4 Transactions
1	Fund Total:	210,142.34	General Fund		281 Transactions

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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
301	DEPT		R&B Administration		
783	Canon Financial Services, Inc		CONTRACT CHARGE	19544884	Service Contracts
	03- 301- 000- 0000- 6300		162.82		
783	Canon Financial Services, Inc		162.82		
				1 Transactions	
11406	Innovative Office Solutions		OFFICE SUPPLIES	IN2318316	Supplies And Materials
	03- 301- 000- 0000- 6400		178.80		
11406	Innovative Office Solutions		178.80		
				1 Transactions	
11605	Shred Right		DOCUMENT DESTRUCTION	323558	Supplies And Materials
	03- 301- 000- 0000- 6400		30.00		
11605	Shred Right		30.00		
				1 Transactions	
301	DEPT Total:		371.62	R&B Administration	3 Vendors
					3 Transactions
303	DEPT		R&B Highway Maintenance		
195	Aitkin Tire Shop		TIRES	0- 058661	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		527.48		
	03- 303- 000- 0000- 6590		80.00	0- 058661	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		20.00	0- 058661	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		3,280.00	0- 058661	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		30.00	0- 058688	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		70.00	0- 058688	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		14.00	0- 058689	Repair & Maintenance Supplies
195	Aitkin Tire Shop		4,021.48		
				7 Transactions	
13725	Beartooth True Value		AITKIN SHOP SUPPLIES	B77991	Shop Maintenance
	03- 303- 000- 0000- 6298		87.91		
13725	Beartooth True Value		87.91		
				1 Transactions	
7053	Bill's Sportsman's Service		AITKIN SAFETY/SHOP SUPPLIES	0- 01502	Shop Maintenance
	03- 303- 000- 0000- 6298		39.99		
7053	Bill's Sportsman's Service		39.99		
				1 Transactions	
8175	Centurylink		Nov Phone	313645966	Utilities
	03- 303- 000- 0000- 6254		64.47		
	03- 303- 000- 0000- 6254		45.67	313645966	Utilities
8175	Centurylink		110.14		
				2 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
11411	Charter Communications		140.25		
	03- 303- 000- 0000- 6254			0- 022823120918	Utilities
11411	Charter Communications		140.25	1 Transactions	
14887	Cintas Corporation				
	03- 303- 000- 0000- 6298		19.55	4013351968	Shop Maintenance
	03- 303- 000- 0000- 6298		19.55	4013622828	Shop Maintenance
14887	Cintas Corporation		39.10	2 Transactions	
5893	Consolidated Telecommunications Co.				
	03- 303- 000- 0000- 6254		280.00	20608005	Utilities
5893	Consolidated Telecommunications Co.		280.00	1 Transactions	
5484	Darlow Excavating				
	03- 303- 000- 0000- 6524		2,703.00	12/3/2018	Winter Sand
5484	Darlow Excavating		2,703.00	1 Transactions	
8521	Force America Distributing, LLC				
	03- 303- 000- 0000- 6590		570.37	IN001- 1295595	Repair & Maintenance Supplies
8521	Force America Distributing, LLC		570.37	1 Transactions	
1818	Glen's Sign Dezine				
	03- 303- 000- 0000- 6590		62.00		Repair & Maintenance Supplies
1818	Glen's Sign Dezine		62.00	1 Transactions	
1880	Gravelle Plumbing & Heating, Inc				
	03- 303- 000- 0000- 6298		179.47	78846	Shop Maintenance
1880	Gravelle Plumbing & Heating, Inc		179.47	1 Transactions	
2763	J & H Transfer Station- Lakes Sanitary				
	03- 303- 000- 0000- 6254		57.65	149164	Utilities
	03- 303- 000- 0000- 6254		111.15	149272	Utilities
2763	J & H Transfer Station- Lakes Sanitary		168.80	2 Transactions	
91187	Lake Country Power				
	03- 303- 000- 0000- 6254		140.95	140946401	Utilities
91187	Lake Country Power		140.95	1 Transactions	
3100	McGregor Oil				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	Amount			
03- 303- 000- 0000- 6513	791.70	JACOBSON DIESEL	3204	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	1,865.93	PALISADE DIESE	3205	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	957.63	SWATARA DIESEL	3206	Motor Fuel & Lubricants
3100 McGregor Oil	3,615.26			3 Transactions
3160 Mille Lacs Energy Coop- Albert Lea				
03- 303- 000- 0000- 6254	775.32	POWER: PALISADE	18- 52- 026- 01	Utilities
03- 303- 000- 0000- 6254	63.52	169 & CSAH 3	19- 23- 010- 01	Utilities
03- 303- 000- 0000- 6254	210.75	POWER: MCGREGOR	29- 53- 003- 01	Utilities
03- 303- 000- 0000- 6254	1,214.94	POWER: AITKIN	33- 52- 007- 02	Utilities
03- 303- 000- 0000- 6254	54.73	169 & CSAH 28	39- 62- 022- 01	Utilities
03- 303- 000- 0000- 6254	37.51	CSAH 12	40- 06- 000- 01	Utilities
03- 303- 000- 0000- 6254	29.02	47 & CSAH 2	54- 51- 104- 01	Utilities
3160 Mille Lacs Energy Coop- Albert Lea	2,385.79			7 Transactions
9692 Minnesota Energy Resources Corporation				
03- 303- 000- 0000- 6297	864.78	NAT GAS: AITKIN SHOP	NOV	Shop Fuel
9692 Minnesota Energy Resources Corporation	864.78			1 Transactions
8678 Morton Salt				
03- 303- 000- 0000- 6518	1,499.35	DE- ICING SALT	5401416480	De- Icing Salt
03- 303- 000- 0000- 6518	3,818.56	DE- ICING SALT	5401711791	De- Icing Salt
03- 303- 000- 0000- 6518	1,426.76	DE- ICING SALT	5401713140	De- Icing Salt
03- 303- 000- 0000- 6518	4,391.80	DE- ICING SALT	5401715079	De- Icing Salt
8678 Morton Salt	11,136.47			4 Transactions
8446 Northern Star Coop Service				
03- 303- 000- 0000- 6297	649.15	LP SWATARA SHOP	84210	Shop Fuel
8446 Northern Star Coop Service	649.15			1 Transactions
4070 Riley Auto Supply				
03- 303- 000- 0000- 6298	50.47	AITKIN SHOP SUPPLIES	603124	Shop Maintenance
03- 303- 000- 0000- 6590	12.48	REPAIR PARTS	603180	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	12.99	REPAIR PARTS	603222	Repair & Maintenance Supplies
03- 303- 000- 0000- 6298	10.66	MCGREGOR SHOP SUPPLIES	603239	Shop Maintenance
03- 303- 000- 0000- 6590	69.99	REPAIR PARTS	603267	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	52.49	REPAIR PARTS	603552	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	166.00	REPAIR PARTS	603592	Repair & Maintenance Supplies
03- 303- 000- 0000- 6298	100.49	AITKIN SHOP SUPPLIES	603695	Shop Maintenance

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5295	Ziegler Inc				
		199.56		2 Transactions	
303	DEPT Total:	32,026.88	R&B Highway Maintenance	27 Vendors	60 Transactions
307	DEPT		R&B Capital Infrastructure		
7050	Anderson Brothers Construction				
	03-307-000-0000-6262	8,266.22	WORK PERFORMED	6819	Contract Payments
7050	Anderson Brothers Construction	8,266.22		1 Transactions	
15059	Larson/Judy				
	03-307-000-0000-6362	9,600.00	DAMAGES	PARCEL NO 8	Right Of Way
	03-307-000-0000-6362	650.00	LAND R- W	PARCEL NO 8	Right Of Way
15059	Larson/Judy	10,250.00		2 Transactions	
15058	Newham/Beverly				
	03-307-000-0000-6362	2,134.00	LAND R- W	PARC NOS 31/32	Right Of Way
	03-307-000-0000-6362	4,866.00	DAMAGES	PARC NOS 31/32	Right Of Way
15058	Newham/Beverly	7,000.00		2 Transactions	
15060	Persuitti/ Lawrence A				
	03-307-000-0000-6362	950.00	LAND R- W	PARCEL NO 20	Right Of Way
15060	Persuitti/ Lawrence A	950.00		1 Transactions	
14998	WSB & Associates, Inc.				
	03-307-000-0000-6260	3,908.61	WETLAND DELINEATION	R- 012745- 000- 2	Professional Services
14998	WSB & Associates, Inc.	3,908.61		1 Transactions	
307	DEPT Total:	30,374.83	R&B Capital Infrastructure	5 Vendors	7 Transactions
308	DEPT		R&B Equipment & Facilities		
5295	Ziegler Inc				
	03-308-000-0000-6600	207,780.00	GRADER	A4317001	Capital Outlay- Facilities
5295	Ziegler Inc	207,780.00		1 Transactions	
308	DEPT Total:	207,780.00	R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:	270,553.33	Road & Bridge		71 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
257	DEPT		Community Corrections		
8239	Ameripride Linen & Apparel Services 05-257-000-0000-6422	4.67	Cleaning Supplies 12/04/2018	2201127720	Janitorial Services/Supplies
8239	Ameripride Linen & Apparel Services	4.67	1 Transactions		
2186	Hillyard Inc - Kansas City 05-257-000-0000-6422	87.45	Cleaning/Bathroom supplies 12/07/2018	603248125	Janitorial Services/Supplies
2186	Hillyard Inc - Kansas City	87.45	1 Transactions		
257	DEPT Total:	92.12	Community Corrections	2 Vendors	2 Transactions
390	DEPT		Environmental Health (FBL)		
8239	Ameripride Linen & Apparel Services 05-390-000-0000-6422	0.85	Cleaning Supplies 12/04/2018	2201127720	Janitorial Services/Supplies
8239	Ameripride Linen & Apparel Services	0.85	1 Transactions		
2186	Hillyard Inc - Kansas City 05-390-000-0000-6422	15.90	Cleaning/Bathroom supplies 12/07/2018	603248125	Janitorial Services/Supplies
2186	Hillyard Inc - Kansas City	15.90	1 Transactions		
390	DEPT Total:	16.75	Environmental Health (FBL)	2 Vendors	2 Transactions
400	DEPT		Public Health Department		
85003	Aitkin County DAC 05-400-440-0410-6231	3.11	Cleaning 11/18/2018	11/27/2018	Services/Labor/Contracts
	05-400-440-0410-6231	23.52	Papershred 11/06/2018	11/27/2018	Services/Labor/Contracts
85003	Aitkin County DAC	26.63	2 Transactions		
8239	Ameripride Linen & Apparel Services 05-400-440-0410-6422	5.94	Cleaning Supplies 12/04/2018	2201127720	Janitorial Services/Supplies

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JKK1
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5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
8239 Ameripride Linen & Apparel Services		1 Transactions		
12106 Antoine Electric				
05- 400- 440- 0410- 6231	30.24	Repair 2 Florescent fixtures 11/30/2018	16741	Services/Labor/Contracts
12106 Antoine Electric	30.24	1 Transactions		
783 Canon Financial Services, Inc				
05- 400- 440- 0410- 6301	27.13	OSS Contract Charge - 12/18 12/01/2018 12/31/2018	19544885	Equipment Lease/Space Rental
783 Canon Financial Services, Inc	27.13	1 Transactions		
8175 Centurylink				
05- 400- 440- 0410- 6250	1.65	Nov Phone	313645966	Telephone
05- 400- 440- 0410- 6250	24.75	Nov Phone	313645966	Telephone
05- 400- 440- 0410- 6250	64.47	Nov Phone	313645966	Telephone
05- 400- 440- 0410- 6250	1.29	DEC Phone	313645966	Telephone
05- 400- 440- 0410- 6250	24.93	DEC Phone	313645966	Telephone
05- 400- 440- 0410- 6250	99.40	DEC Phone	313645966	Telephone
8175 Centurylink	216.49	6 Transactions		
10185 Centurylink Communications Inc				
05- 400- 440- 0410- 6250	6.19	Nov Toll Free	320295974	Telephone
10185 Centurylink Communications Inc	6.19	1 Transactions		
1457 CPS Technology Solutions, Inc				
05- 400- 440- 0410- 6300	11.27	contract maint	375918	Maintenance/Service Contracts
1457 CPS Technology Solutions, Inc	11.27	1 Transactions		
2186 Hillyard Inc - Kansas City				
05- 400- 440- 0410- 6422	111.29	Cleaning/Bathroom supplies 12/07/2018	603248125	Janitorial Services/Supplies
2186 Hillyard Inc - Kansas City	111.29	1 Transactions		
2386 Information Systems Corp				
05- 400- 440- 0410- 6239	279.49	App Extender License Agreement	24929	Software Fees/License Fees
2386 Information Systems Corp	279.49	1 Transactions		
88859 Spee*Dee- St Cloud				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	05- 400- 440- 0410- 6205		PH Service	3656391	Postage
88859	Spee*Dee- St Cloud		11/05/2018 12/01/2018		
		42.78			1 Transactions
10698	Stericycle,Inc				
	05- 400- 440- 0410- 6231		Steri- Safe	4008284294	Services/Labor/Contracts
		19.27	01/01/2019 01/01/2019		
10698	Stericycle,Inc				1 Transactions
		19.27			
400	DEPT Total:	776.72	Public Health Department	11 Vendors	17 Transactions
420	DEPT		Income Maintenance		
85003	Aitkin County DAC				
	05- 420- 600- 4800- 6231		Cleaning		Services/Labor/Contracts
		6.42	11/18/2018 11/27/2018		
	05- 420- 600- 4800- 6231		Papershred		Services/Labor/Contracts
		48.53	11/06/2018 11/27/2018		
85003	Aitkin County DAC				2 Transactions
		54.95			
8239	Ameripride Linen & Apparel Services				
	05- 420- 600- 4800- 6422		Cleaning Supplies	2201127720	Janitorial Services/Supplies
		12.30	12/04/2018		
8239	Ameripride Linen & Apparel Services				1 Transactions
		12.30			
12106	Antoine Electric				
	05- 420- 600- 4800- 6231		Repair 2 Florescent fixtures	16741	Services/Labor/Contracts
		62.37	11/30/2018		
12106	Antoine Electric				1 Transactions
		62.37			
783	Canon Financial Services, Inc				
	05- 420- 600- 4800- 6301		OSS Contract Charge - 12/18	19544885	Equipment Lease/Space Rental
		55.97	12/01/2018 12/31/2018		
783	Canon Financial Services, Inc				1 Transactions
		55.97			
8175	Centurylink				
	05- 420- 600- 4800- 6250		Nov Phone	313645966	Telephone
		3.40			
	05- 420- 600- 4800- 6250		Nov Phone	313645966	Telephone
		51.06			
	05- 420- 600- 4800- 6250		Nov Phone	313645966	Telephone
		332.66			
	05- 420- 600- 4800- 6250		DEC Phone	313645966	Telephone
		2.66			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	05- 420- 600- 4800- 6250		DEC Phone	313645966	Telephone
	05- 420- 600- 4800- 6250		DEC Phone	313645966	Telephone
	05- 420- 640- 4800- 6250		Nov Phone	313645966	Telephone
	05- 420- 640- 4800- 6250		DEC Phone	313645966	Telephone
8175	Centurylink				
		1,025.11		8 Transactions	
10185	Centurylink Communications Inc				
	05- 420- 600- 4800- 6250		Nov Toll Free	320295974	Telephone
10185	Centurylink Communications Inc				
		12.76		1 Transactions	
1457	CPS Technology Solutions, Inc				
	05- 420- 600- 4800- 6300		contract maint	375918	Maintenance/Service Contracts
	05- 420- 640- 4800- 6300		contract maint	375918	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc				
		58.43		2 Transactions	
11051	Department of Human Services				
	05- 420- 650- 4400- 6025		MA LTC UN 65	A300MM9E01I	State/Fed Share - MA
		984.68	11/01/2018 11/30/2018		
	05- 420- 650- 4400- 6025		MAX LTC LT65 18	A300MM9E01I	State/Fed Share - MA
		159.30	11/01/2018 11/30/2018		
	05- 420- 650- 4400- 6025		MA ESTATE COLLECTIONS- FED	A300MM9E01I	State/Fed Share - MA
		18,348.53	11/01/2018 11/30/2018		
	05- 420- 650- 4400- 6025		MA ESTATE COLLECTIONS- STATE	A300MM9E01I	State/Fed Share - MA
		9,174.26	11/01/2018 11/30/2018		
11051	Department of Human Services				
		28,666.77		4 Transactions	
2186	Hillyard Inc - Kansas City				
	05- 420- 600- 4800- 6422		Cleaning/Bathroom supplies	603248125	Janitorial Services/Supplies
		230.54	12/07/2018		
2186	Hillyard Inc - Kansas City				
		230.54		1 Transactions	
2386	Information Systems Corp				
	05- 420- 600- 4800- 6239		App Extender License Agreement	24929	Software Fees/License Fees
2386	Information Systems Corp				
		576.44		1 Transactions	
88859	Spee*Dee- St Cloud				
	05- 420- 600- 4800- 6205		IM Service	3656391	Postage
		32.62	11/05/2018 12/01/2018		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
88859 Spee*Dee- St Cloud				
	32.62		1 Transactions	
10698 Stericycle,Inc				
05- 420- 600- 4800- 6231	39.73	Steri- Safe	4008284294	Services/Labor/Contracts
		01/01/2019	01/01/2019	
10698 Stericycle,Inc	39.73		1 Transactions	
420 DEPT Total:	30,827.99	Income Maintenance	12 Vendors	24 Transactions
430 DEPT		Social Services		
85003 Aitkin County DAC				
05- 430- 700- 4800- 6231	9.91	Cleaning		Services/Labor/Contracts
		11/18/2018	11/27/2018	
05- 430- 700- 4800- 6231	75.00	Papershred		Services/Labor/Contracts
		11/06/2018	11/27/2018	
85003 Aitkin County DAC	84.91		2 Transactions	
8239 Ameripride Linen & Apparel Services				
05- 430- 700- 4800- 6422	18.66	Cleaning Supplies	2201127720	Janitorial Services/Supplies
		12/04/2018		
8239 Ameripride Linen & Apparel Services	18.66		1 Transactions	
12106 Antoine Electric				
05- 430- 700- 4800- 6231	96.39	Repair 2 Florescent fixtures	16741	Services/Labor/Contracts
		11/30/2018		
12106 Antoine Electric	96.39		1 Transactions	
783 Canon Financial Services, Inc				
05- 430- 700- 4800- 6301	86.50	OSS Contract Charge - 12/18	19544885	Equipment Lease/Space Rental
		12/01/2018	12/31/2018	
783 Canon Financial Services, Inc	86.50		1 Transactions	
8175 Centurylink				
05- 430- 700- 4800- 6250	5.26	Nov Phone	313645966	Telephone
05- 430- 700- 4800- 6250	78.91	Nov Phone	313645966	Telephone
05- 430- 700- 4800- 6250	474.49	Nov Phone	313645966	Telephone
05- 430- 700- 4800- 6250	4.11	DEC Phone	313645966	Telephone
05- 430- 700- 4800- 6250	79.46	DEC Phone	313645966	Telephone
05- 430- 700- 4800- 6250	502.35	DEC Phone	313645966	Telephone

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
8175	Centurylink				
		1,144.58		6 Transactions	
10185	Centurylink Communications Inc				
	05- 430- 700- 4800- 6250	19.73	Nov Toll Free	320295974	Telephone
10185	Centurylink Communications Inc	19.73		1 Transactions	
1457	CPS Technology Solutions, Inc				
	05- 430- 700- 4800- 6300	35.90	contract maint	375918	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc	35.90		1 Transactions	
2186	Hillyard Inc - Kansas City				
	05- 430- 700- 4800- 6422	349.79	Cleaning/Bathroom supplies	603248125	Janitorial Services/Supplies
			12/07/2018		
2186	Hillyard Inc - Kansas City	349.79		1 Transactions	
2386	Information Systems Corp				
	05- 430- 700- 4800- 6239	890.87	App Extender License Agreement	24929	Software Fees/License Fees
2386	Information Systems Corp	890.87		1 Transactions	
88859	Spee*Dee- St Cloud				
	05- 430- 700- 4800- 6205	56.70	SS Service	3656391	Postage
			11/05/2018	12/01/2018	
88859	Spee*Dee- St Cloud	56.70		1 Transactions	
10698	Stericycle,Inc				
	05- 430- 700- 4800- 6231	61.40	Steri- Safe	4008284294	Services/Labor/Contracts
			01/01/2019	01/01/2019	
10698	Stericycle,Inc	61.40		1 Transactions	
430	DEPT Total:	2,845.43	Social Services	11 Vendors	17 Transactions
5	Fund Total:	34,559.01	Health & Human Services		62 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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10 Trust

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		
13028	Tveit Lumber				
	10- 900- 000- 0000- 2300		Bond refund Rec 116	13510	Timber Permit Bonds
13028	Tveit Lumber				
		544.00			
		544.00			
			1 Transactions		
900	DEPT Total:		Timber Permit Bonds	1 Vendors	1 Transactions
		544.00			
921	DEPT		Co. Development		
8175	Centurylink				
	10- 921- 000- 0000- 6250		Nov Phone	313645966	Telephone
	10- 921- 000- 0000- 6250	2.58	Nov Phone	313645966	Telephone
	10- 921- 000- 0000- 6250	5.16	DEC Phone	313645966	Telephone
	10- 921- 000- 0000- 6250	8.06	DEC Phone	313645966	Telephone
	10- 921- 000- 0000- 6250	2.69			
8175	Centurylink				
		18.49			
			4 Transactions		
2386	Information Systems Corp				
	10- 921- 000- 0000- 6405		App Extender License Agreement	24929	Office Supplies
2386	Information Systems Corp				
		734.80			
		734.80			
			1 Transactions		
921	DEPT Total:		Co. Development	2 Vendors	5 Transactions
		753.29			
923	DEPT		Forfeited Tax Sales		
48	Aitkin Co Abstract Company				
	10- 923- 000- 0000- 6231		Abstract for SWSW 234424	53897	Services, Labor, Contracts
48	Aitkin Co Abstract Company				
		300.00			
		300.00			
			1 Transactions		
170	Aitkin Motor Company				
	10- 923- 000- 0000- 6590		Fuel Saver Package #317	20350	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	45.76	Brakes #799	20689	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	534.88	Brakes #315	20720	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	496.33	Fuel Saver Package #394	20769	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	45.76			
170	Aitkin Motor Company				
		1,122.73			
			4 Transactions		
8175	Centurylink				
	10- 923- 000- 0000- 6250		Nov Phone	313645966	Telephone
	10- 923- 000- 0000- 6250	15.47	DEC Phone	313645966	Telephone
	10- 923- 000- 0000- 6250	13.43			
8175	Centurylink				
		28.90			
			2 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
88880	Datacomm Computers & Networks Inc				
	10- 923- 000- 0000- 6405		165.00	Battery replacement phone	11287 Office Supplies
88880	Datacomm Computers & Networks Inc		165.00	1 Transactions	
10412	O'Reilly Auto Parts				
	10- 923- 000- 0000- 6590		50.17	wiper blades/oil filter	743996 Repair & Maintenance Supplies
10412	O'Reilly Auto Parts		50.17	1 Transactions	
4010	Rasley Oil Company				
	10- 923- 000- 0000- 6511		1,170.15	November gas	AITCOL&PS Gas And Oil
4010	Rasley Oil Company		1,170.15	1 Transactions	
4070	Riley Auto Supply				
	10- 923- 000- 0000- 6590		19.45	Trans oil filter & oil	603443 Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590		173.54	5th wheel trailer parts	603488 Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590		10.98	Fuse & serk asst	603497 Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590		326.69	5th wheel trailer parts	603510 Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590		18.99	Slide Term 25 pc & switch	603515 Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590		29.99	Solenoid	603740 Repair & Maintenance Supplies
4070	Riley Auto Supply		579.64	6 Transactions	
10930	Tidholm Productions				
	10- 923- 000- 0000- 6405		70.16	Preharvest forms	0310 7827 Office Supplies
	10- 923- 000- 0000- 6405		284.68	Scale report books	0311 7826 Office Supplies
10930	Tidholm Productions		354.84	2 Transactions	
13934	Tire Barn				
	10- 923- 000- 0000- 6511		44.05	LOF 798	45647 Gas And Oil
13934	Tire Barn		44.05	1 Transactions	
923	DEPT Total:		3,815.48	Forfeited Tax Sales	9 Vendors 19 Transactions
926	DEPT			Law Library	
5173	Thomson Reuters- West Publishing				
	10- 926- 000- 0000- 6408		1,348.00	West information charges	839343384 Law Books
	10- 926- 000- 0000- 6408		801.33	Library subscription	839434875 Law Books
5173	Thomson Reuters- West Publishing		2,149.33	2 Transactions	

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 10 Trust

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
926 DEPT Total:		2,149.33	Law Library	1 Vendors 2 Transactions
10 Fund Total:		7,262.10	Trust	27 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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11 Forest Development

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
924	DEPT		Forest Resource		
12526	Bixby/James				
	11-924-000-0000-6350		35.00	Nat Resources meeting	12/10/18 Per Diem
	11-924-000-0000-6330		34.88	Nat Resources mileage	64@.545 Transportation & Travel
12526	Bixby/James		69.88		2 Transactions
589	Blomberg/Judith				
	11-924-000-0000-6350		35.00	Nat Resources meeting	12/10/18 Per Diem
589	Blomberg/Judith		35.00		1 Transactions
15063	Chapter II MSPS				
	11-924-000-0000-6240		40.00	PLS Membership	Randy Quale Dues/Assoc Fees
15063	Chapter II MSPS		40.00		1 Transactions
8394	Commissioner Of Transportation				
	11-924-000-0000-6208		300.00	Survey Tech Workshop	Training/Education
8394	Commissioner Of Transportation		300.00		1 Transactions
2270	Hoppe/Russell Peter				
	11-924-000-0000-6350		35.00	Nat Resources meeting	12/10/18 Per Diem
	11-924-000-0000-6330		32.70	Nat Resources mileage	60@.545 Transportation & Travel
2270	Hoppe/Russell Peter		67.70		2 Transactions
10890	Insley/Kevin				
	11-924-000-0000-6350		35.00	Nat Resources meeting	12/10/18 Per Diem
	11-924-000-0000-6330		20.71	Nat resources mileage	38@.545 Transportation & Travel
10890	Insley/Kevin		55.71		2 Transactions
2448	Janzen/Carroll Mark				
	11-924-000-0000-6350		35.00	Nat Resources meeting	12/10/18 Per Diem
	11-924-000-0000-6330		30.52	Nat Resources mileage	56@.545 Transportation & Travel
2448	Janzen/Carroll Mark		65.52		2 Transactions
5759	Kitzrow/Donald				
	11-924-000-0000-6350		35.00	Nat Resources meeting	12/10/18 Per Diem
	11-924-000-0000-6330		35.86	Nat Resources mileage	65.8@.545 Transportation & Travel
5759	Kitzrow/Donald		70.86		2 Transactions
5784	Lake/Robert				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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11 Forest Development

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
11- 924- 000- 0000- 6350		Nat Resources meeting	12/10/18	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mileage	28@.545	Transportation & Travel
5784 Lake/Robert				
			2 Transactions	
12512 MARCUM/ROBERT				
11- 924- 000- 0000- 6350		Nat Resources meeting	12/10/18	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mileage	48@.545	Transportation & Travel
12512 MARCUM/ROBERT				
			2 Transactions	
10906 Shipp/Dale				
11- 924- 000- 0000- 6350		Nat Resources meeting	12/10/18	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mileage	32@.545	Transportation & Travel
10906 Shipp/Dale				
			2 Transactions	
4927 Turnock/Franklin Allen				
11- 924- 000- 0000- 6350		Nat Resources Meeting	12/10/18	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mileage	60@.545	Transportation & Travel
4927 Turnock/Franklin Allen				
			2 Transactions	
10017 Tveit/Galen				
11- 924- 000- 0000- 6350		Nat Resources meeting	12/10/18	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mileage	36@.545	Transportation & Travel
10017 Tveit/Galen				
			2 Transactions	
6097 Verizon Wireless				
11- 924- 000- 0000- 6250		November cell phone	58068382700001	Telephone
6097 Verizon Wireless				
			1 Transactions	
924 DEPT Total:		Forest Resource	14 Vendors	24 Transactions
935 DEPT		Forest Road		
9843 Elg Construction/Kenneth				
11- 935- 000- 0000- 6361		Soo Line Pliny Twp		Road Construction Service
9843 Elg Construction/Kenneth				
			1 Transactions	
7062 Kern Excavating LLC				
11- 935- 000- 0000- 6361		Chipper trail	12318LD	Road Construction Service
7062 Kern Excavating LLC				
			1 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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11 Forest Development

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
935 DEPT Total:		40,613.75 Forest Road	2 Vendors	2 Transactions
11 Fund Total:		41,692.72 Forest Development		26 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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13 Taxes & Penalties

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
943	DEPT		Taxes And Penalties		
15065	McCann/Aaron		Property Tax Abatement		Cur - Property Taxes
	13- 943- 000- 0000- 2001				
	15065	320.00			
	McCann/Aaron	320.00			
			1 Transactions		
12027	McGregor Title		Property Tax Abatement		Cur - Property Taxes
	13- 943- 000- 0000- 2001			39- 0- 040402	
	12027	56.00			
	McGregor Title	56.00			
			1 Transactions		
943	DEPT Total:	376.00	Taxes And Penalties	2 Vendors	2 Transactions
13	Fund Total:	376.00	Taxes & Penalties		2 Transactions

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 14 Capital Project

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
949	DEPT		Courthouse Addition		
9692	Minnesota Energy Resources Corporation		Dec Gas Gov't Center	0506823754	Services, Labor, Contracts
	14- 949- 000- 0000- 6231				
9692	Minnesota Energy Resources Corporation		1 Transactions		
949	DEPT Total:		Courthouse Addition	1 Vendors	1 Transactions
		1,324.17			
14	Fund Total:		Capital Project		1 Transactions
		1,324.17			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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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		
11419 Beaudry Propane				
19- 521- 000- 0000- 6254		297.40 Dining Hall	144156	Utilities
19- 521- 000- 0000- 6254		336.37 Instructor Residence	144159	Utilities
19- 521- 000- 0000- 6254		362.48 Director's Residence	144162	Utilities
11419 Beaudry Propane		996.25		
			3 Transactions	
1829 Goble's Sewer Service Inc.				
19- 521- 000- 0000- 6231		1,095.00 Pump North Star & Dining Hall	11636	Services, Labor, Contracts
1829 Goble's Sewer Service Inc.		1,095.00		
			1 Transactions	
2763 J & H Transfer Station- Lakes Sanitary				
19- 521- 000- 0000- 6255		92.38 December Garbage	149191	Garbage
2763 J & H Transfer Station- Lakes Sanitary		92.38		
			1 Transactions	
14831 K and M International Inc				
19- 521- 000- 0000- 6400		513.30 Plush animals for canteen	SI1118693	Commissary Items
14831 K and M International Inc		513.30		
			1 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea				
19- 521- 000- 0000- 6254		36.74 Director's Residence	27- 13- 004- 01	Utilities
19- 521- 000- 0000- 6254		432.47 Energy Center	27- 13- 005- 02	Utilities
19- 521- 000- 0000- 6254		368.52 Dining hall	27- 13- 006- 01	Utilities
19- 521- 000- 0000- 6254		232.59 North Star Lodge	27- 13- 007- 03	Utilities
19- 521- 000- 0000- 6254		19.79 Parking lot	27- 13- 008- 01	Utilities
19- 521- 000- 0000- 6254		68.99 Staff residence	27- 13- 009- 01	Utilities
3160 Mille Lacs Energy Coop- Albert Lea		1,159.10		
			6 Transactions	
5729 National Pen Co. LLC				
19- 521- 000- 0000- 6400		335.35 Mechanical pencils for commiss	110463509	Commissary Items
5729 National Pen Co. LLC		335.35		
			1 Transactions	
4425 Shirts Plus				
19- 521- 000- 0000- 6400		646.00 Hoodies, beanies	2275	Commissary Items
4425 Shirts Plus		646.00		
			1 Transactions	
521 DEPT Total:		4,837.38	LLCC Administration	7 Vendors 14 Transactions
522 DEPT			LLCC Education	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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19 Long Lake Conservation C

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5814 Hagen/Christine		Rings, wire, pine for workshop		Education Supplies
19- 522- 000- 0000- 6416				
5814 Hagen/Christine		1 Transactions		
522 DEPT Total:		100.00 LLCC Education	1 Vendors	1 Transactions
523 DEPT		LLCC Food		
5814 Hagen/Christine		Groceries		Groceries- Students
19- 523- 000- 0000- 6418				
5814 Hagen/Christine		1 Transactions		
523 DEPT Total:		21.71 LLCC Food	1 Vendors	1 Transactions
524 DEPT		LLCC Maintenance		
13725 Beartooth True Value		Line level	B76560	Janitorial Services/Supplies
19- 524- 000- 0000- 6422		Mudding supplies	B77445	Janitorial Services/Supplies
19- 524- 000- 0000- 6422		Hardware	B77558	Janitorial Services/Supplies
13725 Beartooth True Value		3 Transactions		
1430 Dotzler Power Equipment		Chainsaw repair	6439	Janitorial Services/Supplies
19- 524- 000- 0000- 6422				
1430 Dotzler Power Equipment		1 Transactions		
2340 Hyytinen Hardware Hank		Light bulbs, supplies	1492959	Janitorial Services/Supplies
19- 524- 000- 0000- 6422		Bits & screws	1493999	Janitorial Services/Supplies
19- 524- 000- 0000- 6422		Shovel, doorstep	1497160	Janitorial Services/Supplies
2340 Hyytinen Hardware Hank		3 Transactions		
11120 Nardini Fire Equipment Co.,Inc		Repair sprinkler system	IN00094085	Repair & Maintenance Supplies
19- 524- 000- 0000- 6590				
11120 Nardini Fire Equipment Co.,Inc		1 Transactions		
4010 Rasley Oil Company		Vet van fuel	42264	Gas And Oil
19- 524- 000- 0000- 6511				
4010 Rasley Oil Company		1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
12/24/18 12:19PM
19 Long Lake Conservation C

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
524	DEPT Total:		1,513.58	LLCC Maintenance	5 Vendors	9 Transactions
19	Fund Total:		6,472.67	Long Lake Conservation Center		25 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
195	Aitkin Tire Shop				
	21- 520- 000- 0000- 6620		Snowmobile trailer	58637	Auto, Trailers, Snowmobiles
195	Aitkin Tire Shop				
		122.00			
		122.00	1 Transactions		
1430	Dotzler Power Equipment				
	21- 520- 000- 0000- 6590		Bar oil & fuel for chainsaw	6552	Repair & Maintenance Supplies
1430	Dotzler Power Equipment				
		72.84			
		72.84	1 Transactions		
6049	Farm Island Repair & Marine				
	21- 520- 000- 0000- 6590		Repair shift, oil, recall 102	65158	Repair & Maintenance Supplies
6049	Farm Island Repair & Marine				
		407.70			
		407.70	1 Transactions		
1754	Garrison Disposal Company, Inc				
	21- 520- 000- 0000- 6254		December waste removal	69842	Utilities
1754	Garrison Disposal Company, Inc				
		280.56			
		280.56	1 Transactions		
2186	Hillyard Inc - Kansas City				
	21- 520- 000- 0000- 6406		Bath tissue	603248126	Field Supplies
2186	Hillyard Inc - Kansas City				
		287.90			
		287.90	1 Transactions		
4641	Holiday Credit Office				
	21- 520- 000- 0000- 6511		November gas	1400000134961	Gas And Oil
4641	Holiday Credit Office				
		526.11			
		526.11	1 Transactions		
2991	Malmo Market				
	21- 520- 000- 0000- 6511		November gas		Gas And Oil
2991	Malmo Market				
		303.89			
		303.89	1 Transactions		
3100	McGregor Oil				
	21- 520- 000- 0000- 6511		November gas	AITKINLA	Gas And Oil
3100	McGregor Oil				
		983.92			
		983.92	1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea				
	21- 520- 000- 0000- 6254		Berglund park	18- 51- 106- 02	Utilities
3160	Mille Lacs Energy Coop- Albert Lea				
		62.37			
		62.37	1 Transactions		
9692	Minnesota Energy Resources Corporation				
	21- 520- 000- 0000- 6254		Heating gas for shop	50254456100001	Utilities
		408.06			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
9692	Minnesota Energy Resources Corporation		408.06		1 Transactions	
3950	Public Utilities					
	21-520-000-0000-6254		239.72	Land Dept		Utilities
	21-520-000-0000-6254		25.73	Miss Access		Utilities
	21-520-000-0000-6254		23.35	Parks Showers		Utilities
3950	Public Utilities		288.80		3 Transactions	
520	DEPT Total:		3,744.15	Parks	11 Vendors	13 Transactions
21	Fund Total:		3,744.15	Parks		13 Transactions
	Final Total:		576,126.49	309 Vendors	508 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	210,142.34	General Fund
3	270,553.33	Road & Bridge
5	34,559.01	Health & Human Services
10	7,262.10	Trust
11	41,692.72	Forest Development
13	376.00	Taxes & Penalties
14	1,324.17	Capital Project
19	6,472.67	Long Lake Conservation Center
21	3,744.15	Parks
All Funds	576,126.49	Total

Approved by,

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12:23PM

Aitkin County



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)
- 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

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1	DEPT		Commissioners		
86222	Aitkin Independent Age				
	01-001-000-0000-6230	AP	99.75 synopsis	657861	Printing, Publishing & Adv
	01-001-000-0000-6230	AP	173.25 synopsis	659674/659675	Printing, Publishing & Adv
86222	Aitkin Independent Age		273.00		2 Transactions
10452	AT&T Mobility				
	01-001-000-0000-6250	AP	65.96 cell service	04858263	Telephone
			11/18/2018	12/17/2018	
10452	AT&T Mobility		65.96		1 Transactions
14289	Pratt/Bill				
	01-001-000-0000-6330	AP	400.03		Transportation & Travel & Parking
14289	Pratt/Bill		400.03		1 Transactions
1	DEPT Total:		738.99	Commissioners	3 Vendors 4 Transactions
12	DEPT		Court Administration		
2650	Kingsley/Marlene E				
	01-012-000-0000-6232	AP	95.00 01-pr-18-1048		Attorney Services
2650	Kingsley/Marlene E		95.00		1 Transactions
12	DEPT Total:		95.00	Court Administration	1 Vendors 1 Transactions
40	DEPT		Auditor		
208	American Solutions For Business				
	01-040-000-0000-6405	AP	97.53 tinted window envelopes	03897262	Office & Computer Supplies
208	American Solutions For Business		97.53		1 Transactions
2966	MACO				
	01-040-000-0000-6240		360.00 maco dues		Dues
2966	MACO		360.00		1 Transactions
40	DEPT Total:		457.53	Auditor	2 Vendors 2 Transactions
42	DEPT		Treasurer		
2966	MACO				
	01-042-000-0000-6240		360.00 maco dues		Dues

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-042-000-0000-6231		MOMS 2019 Main fee	389	Services, Labor, Contracts
2966	MACO				
				2 Transactions	
42	DEPT Total:		Treasurer	1 Vendors	2 Transactions
		1,110.00			
43	DEPT		Assessor		
783	Canon Financial Services, Inc				
	01-043-000-0000-6231	AP	copier contract	19509457	Services, Labor, Contracts
783	Canon Financial Services, Inc			1 Transactions	
		164.08			
		164.08			
13934	Tire Barn				
	01-043-000-0000-6511	AP	2013 ford escape oil change	46211	Gas And Oil
13934	Tire Barn			1 Transactions	
		39.38			
		39.38			
43	DEPT Total:		Assessor	2 Vendors	2 Transactions
		203.46			
44	DEPT		Central Services		
248	Association of Mn Counties				
	01-044-000-0000-6845		AMC 2019 Dues	51733	Assoc of MN Counties
248	Association of Mn Counties			1 Transactions	
		10,140.00			
		10,140.00			
783	Canon Financial Services, Inc				
	01-044-000-0000-6231	AP	copier contract	19509461	Services, Labor, Contracts
783	Canon Financial Services, Inc			1 Transactions	
		200.16			
		200.16			
1010	City Of Aitkin				
	01-044-000-0000-6231	AP	construction - county share	121818	Services, Labor, Contracts
1010	City Of Aitkin			1 Transactions	
		117,837.80			
		117,837.80			
173	City Of Hill City				
	01-044-000-0000-5840		2019 Special Assess Caliber	57-1-063600	Misc Receipts
173	City Of Hill City			1 Transactions	
		529.28			
		529.28			
13722	Neo Funds by Neopost				
	01-044-048-0000-6205	AP	postage 12/11/18	79000440801866	Postage
13722	Neo Funds by Neopost			1 Transactions	
		4,000.00			
		4,000.00			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
44	DEPT Total:		Central Services	5 Vendors	5 Transactions
49	DEPT		Information Technologies		
10452	AT&T Mobility				
	01-049-000-0000-6231	AP	nov/dec ipad	218-513-9345	Programming, Services, Contracts
10452	AT&T Mobility			1 Transactions	
3010	Marco Business Products Inc				
	01-049-000-0000-6231	AP	cisco smart net	ORD 1446477	Programming, Services, Contracts
3010	Marco Business Products Inc			1 Transactions	
49	DEPT Total:		Information Technologies	2 Vendors	2 Transactions
52	DEPT		Administration		
86222	Aitkin Independent Age				
	01-052-000-0000-6230	AP	help wanted ad	483648	Printing, Publishing & Adv
	01-052-000-0000-6230	AP	help wanted ad	483648	Printing, Publishing & Adv
86222	Aitkin Independent Age			2 Transactions	
3475	AMC				
	01-052-000-0000-6240		MACA 2019 Member - Jess S.		Dues & Subscriptions
3475	AMC			1 Transactions	
10452	AT&T Mobility				
	01-052-000-0000-6250	AP	cell service	04858263	Telephone
			11/18/2018	12/17/2018	
10452	AT&T Mobility			1 Transactions	
52	DEPT Total:		Administration	3 Vendors	4 Transactions
53	DEPT		Human Resources		
10452	AT&T Mobility				
	01-053-000-0000-6250	AP	cell service	04858263	Telephone
			11/18/2018	12/17/2018	
10452	AT&T Mobility			1 Transactions	
12048	McDowell Agency, Inc./The				
	01-053-000-0000-6234		background check Babcock	110777	Background Check Fees

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description		
No. Account/Formula	Accr	Amount	Service Dates	Invoice #	Account/Formula Description	On Behalf of Name
12048 McDowell Agency, Inc./The		25.00			1 Transactions	
53 DEPT Total:		90.51	Human Resources		2 Vendors	2 Transactions
100 DEPT			Recorder			
2386 Information Systems Corp						
01- 100- 195- 0000- 6231	AP	3,682.50	panasonic scanner	24950		Services, Labor, Contracts- Land Records
01- 100- 196- 0000- 6231	AP	3,682.50	panasonic scanner	24950		Services, Labor, Contracts- Recorder's
2386 Information Systems Corp		7,365.00			2 Transactions	
2966 MACO						
01- 100- 000- 0000- 6240		360.00	maco dues			Dues
2966 MACO		360.00			1 Transactions	
6101 West Central Indexing, Llc						
01- 100- 196- 0000- 6231		3,360.00	product support 2019	1449		Services, Labor, Contracts- Recorder's
6101 West Central Indexing, Llc		3,360.00			1 Transactions	
100 DEPT Total:		11,085.00	Recorder		3 Vendors	4 Transactions
110 DEPT			Courthouse Maintenance			
12106 Antoine Electric						
01- 110- 000- 0000- 6231	AP	215.66	replace ballast	16740		Services, Labor, Contracts
12106 Antoine Electric		215.66			1 Transactions	
10452 AT&T Mobility						
01- 110- 000- 0000- 6250	AP	60.07	cell service	04858263		Phone
			11/18/2018	12/17/2018		
10452 AT&T Mobility		60.07			1 Transactions	
11889 Honeywell International Inc.						
01- 110- 000- 0000- 6231		3,186.70	qrtly mech			Services, Labor, Contracts
			01/15/2019	04/14/2019		
11889 Honeywell International Inc.		3,186.70			1 Transactions	
89765 Minnesota Elevator, Inc						
01- 110- 000- 0000- 6231		172.27	Jan 2019 service	782845		Services, Labor, Contracts

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

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>
89765 Minnesota Elevator, Inc		172.27	1 Transactions	
110 DEPT Total:		3,634.70	Courthouse Maintenance	4 Vendors 4 Transactions
120 DEPT			Service Officer	
10452 AT&T Mobility				
01- 120- 000- 0000- 6250	AP	60.09	cell service	04858263 Telephone
			11/18/2018 12/17/2018	
10452 AT&T Mobility		60.09	1 Transactions	
10097 Harms Monroe/Penny				
01- 120- 000- 0000- 6330	AP	253.82	dec 2018 mileage	Transportation & Travel
10097 Harms Monroe/Penny		253.82	1 Transactions	
14508 Janzen/Hugh				
01- 120- 000- 0000- 6350	AP	50.00	vet van st cloud	Per Diem
14508 Janzen/Hugh		50.00	1 Transactions	
86235 The Office Shop Inc				
01- 120- 000- 0000- 6405	AP	216.55	toner/folders/post- its	1056467 Office & Computer Supplies
86235 The Office Shop Inc		216.55	1 Transactions	
6097 Verizon Wireless				
01- 120- 000- 0000- 6250	AP	14.47	vet van cell	880690364- 0001 Telephone
			11/21/2018 12/20/2018	
6097 Verizon Wireless		14.47	1 Transactions	
120 DEPT Total:		594.93	Service Officer	5 Vendors 5 Transactions
122 DEPT			Planning & Zoning	
111 Aitkin Co Soil & Water				
01- 122- 000- 0000- 5306		136,137.00	AIS Funding	rec 6581 Invasive Species State Grant 477A.19
111 Aitkin Co Soil & Water		136,137.00	1 Transactions	
14320 Benson/Lin				
01- 122- 000- 0000- 6350		70.00	boa meeting	Per Diem
01- 122- 038- 0000- 6330		117.74	boa meeting	203 @ .58 Boa/Pc Mileage

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
14320 Benson/Lin				
		187.74	2 Transactions	
5516 Paquette/Jeremy M				
01-122-000-0000-6350		60.00	boa meeting	Per Diem
01-122-038-0000-6330		46.98	boa meeting	Boa/Pc Mileage
5516 Paquette/Jeremy M		106.98	2 Transactions	
4400 Security State Bank				
01-122-052-0000-6304	AP	8,000.00	ag bmp loan	ISTS AG BMP EXPENSES
4400 Security State Bank		8,000.00	1 Transactions	
10028 Spiel/Edward				
01-122-000-0000-6350		70.00	boa meeting	Per Diem
01-122-038-0000-6330		68.44	boa meeting	Boa/Pc Mileage
10028 Spiel/Edward		138.44	2 Transactions	
6097 Verizon Wireless				
01-122-000-0000-6250	AP	39.60	cell service	Telephone
			11/14/2018 12/13/2018	
6097 Verizon Wireless		39.60	1 Transactions	
122 DEPT Total:		144,609.76	Planning & Zoning	6 Vendors 9 Transactions
200 DEPT			Enforcement	
117 Aitkin County Sheriff				
01-200-000-0000-6240		90.00	#222 Friesner POST License	Dues
117 Aitkin County Sheriff		90.00	1 Transactions	
170 Aitkin Motor Company				
01-200-000-0000-6302	AP	34.96	wipers #223	Car Maintenance
170 Aitkin Motor Company		34.96	1 Transactions	
10452 AT&T Mobility				
01-200-000-0000-6250	AP	968.56	cells and squad PCs	Telephone
10452 AT&T Mobility		968.56	1 Transactions	
15068 Deep Rock Towing				
01-200-000-0000-6359	AP	450.00	18-3581 F150 accident	Wrecker Service

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
15068 Deep Rock Towing				
		450.00	1 Transactions	
1775 Galls LLC				
01-200-000-0000-6410	AP	51.99	#217 uniform pant	011542175 Clothing Allowance
1775 Galls LLC		51.99	1 Transactions	
5756 KEEPRS, Inc				
01-200-000-0000-6410	AP	62.14	uniform shirt #219	384679-2 Clothing Allowance
5756 KEEPRS, Inc		62.14	1 Transactions	
11041 MOCIC				
01-200-000-0000-6231		150.00	2019 Membership Fee	42046-610 Services & Labor (Incl Contracts)
11041 MOCIC		150.00	1 Transactions	
4010 Rasley Oil Company				
01-200-000-0000-6511	AP	167.81	#220 gas	various Gas And Oil
4010 Rasley Oil Company		167.81	1 Transactions	
86235 The Office Shop Inc				
01-200-000-0000-6405	AP	41.01	office supplies	1056935-0 Office Supplies
01-200-000-0000-6231	AP	393.83	Admin copier count	302644-0 Services & Labor (Incl Contracts)
86235 The Office Shop Inc		434.84	2 Transactions	
13934 Tire Barn				
01-200-000-0000-6302	AP	49.08	oil change #217	46235 Car Maintenance
01-200-000-0000-6302	AP	49.08	oil change #202	46253 Car Maintenance
13934 Tire Barn		98.16	2 Transactions	
200 DEPT Total:		2,508.46	Enforcement	10 Vendors 12 Transactions
203 DEPT			Snowmobile	
10452 AT&T Mobility				
01-203-000-0000-6250	AP	24.46	Snowmobile cell	287258495419 Telephone
10452 AT&T Mobility		24.46	1 Transactions	
203 DEPT Total:		24.46	Snowmobile	1 Vendors 1 Transactions
204 DEPT			ATV	

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1 General Fund

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10452 AT&T Mobility				
01- 204- 000- 0000- 6250	AP	24.46	OHV cell	287258495419 Telephone
10452 AT&T Mobility		24.46		1 Transactions
204 DEPT Total:		24.46	ATV	1 Vendors 1 Transactions
252 DEPT			Corrections	
86222 Aitkin Independent Age				
01- 252- 252- 0000- 6405	AP	36.00	1 year weekly Age	1st floor Prisoner Welfare
86222 Aitkin Independent Age		36.00		1 Transactions
87615 Aitkin Medical Supply				
01- 252- 000- 0000- 6262	AP	46.20	catheters	462006 Medical Expenses & Supplies - Inmates
87615 Aitkin Medical Supply		46.20		1 Transactions
14005 American Tower Corporation				
01- 252- 000- 0000- 6231		346.06	Jacobson tower	405754733 Services & Labor (Incl Contracts)
14005 American Tower Corporation		346.06		1 Transactions
10452 AT&T Mobility				
01- 252- 000- 0000- 6250	AP	45.80	jail cells	287258495419 Telephone
10452 AT&T Mobility		45.80		1 Transactions
163 Charter Communications				
01- 252- 252- 0000- 6405		184.56	inmate cable	6081121818 Prisoner Welfare
163 Charter Communications		184.56		1 Transactions
5583 Crawford Supply Company				
01- 252- 252- 0000- 6405	AP	76.32	commissary supplies	1082982 Prisoner Welfare
5583 Crawford Supply Company		76.32		1 Transactions
14106 Cyntox LLC				
01- 252- 000- 0000- 6231		192.50	waste mgmt Jan- June 2019	41390 Services & Labor (Incl Contracts)
14106 Cyntox LLC		192.50		1 Transactions
1775 Galls LLC				
01- 252- 000- 0000- 6410	AP	109.98	Desiree uniform pant	011494033 Clothing Allowance
1775 Galls LLC		109.98		1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
15067	HBD Inc.				
	01-252-000-0000-6424	AP	69.34	20155	Inmate Supplies
15067	HBD Inc.		69.34	1 Transactions	
6084	Inventory Trading Company				
	01-252-000-0000-6410	AP	1,247.00	83534	Clothing Allowance
6084	Inventory Trading Company		1,247.00	1 Transactions	
5503	Keefe Supply Company				
	01-252-252-0000-6405	AP	52.80	1082586	Prisoner Welfare
	01-252-252-0000-6405	AP	208.38	1082981	Prisoner Welfare
5503	Keefe Supply Company		261.18	2 Transactions	
14564	Lands End Business Outfitters				
	01-252-000-0000-6410	AP	436.17	SIN6998462	Clothing Allowance
14564	Lands End Business Outfitters		436.17	1 Transactions	
13691	MEnD Correctional Care, PLLC				
	01-252-000-0000-6262	AP	119.75	3674	Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262	AP	945.58	3694	Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262	AP	7,371.06	3705	Medical Expenses & Supplies - Inmates
13691	MEnD Correctional Care, PLLC		8,436.39	3 Transactions	
89765	Minnesota Elevator, Inc				
	01-252-000-0000-6231		179.16	782455	Services & Labor (Incl Contracts)
89765	Minnesota Elevator, Inc		179.16	1 Transactions	
3789	Pan- O- Gold Baking Company				
	01-252-000-0000-6418	AP	149.78	10002418354024	Groceries
	01-252-000-0000-6418	AP	110.36	10002418361017	Groceries
3789	Pan- O- Gold Baking Company		260.14	2 Transactions	
4010	Rasley Oil Company				
	01-252-000-0000-6330	AP	19.40	42762	Prisoner Transportation & Travel
4010	Rasley Oil Company		19.40	1 Transactions	
9295	Reinhart Foodservice				
	01-252-000-0000-6418	AP	1,721.68	558433	Groceries
	01-252-000-0000-6418	AP	16.18-	563863	Groceries

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JKK1
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
01- 252- 000- 0000- 6418	AP	1,529.18	groceries	564493 Groceries
01- 252- 000- 0000- 6418	AP	34.18-	return groceries	564620 Groceries
9295 Reinhart Foodservice		3,200.50		4 Transactions
86235 The Office Shop Inc				
01- 252- 000- 0000- 6405	AP	41.01	office supplies	1056935- 0 Office & Computer Supplies
86235 The Office Shop Inc		41.01		1 Transactions
5295 Ziegler Inc				
01- 252- 000- 0000- 6231	AP	572.35	Cat G25 clean radiator	SW050310033 Services & Labor (Incl Contracts)
5295 Ziegler Inc		572.35		1 Transactions
252 DEPT Total:		15,760.06	Corrections	19 Vendors 26 Transactions
253 DEPT			Sentence to Serve	
10452 AT&T Mobility				
01- 253- 000- 0000- 6250	AP	32.98	STS air card	287258495419 Telephone
10452 AT&T Mobility		32.98		1 Transactions
4010 Rasley Oil Company				
01- 253- 000- 0000- 6511	AP	62.59	STS gas	42879 Gas And Oil
4010 Rasley Oil Company		62.59		1 Transactions
13934 Tire Barn				
01- 253- 000- 0000- 6302	AP	253.89	oil change, battery 06 Econo	46166 Car Maintenance
13934 Tire Barn		253.89		1 Transactions
253 DEPT Total:		349.46	Sentence to Serve	3 Vendors 3 Transactions
254 DEPT			Enhanced 911 System	
3455 Motorola Inc				
01- 254- 000- 0000- 6231		61,204.45	2019 Service Contract	8230207503 Services, Labor, Contracts
3455 Motorola Inc		61,204.45		1 Transactions
254 DEPT Total:		61,204.45	Enhanced 911 System	1 Vendors 1 Transactions
280 DEPT			Emergency Management	
4870 Turner/Scott A.				

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JKK1
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1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
	01-280-000-0000-6405	AP	55.00	meals Line 3 meeting Bemidji	11-30-18	Office Supplies
4870	Turner/Scott A.		55.00	1 Transactions		
280	DEPT Total:		55.00	Emergency Management	1 Vendors	1 Transactions
391	DEPT			Solid Waste		
248	Association of Mn Counties					
	01-391-000-0000-6241		65.00	AMC Winter Conf T. Neeff		Registration Fee
248	Association of Mn Counties		65.00	1 Transactions		
1754	Garrison Disposal Company, Inc					
	01-391-060-0000-6360	AP	9,405.60	monthly recycling	oct 2018	Recycling Contract
1754	Garrison Disposal Company, Inc		9,405.60	1 Transactions		
391	DEPT Total:		9,470.60	Solid Waste	2 Vendors	2 Transactions
500	DEPT			Library And Historical Society		
14295	May/Rebecca					
	01-500-500-0000-6350		105.00	ECRL Board Mtg 9/10,10/8,12/10		Library Per Diem
14295	May/Rebecca		105.00	1 Transactions		
3255	Mn Counties Intergovernmental Trust					
	01-500-501-0000-6352		3,141.00	2019 PC renewal		Historical Society Insurance
	01-500-501-0000-6353		50.00	2019 wc renewal	17478r	Historical Society Workers Compensation
3255	Mn Counties Intergovernmental Trust		3,191.00	2 Transactions		
500	DEPT Total:		3,296.00	Library And Historical Society	2 Vendors	3 Transactions
600	DEPT			Ag Society, Soil & Water, Ag Inspect		
3402	Mississippi Headwaters Board					
	01-600-552-0000-6847		1,500.00	2019 appropriation		Mississippi Headwaters Board
3402	Mississippi Headwaters Board		1,500.00	1 Transactions		
600	DEPT Total:		1,500.00	Ag Society, Soil & Water, Ag Inspect	1 Vendors	1 Transactions
1	Fund Total:		391,948.46	General Fund		97 Transactions

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JKK1
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3 Road & Bridge

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		
3247	MCEA				
	03-301-000-0000-6240		2019 MCEA FULL MEMBERSHIP	WELLE/QUALE	Dues
3247	MCEA		500.00		
			500.00		1 Transactions
3963	Quale/Michael J				
	03-301-000-0000-6296	AP	67.48		Meeting Expense/Physicals
	03-301-000-0000-6296	AP	210.00		Meeting Expense/Physicals
3963	Quale/Michael J		277.48	343111	
					2 Transactions
9261	RTVision, Inc.				
	03-301-000-0000-6300		1,833.60	2018-100485	Service Contracts
9261	RTVision, Inc.		1,833.60		
					1 Transactions
86235	The Office Shop Inc				
	03-301-000-0000-6400	AP	465.88	302504-0	Supplies And Materials
86235	The Office Shop Inc		465.88		
					1 Transactions
301	DEPT Total:		3,076.96	R&B Administration	4 Vendors 5 Transactions
302	DEPT			R&B Engineering/Construction	
14830	Thompson / Bryce				
	03-302-000-0000-6411	AP	129.99	BOOT REIMBURSEMENT	Safety Footwear
14830	Thompson / Bryce		129.99		
					1 Transactions
302	DEPT Total:		129.99	R&B Engineering/Construction	1 Vendors 1 Transactions
303	DEPT			R&B Highway Maintenance	
14943	1ST AYD CORPORATION				
	03-303-000-0000-6298	AP	116.14	AITKIN SHOP SUPPLIES	Shop Maintenance
14943	1ST AYD CORPORATION		116.14		
					1 Transactions
13649	Aitkin Rental Center				
	03-303-000-0000-6298	AP	91.50	TABLES	Shop Maintenance
13649	Aitkin Rental Center		91.50		
					1 Transactions
195	Aitkin Tire Shop				
	03-303-000-0000-6590	AP	203.40	TIRE	Repair & Maintenance Supplies
				0-058705	

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3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6590	AP	TIRE	0-058712	Repair & Maintenance Supplies
	03-303-000-0000-6590	AP	TIRE	0-058716	Repair & Maintenance Supplies
195	Aitkin Tire Shop				3 Transactions
637.40					
10452	AT&T Mobility				
	03-303-000-0000-6254	AP	PAUL'S IPAD SVC	287266104878X1	Utilities
10452	AT&T Mobility				1 Transactions
32.98					
86467	Auto Value Aitkin				
	03-303-000-0000-6590	AP	FILTERS	40131781	Repair & Maintenance Supplies
	03-303-000-0000-6298	AP	AITKIN SHOP SUPPLIES	40132157	Shop Maintenance
86467	Auto Value Aitkin				2 Transactions
144.02					
8175	Centurylink				
	03-303-000-0000-6254	AP	FAX: HWY OFFICE	DEC- JAN	Utilities
8175	Centurylink				1 Transactions
31.33					
31.33					
14887	Cintas Corporation				
	03-303-000-0000-6298	AP	SHOP LAUNDRY	4014009642	Shop Maintenance
	03-303-000-0000-6298	AP	SHOP LAUNDRY	4014338598	Shop Maintenance
14887	Cintas Corporation				2 Transactions
39.10					
14592	Dale Petroleum Company				
	03-303-000-0000-6513	AP	MCGRATH DIESEL	404942	Motor Fuel & Lubricants
	03-303-000-0000-6513	AP	MCGREGOR DIESEL	404942	Motor Fuel & Lubricants
14592	Dale Petroleum Company				2 Transactions
13,835.82					
9326	Dehn Oil				
	03-303-000-0000-6513	AP	AITKIN DIESEL	25130568	Motor Fuel & Lubricants
9326	Dehn Oil				1 Transactions
13,515.65					
13,515.65					
7935	East Central Energy				
	03-303-000-0000-6254	AP	NOV/DEC POWER- MCGRATH	34376157	Utilities
7935	East Central Energy				1 Transactions
140.81					
140.81					
7060	Federated Co- Ops Inc.				
	03-303-000-0000-6297	AP	MCGREGOR SHOP PROPANE	TMO- 326945	Shop Fuel
7060	Federated Co- Ops Inc.				1 Transactions
659.77					
659.77					

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3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
9335	Flier/Randy				
	03- 303- 000- 0000- 6411	AP	108.49	WORK BOOTS REIMBURSEMENT	HYTTINEN'S
9335	Flier/Randy		108.49	1 Transactions	Safety Footwear
8622	Frontier				
	03- 303- 000- 0000- 6254		67.22	MCGREGOR DEC- JAN	218- 468- 4481
	03- 303- 000- 0000- 6254		67.22	DEC- JAN JACOBSON	218- 752- 6591
	03- 303- 000- 0000- 6254		67.22	DEC- JAN PALISADE	218- 845- 2607
	03- 303- 000- 0000- 6254		87.22	DEC- JAN MCGRATH	320- 592- 3580
8622	Frontier		288.88	4 Transactions	Utilities
9337	Jackman/David				
	03- 303- 000- 0000- 6411	AP	145.00	WORK BOOTS REIMBURSEMENT	
9337	Jackman/David		145.00	1 Transactions	Safety Footwear
91187	Lake Country Power				
	03- 303- 000- 0000- 6254	AP	63.36	NOV- DEC CSAH 14	141979801
	03- 303- 000- 0000- 6254	AP	65.06	NOV- DEC CSAH 6	141979901
91187	Lake Country Power		128.42	2 Transactions	Utilities
2831	Little Falls Machine Inc				
	03- 303- 000- 0000- 6590	AP	556.87	REPAIR PARTS	353379
2831	Little Falls Machine Inc		556.87	1 Transactions	Repair & Maintenance Supplies
12927	Midwest Machinery Co.				
	03- 303- 000- 0000- 6590	AP	4.98	REPAIR PARTS	1820661
	03- 303- 000- 0000- 6590	AP	305.38	FILTERS	1821603
	03- 303- 000- 0000- 6590	AP	20.67	REPAIR PARTS	1821603
12927	Midwest Machinery Co.		331.03	3 Transactions	Repair & Maintenance Supplies
8372	Mn Petroleum Marketers Assn				
	03- 303- 000- 0000- 6298		230.00	DIESEL TANK- MCGRATH 2019	45828 SIR
	03- 303- 000- 0000- 6298		230.00	DIESEL TANK- MCGREGOR 2019	45828 SIR
8372	Mn Petroleum Marketers Assn		460.00	2 Transactions	Shop Maintenance
10720	Nuss Truck & Equipment				
	03- 303- 000- 0000- 6590	AP	199.93	REPAIR PARTS	6114358P
10720	Nuss Truck & Equipment		199.93	1 Transactions	Repair & Maintenance Supplies

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3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3776 Palisade One Stop				
03-303-000-0000-6513	AP	53.13 GASOLINE	11640	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	47.47 GASOLINE	14285	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	69.00 GASOLINE	16446	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	38.61 GASOLINE	17701	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	43.19 GASOLINE	18180	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	73.01 GASOLINE	18440	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	83.35 GASOLINE	18446	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	62.70 GASOLINE	18549	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	79.00 GASOLINE	19111	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	42.02 GASOLINE	19219	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	42.00 GASOLINE	19496	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	90.27 GASOLINE	19597	Motor Fuel & Lubricants
03-303-000-0000-6298	AP	3.99 AITKIN SHOP SUPPLIES	366632	Shop Maintenance
03-303-000-0000-6513	AP	39.98 GASOLINE	413332	Motor Fuel & Lubricants
3776 Palisade One Stop		767.72		14 Transactions
14861 Parman Energy Group				
03-303-000-0000-6513	AP	3,387.05 MOTOR OIL	0749507- IN	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	716.18 TRANNY OIL	0749507- IN	Motor Fuel & Lubricants
03-303-000-0000-6298	AP	241.77 AITKIN SHOP SUPPLIES	0749571- IN	Shop Maintenance
14861 Parman Energy Group		4,345.00		3 Transactions
3950 Public Utilities				
03-303-000-0000-6254	DTG	51.90 HWY 210 W & CR 28	02-00059455-00	Utilities
03-303-000-0000-6254	DTG	84.89 AITKIN SHOP: WATER	02-00063335-00	Utilities
03-303-000-0000-6254	DTG	57.01 HWY 210/169 E & CR 12	02-00063388-00	Utilities
03-303-000-0000-6254	DTG	90.97 HWY 47 & CR 12	02-00064092-00	Utilities
3950 Public Utilities		284.77		4 Transactions
14785 Pylvanen/Scott				
03-303-000-0000-6411	AP	145.00 WORK BOOTS REIMBURSEMENT	AMAZON	Safety Footwear
14785 Pylvanen/Scott		145.00		1 Transactions
90805 Temco				
03-303-000-0000-6298	AP	78.30 AITKIN SHOP	23399	Shop Maintenance
03-303-000-0000-6590	AP	24.75 REPAIR PARTS	23403	Repair & Maintenance Supplies
90805 Temco		103.05		2 Transactions

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3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
13934 Tire Barn				
03-303-000-0000-6590	AP	REPAIR PARTS	46281	Repair & Maintenance Supplies
03-303-000-0000-6590	AP	REPAIR LABOR	46281	Repair & Maintenance Supplies
13934 Tire Barn		2 Transactions		
9642 WEX BANK				
03-303-000-0000-6513	AP	GASOLINE	11-8 TO 12-7	Motor Fuel & Lubricants
03-303-000-0000-6513	AP	REBATE	11-8 TO 12-7	Motor Fuel & Lubricants
9642 WEX BANK		2 Transactions		
13856 WHITE/PAUL				
03-303-000-0000-6411	AP	WORK BOOTS REIMBURSEMENT	10149926101	Safety Footwear
13856 WHITE/PAUL		1 Transactions		
8279 Winzer Corporation				
03-303-000-0000-6298	AP	AITKIN SHOP SUPPLIES	6271382	Shop Maintenance
8279 Winzer Corporation		1 Transactions		
5295 Ziegler Inc				
03-303-000-0000-6590	AP	REPAIR PARTS	PC190081827	Repair & Maintenance Supplies
03-303-000-0000-6590	AP	REPAIR PARTS	PC190081828	Repair & Maintenance Supplies
5295 Ziegler Inc		2 Transactions		
303 DEPT Total:		40,870.46	R&B Highway Maintenance	29 Vendors
				63 Transactions
307 DEPT			R&B Capital Infrastructure	
8694 Department of Transportation				
03-307-000-0000-6260	DTG	PROJECT TESTING/INSPECTION	P00009841	Professional Services
8694 Department of Transportation		1 Transactions		
15070 LARSON/RICHARD				
03-307-000-0000-6362		LAND R- W	PARCEL NO 9	Right Of Way
03-307-000-0000-6362		DAMAGES	PARCEL NO 9	Right Of Way
15070 LARSON/RICHARD		2 Transactions		
5556 MN Board Of Water & Soil Resources				
03-307-000-0000-6260		WETLAND BANK 2019 ANNUAL FEE	0-0000519000	Professional Services
5556 MN Board Of Water & Soil Resources		1 Transactions		

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3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
15069	ROBINSON/ NANCY C 03-307-000-0000-6362		LAND R- W	PARCEL NO 3	Right Of Way
15069	ROBINSON/ NANCY C		1 Transactions		
307	DEPT Total:		9,829.04 R&B Capital Infrastructure	4 Vendors	5 Transactions
308	DEPT		R&B Equipment & Facilities		
1880	Gravelle Plumbing & Heating, Inc 03-308-000-0000-6600 AP		8,215.50 SWATARA SHOP	79005	Capital Outlay- Facilities
1880	Gravelle Plumbing & Heating, Inc		8,215.50	1 Transactions	
308	DEPT Total:		8,215.50 R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:		62,121.95 Road & Bridge		75 Transactions

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JKK1
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5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
257 DEPT		Community Corrections		
8239 Ameripride Linen & Apparel Services 05- 257- 000- 0000- 6422		Cleaning Supplies 01/01/2019 01/01/2019	2201139010	Janitorial Services/Supplies
8239 Ameripride Linen & Apparel Services		1 Transactions		
89765 Minnesota Elevator, Inc 05- 257- 000- 0000- 6300		Elevator Service - Jan '19 01/01/2019 01/31/2019	782844	Maintenance- Service Contracts
89765 Minnesota Elevator, Inc		1 Transactions		
257 DEPT Total:		Community Corrections	2 Vendors	2 Transactions
390 DEPT		Environmental Health (FBL)		
8239 Ameripride Linen & Apparel Services 05- 390- 000- 0000- 6422		Cleaning Supplies 01/01/2019 01/01/2019	2201139010	Janitorial Services/Supplies
8239 Ameripride Linen & Apparel Services		1 Transactions		
89765 Minnesota Elevator, Inc 05- 390- 000- 0000- 6300		Elevator Service - Jan '19 01/01/2019 01/31/2019	782844	Maintenance- Service Contracts
89765 Minnesota Elevator, Inc		1 Transactions		
390 DEPT Total:		Environmental Health (FBL)	2 Vendors	2 Transactions
400 DEPT		Public Health Department		
88023 American Payment Centers, LLC 05- 400- 440- 0410- 6301		Box Service 01/01/2019 03/31/2019	15- 19320	Equipment Lease/Space Rental
88023 American Payment Centers, LLC		1 Transactions		
8239 Ameripride Linen & Apparel Services 05- 400- 440- 0410- 6422		Cleaning Supplies 01/01/2019 01/01/2019	2201139010	Janitorial Services/Supplies
8239 Ameripride Linen & Apparel Services		1 Transactions		
89765 Minnesota Elevator, Inc				

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5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	05- 400- 440- 0410- 6300		Elevator Service - Jan '19	782844	Maintenance/Service Contracts
89765	Minnesota Elevator, Inc	25.08	01/01/2019 01/31/2019		
			1 Transactions		
3810	Paulbeck's County Market				
	05- 400- 430- 0403- 6406	17.85	C&TC - Cupcakes/Punch	000009273744	PH Program Related Supplies
			12/05/2018 12/05/2018		
3810	Paulbeck's County Market	17.85	1 Transactions		
86235	The Office Shop Inc				
	05- 400- 440- 0410- 6405	0.75	Agency - Staple remover	1055891- 0	Office Supplies
			12/07/2018		
	05- 400- 440- 0410- 6405	4.34	Agency - Pens	1056100- 0	Office Supplies
			12/11/2015		
	05- 400- 440- 0410- 6405	1.48	Agency - Pens	1056100- 1	Office Supplies
			12/12/2018		
	05- 400- 440- 0410- 6405	10.30	Agency - Paper/Tape/Batteries	1056520- 0	Office Supplies
			12/19/2018		
86235	The Office Shop Inc	16.87	4 Transactions		
400	DEPT Total:	78.54	Public Health Department	5 Vendors	8 Transactions
420	DEPT		Income Maintenance		
88023	American Payment Centers, LLC				
	05- 420- 600- 4800- 6301	26.40	Box Service	15- 19320	Equipment Lease/Space Rental
			01/01/2019 03/31/2019		
88023	American Payment Centers, LLC	26.40	1 Transactions		
8239	Ameripride Linen & Apparel Services				
	05- 420- 600- 4800- 6422	12.30	Cleaning Supplies	2201139010	Janitorial Services/Supplies
			01/01/2019 01/01/2019		
8239	Ameripride Linen & Apparel Services	12.30	1 Transactions		
89765	Minnesota Elevator, Inc				
	05- 420- 600- 4800- 6300	51.96	Elevator Service - Jan '19	782844	Maintenance/Service Contracts
			01/01/2019 01/31/2019		
89765	Minnesota Elevator, Inc	51.96	1 Transactions		
86235	The Office Shop Inc				

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5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	05- 420- 600- 4800- 6405		1.54 Agency - Staple remover 12/07/2018	1055891- 0	Office Supplies
	05- 420- 600- 4800- 6405		8.97 Agency - Pens 12/11/2015	1056100- 0	Office Supplies
	05- 420- 600- 4800- 6405		3.05 Agency - Pens 12/12/2018	1056100- 1	Office Supplies
	05- 420- 600- 4800- 6405		21.25 Agency - Paper/Tape/Batteries 12/19/2018	1056520- 0	Office Supplies
86235	The Office Shop Inc		34.81		4 Transactions
420	DEPT Total:		125.47	Income Maintenance	4 Vendors 7 Transactions
430	DEPT			Social Services	
88023	American Payment Centers, LLC				
	05- 430- 700- 4800- 6301		40.80 Box Service 01/01/2019	15- 19320	Equipment Lease/Space Rental
88023	American Payment Centers, LLC		40.80		03/31/2019 1 Transactions
8239	Ameripride Linen & Apparel Services				
	05- 430- 700- 4800- 6422		18.66 Cleaning Supplies 01/01/2019	2201139010	Janitorial Services/Supplies
8239	Ameripride Linen & Apparel Services		18.66		01/01/2019 1 Transactions
89765	Minnesota Elevator, Inc				
	05- 430- 700- 4800- 6300		78.83 Elevator Service - Jan '19 01/01/2019	782844	Maintenance/Service Contracts
89765	Minnesota Elevator, Inc		78.83		01/31/2019 1 Transactions
86235	The Office Shop Inc				
	05- 430- 700- 4800- 6405		2.39 Agency - Staple remover 12/07/2018	1055891- 0	Office Supplies
	05- 430- 700- 4800- 6405		13.86 Agency - Pens 12/11/2015	1056100- 0	Office Supplies
	05- 430- 700- 4800- 6405		4.72 Agency - Pens 12/12/2018	1056100- 1	Office Supplies
	05- 430- 700- 4800- 6405		32.84 Agency - Paper/Tape/Batteries 12/19/2018	1056520- 0	Office Supplies
	05- 430- 700- 4800- 6405		20.69 HCBS Supples - 6x9 Envelopes 12/19/2018	1056520- 0	Office Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
1/7/19 12:23PM
5 Health & Human Services

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
86235 The Office Shop Inc		74.50	5 Transactions	
430 DEPT Total:		212.79	Social Services	4 Vendors 8 Transactions
5 Fund Total:		445.61	Health & Human Services	27 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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9 State

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
4580	Mn Dept Of Finance				
	09- 000- 000- 0000- 2030	AP	marrage license fees for dec		State Fees, Assessments & Surcharges
4580	Mn Dept Of Finance		1 Transactions		
0	DEPT Total:		105.00 Undesignated	1 Vendors	1 Transactions
9	Fund Total:		105.00 State		1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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10 Trust

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		
13447	Futurewood				
	10- 900- 000- 0000- 2300		787.20	13557	Timber Permit Bonds
13447	Futurewood		787.20		
				1 Transactions	
13493	Kerr Logging/Steve				
	10- 900- 000- 0000- 2300		1,515.26	13556	Timber Permit Bonds
13493	Kerr Logging/Steve		1,515.26		
				1 Transactions	
9286	Stangler Logging				
	10- 900- 000- 0000- 2300		578.00	13741	Timber Permit Bonds
9286	Stangler Logging		578.00		
				1 Transactions	
900	DEPT Total:		2,880.46	3 Vendors	3 Transactions
923	DEPT		Forfeited Tax Sales		
86467	Auto Value Aitkin				
	10- 923- 000- 0000- 6590	AP	4.99	40131556	Repair & Maintenance Supplies
86467	Auto Value Aitkin		4.99		
				1 Transactions	
783	Canon Financial Services, Inc				
	10- 923- 000- 0000- 6405	AP	327.05	19509458	Office Supplies
783	Canon Financial Services, Inc		327.05		
				1 Transactions	
11411	Charter Communications				
	10- 923- 000- 0000- 6254	AP	174.98		Utilities
11411	Charter Communications		174.98		
				1 Transactions	
13447	Futurewood				
	10- 923- 000- 0000- 6820		2,849.92	13557	Refunds & Reimbursements
13447	Futurewood		2,849.92		
				1 Transactions	
13493	Kerr Logging/Steve				
	10- 923- 000- 0000- 6820		473.97	13556	Refunds & Reimbursements
13493	Kerr Logging/Steve		473.97		
				1 Transactions	
14386	Paradigm Automotive				
	10- 923- 000- 0000- 6590	AP	2,721.69	7148/7288	Repair & Maintenance Supplies

JKK1
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 10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
14386	Paradigm Automotive				
		2,721.69		1 Transactions	
9286	Stangler Logging				
	10- 923- 000- 0000- 6820	1,444.36	overappraised	13741	Refunds & Reimbursements
9286	Stangler Logging	1,444.36		1 Transactions	
923	DEPT Total:	7,996.96	Forfeited Tax Sales	7 Vendors	7 Transactions
10	Fund Total:	10,877.42	Trust		10 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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11 Forest Development

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>
925	DEPT			Resource Management		
13234	Western EcoSystems Technology, Inc.					
	11- 925- 000- 0000- 6231	AP	1,081.66	project 734- 03.001	62678	Services, Labor, Contracts
13234	Western EcoSystems Technology, Inc.		1,081.66			
				1 Transactions		
925	DEPT Total:		1,081.66	Resource Management	1 Vendors	1 Transactions
11	Fund Total:		1,081.66	Forest Development		1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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14 Capital Project

	<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
949	DEPT			Courthouse Addition		
	5777	U.S. Bank				
		14- 949- 000- 0000- 6231				
	5777	U.S. Bank				
			244,915.89	Capitalized Interest on Bonds	1329098	Services, Labor, Contracts
			244,915.89			1 Transactions
949	DEPT Total:		244,915.89	Courthouse Addition	1 Vendors	1 Transactions
14	Fund Total:		244,915.89	Capital Project		1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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19 Long Lake Conservation C

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		
13867	BrainRunner Inc				
	19- 521- 000- 0000- 6231	AP	campbrain annual sub	109574	Services, Labor, Contracts
13867	BrainRunner Inc				
			1 Transactions		
10618	Erik's Lawn Service				
	19- 521- 000- 0000- 6231	AP	mowing parks		Services, Labor, Contracts
10618	Erik's Lawn Service				
			1 Transactions		
521	DEPT Total:		LLCC Administration	2 Vendors	2 Transactions
			2,750.00		
19	Fund Total:		Long Lake Conservation Center		2 Transactions
			2,750.00		

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 21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
520	DEPT		Parks		
1310	Door Doctor				
	21- 520- 000- 0000- 6590	AP	service opener	5746	Repair & Maintenance Supplies
1310	Door Doctor				
			85.00		
			85.00	1 Transactions	
10618	Erik's Lawn Service				
	21- 520- 000- 0000- 6231	AP	mowing parks	5562	Services, Labor, Contracts
10618	Erik's Lawn Service				
			250.00	1 Transactions	
			250.00		
520	DEPT Total:		335.00	Parks	2 Vendors 2 Transactions
21	Fund Total:		335.00	Parks	2 Transactions
	Final Total:		714,580.99	153 Vendors	216 Transactions

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	391,948.46	General Fund
3	62,121.95	Road & Bridge
5	445.61	Health & Human Services
9	105.00	State
10	10,877.42	Trust
11	1,081.66	Forest Development
14	244,915.89	Capital Project
19	2,750.00	Long Lake Conservation Center
21	335.00	Parks
All Funds	714,580.99	Total

Approved by,
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Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
40	DEPT			Auditor		
	89991 Bremer Bank					
1	01-040-021-0000-5840		0.32	Receipt Nbr 5722 11/01/2018		Misc Receipts
2	01-040-021-0000-5840		0.64	Receipt Nbr 5722 11/01/2018		Misc Receipts
46	01-040-000-0000-6405		0.09-	Sales Tax Adjustment		Office & Computer Supplies
	89991 Bremer Bank		0.87	3 Transactions		
40	DEPT Total:		0.87	Auditor	1 Vendors	3 Transactions
42	DEPT			Treasurer		
	89991 Bremer Bank					
3	01-042-000-0000-5840		0.58	Receipt Nbr 5782 11/05/2018		Misc Receipts
4	01-042-000-0000-5840		0.13	Receipt Nbr 6151 11/28/2018		Misc Receipts
	89991 Bremer Bank		0.71	2 Transactions		
42	DEPT Total:		0.71	Treasurer	1 Vendors	2 Transactions
43	DEPT			Assessor		
	89991 Bremer Bank					
5	01-043-000-0000-5840		0.51	Receipt Nbr 5877 11/09/2018		Misc Receipts
	89991 Bremer Bank		0.51	1 Transactions		
43	DEPT Total:		0.51	Assessor	1 Vendors	1 Transactions
90	DEPT			Attorney		
	89991 Bremer Bank					
6	01-090-000-0000-5840		1.29	Receipt Nbr 5735 11/01/2018		Misc Receipts
7	01-090-000-0000-5840		2.57	Receipt Nbr 5736 11/01/2018		Misc Receipts
8	01-090-000-0000-5840		0.64	Receipt Nbr 5737 11/01/2018		Misc Receipts
9	01-090-000-0000-5840		0.64	Receipt Nbr 5737 11/01/2018		Misc Receipts
10	01-090-000-0000-5840		1.93	Receipt Nbr 5824 11/08/2018		Misc Receipts
11	01-090-000-0000-5840		4.50	Receipt Nbr 5825 11/08/2018		Misc Receipts
12	01-090-000-0000-5840		0.64	Receipt Nbr 5826 11/08/2018		Misc Receipts
13	01-090-000-0000-5840		1.29	Receipt Nbr 5976 11/16/2018		Misc Receipts
14	01-090-000-0000-5840		1.29	Receipt Nbr 6036 11/20/2018		Misc Receipts
15	01-090-000-0000-5840		0.64	Receipt Nbr 6037 11/20/2018		Misc Receipts
	89991 Bremer Bank		15.43	10 Transactions		

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
90	DEPT Total:		15.43	Attorney	1 Vendors	10 Transactions
100	DEPT			Recorder		
89991	Bremer Bank					
45	01-100-000-0000-6311		201.09	Nov Sales Tax Recorders Copies		Sales Tax
89991	Bremer Bank		201.09		1 Transactions	
100	DEPT Total:		201.09	Recorder	1 Vendors	1 Transactions
252	DEPT			Corrections		
89991	Bremer Bank					
16	01-252-252-0000-5872		39.63	Receipt Nbr 5738 11/02/2018		Phone Card Prisoner Welfare(Taxable)
17	01-252-252-0000-5872		53.40	Receipt Nbr 5841 11/08/2018		Phone Card Prisoner Welfare(Taxable)
18	01-252-252-0000-5872		110.39	Receipt Nbr 6077 11/21/2018		Phone Card Prisoner Welfare(Taxable)
19	01-252-252-0000-5885		22.43	Receipt Nbr 5738 11/02/2018		Commissary Sales Taxable
20	01-252-252-0000-5885		24.15	Receipt Nbr 5841 11/08/2018		Commissary Sales Taxable
21	01-252-252-0000-5885		21.97	Receipt Nbr 5949 11/15/2018		Commissary Sales Taxable
22	01-252-252-0000-5885		10.40	Receipt Nbr 6077 11/21/2018		Commissary Sales Taxable
23	01-252-252-0000-5885		12.03	Receipt Nbr 6166 11/29/2018		Commissary Sales Taxable
89991	Bremer Bank		294.40		8 Transactions	
252	DEPT Total:		294.40	Corrections	1 Vendors	8 Transactions
1	Fund Total:		513.01	General Fund		25 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			Undesignated		
	89991 Bremer Bank					
24	03-000-000-0000-5855		0.13	Receipt Nbr 5723 11/01/2018		Charges-Individuals
25	03-000-000-0000-5855		1.93	Receipt Nbr 5749 11/05/2018		Charges-Individuals
26	03-000-000-0000-5855		1.93	Receipt Nbr 5797 11/07/2018		Charges-Individuals
27	03-000-000-0000-5855		1.93	Receipt Nbr 5814 11/07/2018		Charges-Individuals
28	03-000-000-0000-5855		7.72	Receipt Nbr 5871 11/09/2018		Charges-Individuals
29	03-000-000-0000-5855		6.88	Receipt Nbr 5871 11/09/2018		Charges-Individuals
30	03-000-000-0000-5855		0.13	Receipt Nbr 5871 11/09/2018		Charges-Individuals
31	03-000-000-0000-5855		1.93	Receipt Nbr 5923 11/14/2018		Charges-Individuals
32	03-000-000-0000-5855		1.93	Receipt Nbr 5946 11/15/2018		Charges-Individuals
33	03-000-000-0000-5855		5.79	Receipt Nbr 5975 11/16/2018		Charges-Individuals
34	03-000-000-0000-5855		0.26	Receipt Nbr 6042 11/20/2018		Charges-Individuals
35	03-000-000-0000-5855		5.79	Receipt Nbr 6073 11/21/2018		Charges-Individuals
36	03-000-000-0000-5855		3.86	Receipt Nbr 6185 11/30/2018		Charges-Individuals
37	03-000-000-0000-5857		19.43	Receipt Nbr 6073 11/21/2018		Culverts
	89991 Bremer Bank		59.64	14 Transactions		
0	DEPT Total:		59.64	Undesignated	1 Vendors	14 Transactions
303	DEPT			R&B Highway Maintenance		
	8410 Bremer Bank					
47	03-303-000-0000-6513		1,003.77	November Fuel Tax		Motor Fuel & Lubricants
	8410 Bremer Bank		1,003.77	1 Transactions		
303	DEPT Total:		1,003.77	R&B Highway Maintenance	1 Vendors	1 Transactions
3	Fund Total:		1,063.41	Road & Bridge		15 Transactions

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 9 State

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			Undesignated		
	4580 Mn Dept Of Finance					
49	09-000-000-0000-2022		600.00	Birth / Death Sur.		Birth/Death Surcharges
50	09-000-000-0000-2024		135.00	Children Sur.		St Share Of Birth Cert.-Children
51	09-000-000-0000-2031		16.50	Torrens Assur		Real Estate Assurance (Was 5874 And 627
52	09-000-000-0000-2036		5,269.50	State Gen Fund		Recording Surcharges (Was 5871 & 6281)
	4580 Mn Dept Of Finance		6,021.00		4 Transactions	
	3375 Mn Dept Of Health					
48	09-000-000-0000-2027		1,020.00	Nov State Well		State Well Cert Fees (Was 5097 & 6203)
	3375 Mn Dept Of Health		1,020.00		1 Transactions	
0	DEPT Total:		7,041.00	Undesignated	2 Vendors	5 Transactions
9	Fund Total:		7,041.00	State		5 Transactions

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 10 Trust

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
923	DEPT			Forfeited Tax Sales		
89991	Bremer Bank					
38	10-923-000-0000-5260		11.58	Receipt Nbr 639 11/13/2018		FTS-Leases/Easements
39	10-923-000-0000-5260		1.93	Receipt Nbr 656 11/27/2018		FTS-Leases/Easements
89991	Bremer Bank		13.51	2 Transactions		
923	DEPT Total:		13.51	Forfeited Tax Sales	1 Vendors	2 Transactions
10	Fund Total:		13.51	Trust		2 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
521 DEPT				
89991 Bremer Bank				
40 19-521-000-0000-5885		0.91	Receipt Nbr 5890 11/13/2018	Commissary Sales Taxable
41 19-521-000-0000-5885		0.66	Receipt Nbr 5891 11/13/2018	Commissary Sales Taxable
42 19-521-000-0000-5885		77.90	Receipt Nbr 6080 11/21/2018	Commissary Sales Taxable
89991 Bremer Bank		79.47	3 Transactions	
521 DEPT Total:		79.47	LLCC Administration	1 Vendors 3 Transactions
19 Fund Total:		79.47	Long Lake Conservation Center	3 Transactions

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 21 Parks

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
520	DEPT			Parks		
	89991 Bremer Bank					
43	21-520-000-0000-5510		7.72	Receipt Nbr 632 11/09/2018		Co. Parks Campground Fees
44	21-520-000-0000-5510		9.65	Receipt Nbr 640 11/13/2018		Co. Parks Campground Fees
	89991 Bremer Bank		17.37	2 Transactions		
520	DEPT Total:		17.37	Parks	1 Vendors	2 Transactions
21	Fund Total:		17.37	Parks		2 Transactions
	Final Total:		8,727.77	13 Vendors	52 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	513.01	General Fund	
	3	1,063.41	Road & Bridge	
	9	7,041.00	State	
	10	13.51	Trust	
	19	79.47	Long Lake Conservation Center	
	21	17.37	Parks	
	All Funds	8,727.77	Total	Approved by,
			
			

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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3 Road & Bridge

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

	<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>
307	DEPT			R&B Capital Infrastructure		
	7050 Anderson Brothers Construction					
	03-307-000-0000-6262 AP		111,294.73	Contract Partial Payment #3		Contract Payments
	7050 Anderson Brothers Construction		111,294.73	1 Transactions		
307	DEPT Total:		111,294.73	R&B Capital Infrastructure	1 Vendors	1 Transactions
3	Fund Total:		111,294.73	Road & Bridge		1 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
						Service Dates	Paid On Bhf #	On Behalf of Name
949	DEPT					Courthouse Addition		
13725	Beartooth True Value							
	14-949-000-0000-6231		AP		15.48	Aitkin CO Gov't Center Proj	B76714	Services, Labor, Contracts
	14-949-000-0000-6231		AP		8.10	Aitkin CO Gov't Center Proj	B77625	Services, Labor, Contracts
13725	Beartooth True Value				23.58	2 Transactions		
14044	Boarman Kroos Vogel Group Inc							
	14-949-000-0000-6231		AP		4,670.00	Aitkin CO Gov't Center Proj	49329	Services, Labor, Contracts
	14-949-000-0000-6231		AP		149.91	Aitkin CO Gov't Center Proj	49329	Services, Labor, Contracts
14044	Boarman Kroos Vogel Group Inc				4,819.91	2 Transactions		
13545	Contegrity Group, Inc.							
	14-949-000-0000-6231		AP		7,858.34	Aitkin CO Gov't Center Proj	2018278	Services, Labor, Contracts
	14-949-000-0000-6231		AP		18,429.36	Aitkin CO Gov't Center Proj	2018279	Services, Labor, Contracts
13545	Contegrity Group, Inc.				26,287.70	2 Transactions		
10855	Culligan							
	14-949-000-0000-6231		AP		10.50	Aitkin CO Gov't Center Proj	10046092-5	Services, Labor, Contracts
	14-949-000-0000-6231		AP		99.30	Aitkin CO Gov't Center Proj	10046118-8	Services, Labor, Contracts
10855	Culligan				109.80	2 Transactions		
1754	Garrison Disposal Company, Inc							
	14-949-000-0000-6231		AP		1,024.00	Aitkin CO Gov't Center Proj	69727	Services, Labor, Contracts
1754	Garrison Disposal Company, Inc				1,024.00	1 Transactions		
5845	Goble Portable Toilets							
	14-949-000-0000-6231		AP		280.00	Aitkin CO Gov't Center Proj	11507	Services, Labor, Contracts
	14-949-000-0000-6231		AP		280.00	Aitkin CO Gov't Center Proj	11508	Services, Labor, Contracts
5845	Goble Portable Toilets				560.00	2 Transactions		
15071	Heater Rental Services							
	14-949-000-0000-6231		AP		2,257.50	Aitkin CO Gov't Center Proj	13752	Services, Labor, Contracts
15071	Heater Rental Services				2,257.50	1 Transactions		
14958	Holden Electric Co.							
	14-949-000-0000-6231		AP		23,750.00	Aitkin CO Gov't Center Proj	app 7	Services, Labor, Contracts
14958	Holden Electric Co.				23,750.00	1 Transactions		
7525	Hometown Bldg Supply							

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
	14-949-000-0000-6231	AP	180.60	Aitkin CO Gov't Center Proj	19173	Services, Labor, Contracts
	14-949-000-0000-6231	AP	15.38	Aitkin CO Gov't Center Proj	19184	Services, Labor, Contracts
	14-949-000-0000-6231	AP	73.04	Aitkin CO Gov't Center Proj	19222	Services, Labor, Contracts
	14-949-000-0000-6231	AP	102.42	Aitkin CO Gov't Center Proj	19320	Services, Labor, Contracts
	14-949-000-0000-6231	AP	15.10-	Aitkin CO Gov't Center Proj	8426	Services, Labor, Contracts
7525	Hometown Bldg Supply		356.34			5 Transactions
14926	Masters Plumbing Heating & Cooling					
	14-949-000-0000-6231	AP	45,600.00	Aitkin CO Gov't Center Proj	app 8	Services, Labor, Contracts
14926	Masters Plumbing Heating & Cooling		45,600.00			1 Transactions
14925	Olympic Companies, Inc.					
	14-949-000-0000-6231	AP	81,172.28	Aitkin CO Gov't Center Proj	app 3/4	Services, Labor, Contracts
14925	Olympic Companies, Inc.		81,172.28			1 Transactions
3950	Public Utilities					
	14-949-000-0000-6231	AP	1,052.21	Aitkin CO Gov't Center Proj	Job Trailer	Services, Labor, Contracts
3950	Public Utilities		1,052.21			1 Transactions
4777	Thelen Heating & Roofing Inc					
	14-949-000-0000-6231	AP	104,096.25	Aitkin CO Gov't Center Proj	app 2	Services, Labor, Contracts
4777	Thelen Heating & Roofing Inc		104,096.25			1 Transactions
8302	Twin Ports Testing Inc					
	14-949-000-0000-6231	AP	632.50	Aitkin CO Gov't Center Proj	78765	Services, Labor, Contracts
8302	Twin Ports Testing Inc		632.50			1 Transactions
949	DEPT Total:		291,742.07	Courthouse Addition	14 Vendors	23 Transactions
14	Fund Total:		291,742.07	Capital Project		23 Transactions
	Final Total:		403,036.80	15 Vendors	24 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	111,294.73	Road & Bridge
	14	291,742.07	Capital Project
	All Funds	403,036.80	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

51
Agenda Item #

Requested Meeting Date: January 8, 2019

Title of Item: SSTS Contract Inspector

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

Submitted by: Terry Neff, Environmental Services Director	Department: Environmental Services
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Presenter (Name and Title): Terry Neff, Environmental Services Director	Estimated Time Needed: N/A
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Summary of Issue:

See attached memorandum.

Alternatives, Options, Effects on Others/Comments:

Contract with a different Inspection company or do the inspections with internal staff which would remove them from performing there present duties.

Recommended Action/Motion:

Approve of renewing the existing contract with Bryan Hargave, Down Under Inspections at \$350.00/day.

Financial Impact:

Is there a cost associated with this request? Yes No


What is the total cost, with tax and shipping? \$ 350.00 per day.

Is this budgeted? Yes No *Please Explain:*

Aitkin County Environmental Services Planning and Zoning
209 Second Street NW
Room 100
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM

DATE: January 2, 2019
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: SSTS Contract Inspector

The present SSTS Contract Inspector, Bryan Hargrave has asked to renew his contract for the year 2019. The current duties of the contract inspector are the inspection of the installation of subsurface sewage treatment systems (SSTS) and onsite inspections for zoning permits. We are unaware of any valid complaints on his performance over the past year. The daily compensation rate is \$350.00 per day. Due to the quality of work, additional soils expertise and current license with the MPCA, I recommend the Board approve entering into a contract with Bryan Hargrave for SSTS and permit inspections for the year 2019 at a rate of \$350.00 per day (enclosed is a copy of the contract).

If you have any questions, please feel free to contact me at 218-927-7342 or by e-mail at tneff@co.aitkin.mn.us.

enclosure

c:\ctybrd\ctybrd2019

**CONTRACT FOR INDEPENDENT SUBSURFACE SEWAGE TREATMENT SYSTEM
INSPECTOR CONTRACTOR**

This contract, dated January 22, 2019 is made between the following parties:

County of Aitkin
209 2nd St NW Rm 100
Aitkin, MN 56431

And

Downunder Inspections, LLC (Bryan Hargrave) (Independent
Contractor Located At : 12604 Co. Rd. 118, Merrifield, MN 56465)

1. **SERVICES.** Aitkin County has adopted an ordinance to provide for the proper design, location, installation, use and maintenance of subsurface sewage treatment systems (SSTS) entitled the Aitkin County Subsurface Sewage Treatment System Ordinance and as required by Minnesota Rules Chapter 7080-7083 and must enforce the provisions of the Ordinance through the services of a qualified employee or licensed SSTS Inspector. The licensed independent SSTS Inspector contractor is responsible for inspections of installations of SSTS in Aitkin County. Aitkin County under the authority of Minnesota Statutes, 103F Minnesota Regulations, Parts 6120.2500 – 6120.3900, and the planning and zoning enabling legislation in Minnesota Statutes Chapter 394, has adopted zoning ordinances to promote the health, safety and general welfare of the inhabitants by dividing the County into zones and regulating therein the uses of land and the construction of all structures.

The duties of the Independent Contractor include, but are not limited to:

- A. Obtain copies of the Aitkin County permits and related documents including an approved site evaluation and an approved design for all SSTS inspections prior to inspecting. Aitkin County will supply copies of permits and related documents.
- B. Inspect new and replacement SSTS for full compliance with "Aitkin County's Subsurface Sewage Treatment System Ordinance."
- C. Complete to the satisfaction of the Aitkin County Planning and Zoning Department all inspection forms, certificate of compliance or notice of noncompliance and submit to Aitkin County Planning and Zoning Department within five (5) days of the final inspection. This includes all soils information, verification of clean sand and any other information pertinent to the completion of the Individual Sewage Treatment System inspection form (or other form approved by the Environmental Services Director) in its entirety. Final inspection shall be when the tank(s) are covered, and if applicable, the drainfield is covered with black dirt and seeded or sod layed. The independent contractor is responsible and will

be held accountable for sewer inspections and all other relevant information.

D. Take and submit inspection photos, labeled clearly with inspectors name, installers name, property owners name, date and type of septic system and in sufficient quantity to document tank and drainfield area.

E. It is the responsibility of the independent contractor to have available all tools and equipment necessary to adequately complete a SSTS and site inspection(s).

F. It is the responsibility of the independent contractor to provide transportation to the job site and to service and maintain adequate automobile insurance. A copy of the automobile insurance will be provided to the County prior to any contractual work being performed.

G. Consult verbally and in written form with property owners and SSTS professionals in a positive manner.

H. The independent subsurface sewage treatment system inspector contractor will work together with the Aitkin County Planning and Zoning Department to provide thorough and fair enforcement of the Aitkin County Subsurface Sewage Treatment System Ordinance, Zoning Ordinance and Shoreland Management Ordinance. If during an inspection an item of noncompliance is not corrected the independent subsurface sewage treatment system inspector contractor shall immediately notify the Aitkin County Planning and Zoning Office and shall not authorize backfilling of the SSTS.

I. The Independent Contractor shall perform site inspections for setback distances of structures to verify compliance with permit applications and with the goals and objectives of the zoning ordinances of the Aitkin County Planning and Zoning Department.

2. **INSURANCE:**

The independent contractor is required to provide evidence that he/she carries his/her own insurance coverage's. Evidence shall be in the form of an original certificate of insurance. Faxed or photocopies will not be accepted. Aitkin County must be shown on the certificate as an additionally insured for all liability. The following minimum limits are required:

General Liability = **\$1,500,000** aggregate, **\$1,500,000** products and completed operations aggregate.

\$500,000 Personal Injury and Advertising Injury, **\$1,500,000** each occurrence.

Explosion, collapse and underground must be included.

The liability policy must be written on an occurrence basis, not claims made basis. Coverage shall also be indicated on the certificate of insurance for Automobile Liability: Bodily Injury: **\$1,500,000** each occurrence or a combined single limit of **\$1,500,000**. If the independent contractor is unable to carry these minimum underlying limits, he/she shall demonstrate proof that he/she has an umbrella policy to meet the minimum amounts and insurance.

3. **INSPECTION SCHEDULE:** The independent contractor shall be responsible for setting their own schedule and provide a copy of said schedule on a daily basis to the Planning and Zoning Department for approval.
4. **MAINTAIN LICENSURE:** The independent contractor shall secure any and all state licenses that may be required in order to perform the services as contemplated by the inspection duties assigned to him/her and shall comply with all other Federal, State and Local rules, regulations and ordinances as required of a Subsurface Sewage Treatment System Inspector under the rules by the State of Minnesota (Chapter 7080-7083). If the required State License is rendered invalid for any reason the independent contractor shall not conduct any inspections.
5. **CONFLICT OF INTEREST:** The independent contractor shall not inspect an installation if the installer is related to or an employee of the contractor. The independent contractor shall not perform compliance inspections on existing systems or site evaluations and designs during the term of the contract, unless the compliance inspection, site evaluation or design is to fulfill requirements of the contract.
6. **INDEPENDENT CONTRACTOR STATUS:** Aitkin County shall consider individuals who sign this contract as independent contractors and not employees of the County. No statement contained in this contract shall be construed so as to find Contractor to be an employee of the county. The independent contractor acknowledges that he/she shall not be construed as an employee of the County. The independent contractor will not be entitled to workers compensation in the event of his injury while performing inspection duties, shall not be entitled to unemployment compensation in the event of the termination of this contract, shall not have Federal or State income tax, FICA and FUTA withheld from the payments made hereunder, shall not receive any employer match in social security, and shall not be entitled to any County benefit package available to the County employees. The independent contractor shall hold or have applied for a Federal Employee Identification Number and shall supply to Aitkin County the Federal Employee Identification Numbers or a copy of the application.

Independent Contractor acknowledges and agrees that it is his/her sole obligation to comply with the applicable provisions of all Federal and State tax laws.

7. **RELEASE AND INDEMNITY:** The independent contractor agrees to defend, indemnify, and hold Aitkin County, its employees and officials harmless from any claims arising out of an act of omission on the part of the independent contractor. In the event of any disputes or disagreements encountered by the independent contractor with property owners or contractors/installers, the Planning and Zoning staff agree to assist and confirm the work of the Independent Contractor.
8. **TERM:** The term of this contract shall be from May 6, 2019 and run until November 1, 2019. The independent contractor or the County may terminate this agreement after 30 days upon written notice of said termination. The County may terminate the agreement at any time without notice if the independent contractor fails to perform his/her duties satisfactorily or fails to demonstrate sufficient knowledge of local and state rules, regulations and ordinances or fails to exhibit a professional attitude. In the event Aitkin County terminates this contract, a written explanation of why will be provided to the contractor.
9. **COMPENSATION:** The County shall pay the independent contractor a flat fee of \$350.00 per day. This fee does not include travel time to and from the County from the contractor's place of residence or business. The County shall compensate the independent contractor on a bi-weekly basis provided that written invoices have been submitted to and accepted by the Planning and Zoning Department.
10. **ASSIGNMENT:** The independent contractor shall not assign this agreement without prior written consent of the County. This non-assignment clause shall not prohibit the independent contractor from hiring, at his/her discretion, such assistants as may be required in the fulfillment and completion of the inspections and reports as contemplated under this agreement. Any assistants shall be deemed to be employees of the independent contractor, payable by the independent contractor.
11. **NOTICES:** All notices given or sent pursuant to this contract shall be sent by United States mail, addressed to the respective party at the address as set forth in the heading of this agreement, or at such other address as the parties may designate in writing from time to time.
12. **DATA PRACTICES:** All data collected, created, received, maintained, or disseminated for any purposes by the activities of Independent Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now.

13. **RECORDS AVAILABILITY AND RETENTION:** Pursuant to Minn. Statute 16C.05, Subd. 5, the Independent Contractor agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, except, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Independent Contractor and involve transactions relating to the Contract.

Independent Contractor agrees to maintain these records for a period of six years from the date of termination of this Contract.

14. **SIGNATURE:** The independent contractor acknowledges by his/her signature on this document that he/she is in full agreement with the terms as imposed upon him/her by this contract, that he/she will comply with those terms and conditions, and has received a copy of this contract.

COUNTY OF AITKIN

DATE January 22, 2019 BY _____
BOARD CHAIRPERSON

DATE January 22, 2019 BY _____
ENVIRONMENTAL SERVICES
DIRECTOR

DATE January 22, 2019 BY _____
INDEPENDENT CONTRACTOR



Board of County Commissioners Agenda Request

5J
Agenda Item #

Requested Meeting Date: January 8, 2019

Title of Item: MN Rules 4410.4300, Subp 27

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

Submitted by: Terry Neff, Environmental Services Director	Department: Environmental Services
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Presenter (Name and Title): Terry Neff, Environmental Services Director	Estimated Time Needed: N/A
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Summary of Issue:

Attached is a resolution opposing amendments to MN Rules 4410.4300, Subp 27.

The proposed amendments are to the Environmental Review Rules that require Environmental Assessment Worksheets to be prepared for projects that may have significant environmental effects. MN Rules 4410.4300, Subp 27, pertain to projects that effect wetlands and public waters. As currently proposed the allowed impacts to wetlands would be reduced from 5 acres of impact to 1 acre of impact; and the types of wetlands impacted would increase from types 3 thru 8 wetlands to types 1 thru 8 wetlands. The combination of these changes would increase the time and cost in our road projects and other large scale projects.

Alternatives, Options, Effects on Others/Comments:

By not opposing the proposed amendments we will be agreeing with the more restrictive regulations and costs to larger projects that effect wetlands.

Recommended Action/Motion:

Adopt the resolution opposing the proposed amendments to MN Rules 4410.4300. Subp 27.

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:*

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

ADOPTED January 8, 2019

By Commissioner: xx

20190108-0xx

Opposition to Amendments to MN Rules 4410.4300, Subp 27

WHEREAS, Aitkin County has a land area of 1.17 million acres and approximately 725,000 acres are wetlands, and

WHEREAS, Aitkin County is the Local Governing Unit for the Wetland Conservation Act (WCA), and

WHEREAS, on November 13, 2018, the Minnesota Environmental Quality Board published Notice of Intent to adopt proposed amendments to the Rules Governing Environmental Review, and

WHEREAS, MN Rules 4410.4300, Subp 27, Wetland and Public Waters are being proposed to be amended, and

WHEREAS, the proposed amendments to MN Rules 4410.4300, Subp 27, will reduce the allowed wetland impact amount from 5 acres to 1 acre, and the types of wetland are now increased from type 3 through 8 to type 1 through 8, and

WHEREAS, the proposed amendments to MN Rules 4410.4300, Subp 27, will have a significant impact on the time and cost in our road projects and other large scale projects, and

WHEREAS, the proposed amendments to MN Rules 4410.4300, Subp 27, will require an EAW for accessing suitable building sites for some residential properties, and

WHEREAS, through the WCA, all of these wetland activities are reviewed and must follow an approved process. We believe that the proposed language, with added and duplicative wetland scrutiny, is unnecessary, and

WHEREAS, reducing the threshold from 5 acres of impact to 1 acre, and expanding the types of wetland to include types 1 and 2 is not practical for Aitkin County, or many other counties with a large portion of their land area still remaining in wetlands.

BE IT RESOLVED, that the Aitkin County Board of Commissioners opposes any amendment to MN Rules 4410.4300, Subp 27.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019

Jessica Seibert
County Administrator



Aitkin
County

Board of County Commissioners Agenda Request

5K
Agenda Item #

Requested Meeting Date: January 8, 2019

Title of Item: Undersheriff Leave of Absence

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Please see the attached resolution.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution.		
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>		

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

ADOPTED January 8, 2019

By Commissioner: xx

20190108-0xx

Undersheriff Leave of Absence

WHEREAS, Ms. Heidi A. Lenk is appointed as Aitkin County Undersheriff, effective January 7, 2019, with a starting annual salary of \$90,043.20. The Undersheriff position is covered under the Teamsters Supervisory Unit collective bargaining agreement, and

WHEREAS, Ms. Lenk is being promoted from the position of Patrol Sergeant at Grade 9, Step N, \$36.40 per hour. The Patrol Sergeant position is covered under the Teamsters Licensed Essential Unit collective bargaining agreement, which reads in Article 5, Section (G) of the 2019-2020 Agreement as follows:

(G) Any employee who is appointed to the position of Undersheriff is entitled to a leave of absence without pay for up to 10 years and their accrued vacation, personal leave, and sick leave will be carried forward with them to the supervisory unit.

WHEREAS, the Aitkin County Board hereby grants Ms. Lenk a 10 year leave of absence from her Patrol Sergeant position, covered under the Teamsters Licensed Essential Unit collective bargaining agreement. Her leave of absence period will start on January 7, 2019, and will expire on January 6, 2029, end of day, and

WHEREAS, at any time prior to expiration of the 10 year leave of absence period, Ms. Lenk has the right to revert back to the Teamsters Licensed Essential Unit and her accrued vacation, personal leave, and sick leave hours will be carried back with her to the Teamsters Licensed Essential Unit. She can revert back when there is a vacancy, or when there is no vacancy by bumping a less senior member of the bargaining unit, and

WHEREAS, reverting back to her former Patrol Sergeant position is contingent upon her having more total seniority in the licensed essential bargaining unit than the least senior incumbent who is working in the Patrol Sergeant position at the time. (Union seniority is tracked based on total time spent in the bargaining unit. It is not tracked based on time spent in a particular position.) Ms. Lenk's total seniority in the Teamsters Licensed Essential Unit from 8/7/1995 through 1/6/2019 is 23 years, 3 months, 28 days. If she does not have more seniority than the least senior Patrol Sergeant, the union and employer agree that she can bump the least senior Deputy Sheriff in the bargaining unit.

THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners approve of Ms. Heidi A. Lenk's leave of absence as outlined above.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019

Jessica Seibert
County Administrator



Aitkin
County

Board of County Commissioners Agenda Request

5L
Agenda Item #

Requested Meeting Date: January 8, 2019

Title of Item: Memorandum of Understanding - Scott Turner

<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: Jessica Seibert		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Please see the attached Memorandum of Understanding.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Memorandum of Understanding as presented.		
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>		

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

MEMORANDUM OF UNDERSTANDING

WHEREAS, The General Drivers, Warehousemen, Helpers & Inside employees Local Union No. 346, Teamsters (Union), is the certified exclusive representative for essential licensed employees of the Aitkin County Sheriff's Office and Supervisors in the Aitkin County Sheriff's Office, and

WHEREAS, There exists Labor Agreements between Aitkin County and Union, said Labor Agreements in effect in various forms from 1998 to 2005, and

WHEREAS, Scott Turner was a member of Teamsters as a Deputy Sheriff from 5/8/1995 until he became a Road Sergeant on 9/16/1997. Turner serve as a Road Sergeant until his promotion to Undersheriff on 12/21/1999. Turner served as Undersheriff until he was returned to the Road Sergeant position for a brief time prior to being granted a leave of absence on 5/3/2005 to become the appointed Sheriff for Aitkin County on 5/7/2005. Turner was later elected Sheriff on 1/2/2007 and will retire on 12/31/18, and

WHEREAS, certain vacation time was "frozen" for Turner and certain severance benefits were provided to Turner in Labor Agreements when he was a member of the Union pending his retirement from Aitkin County, and

WHEREAS, It is the intent of the parties that this Memorandum of Understanding completely resolve any and all outstanding issues pertaining to any disputes regarding benefits or rights afforded to Turner by virtue of his past membership in the Union, and

WHEREAS, It is the understanding of both sides that this Memorandum of Understanding, which is intended to resolve the issues of the parties, is not considered to be a past practice, cannot be considered to be evidence in any future issues pertaining to the parties, and cannot be used as evidence in any court or arbitration proceeding.

BE IT HEREBY RESOLVED, That the parties agree to the following:

Turner will be paid for 284 vacation hours at the rate of \$35.18, subject to normal and customary payroll practices.

Turner will be paid for 145.5 sick leave hours at the rate of \$35.18, subject to normal and customary payroll practices.

AITKIN COUNTY

TEAMSTERS on behalf of its
members

By _____

By _____

Date _____

Date _____

By _____

Date _____

Scott Turner

 _____

Date 1/3/19 _____



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: January 8, 2019

Title of Item: 2019 County Board Meeting Dates

<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>		
<table border="1"> <tr> <td>Submitted by: Jessica Seibert</td> <td>Department: Administration</td> </tr> </table>		Submitted by: Jessica Seibert	Department: Administration
Submitted by: Jessica Seibert	Department: Administration		
<table border="1"> <tr> <td>Presenter (Name and Title): Jessica Seibert, County Administrator</td> <td>Estimated Time Needed:</td> </tr> </table>		Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed:
Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed:		
<p>Summary of Issue:</p> <p>Each year the County Board sets the year's scheduled meeting dates. Since 2013 the Board has primarily been meeting on the second and fourth Tuesdays of each month. Based on past practices, staff has prepared a Proposed 2019 County Board Calendar. The dates proposed are again the second and fourth Tuesdays of each month, with the exception of December. With the AMC annual conference scheduled for the second Tuesday, and the Christmas holidays falling on the fourth week, staff is suggesting that the December Board meetings be held the first and third Tuesdays.</p> <p>Please note:</p> <ol style="list-style-type: none"> The Board of Appeal and Equalization meeting date indicated has not been set, and will not be set until Mike Dangers, County Assessor brings it before the Board. The proposed Budget Hearing date does not need to be set at this time. 			
<p>Alternatives, Options, Effects on Others/Comments:</p>			
<p>Recommended Action/Motion: Set 2019 County Board meeting dates.</p>			
<p>Financial Impact:</p> <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>			

Proposed 2019 County Board Calendar

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

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

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

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

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

JUNE						
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23	24	25	26	27	28	29
30						

June 11
(Possible)
Afternoon
Board &
BAE Mtg.

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

AUGUST						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 13
Appropriations
& Budget
Presentations

August 27
Budget
Presentations

Sept. 10
Preliminary
Levy

Sept. 24
Adopt
Preliminary
Levy

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

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

Dec. 3
(Possible) Late
Brd Mtg &
Budget
Hearing @
6:05 p.m.

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

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

Dec. 17 Adopt
Final Budget
& Levy

- Board Meeting Dates
- Holidays (Note: December 24th, Open until Noon)
- AMC Conferences



Board of County Commissioners Agenda Request

6B
Agenda Item #

Requested Meeting Date: January 8, 2019

Title of Item: Designation of Official County Newspaper

<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 checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
--	--	---

Submitted by: Jessica Seibert	Department: Administration
---	--------------------------------------

Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed:
---	-------------------------------

Summary of Issue:

At the first meeting of the year, the County Board must designate an official newspaper. The County Board authorized the bid forms and procedures at the November 13, 2018 County Board meeting. Attached for your review are the following:

1. The Bid Specifications that were sent to the Aitkin Independent Age, Voyageur Press, and the NewsHopper.
2. The submitted bids.
3. The 2019 Bid Comparison Form.
4. A proposed resolution.

The County Auditor has also reviewed the bids and supports the proposed resolution.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Adopt the proposed resolution.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No Please Explain:

CALENDAR YEAR 2019 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 2019 will be received in the **Aitkin County Administrator's Office**, 217 2nd Street NW - Room 134, Aitkin, MN 56431, until **Noon on Thursday, December 20, 2018** 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 "2019 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 8, 2019**.
- F. Copies of all bids received will be available for inspection in the Aitkin County Administrator's Office at Noon on Thursday, December 20, 2018.
- 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, no joint bids will be accepted.
- B. Bids must be submitted using the attached form.
- C. Bidders are required to provide circulation statistics by zip code.
- D. 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 2019 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 2019 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 2019 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 2019

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 newspaper circulation by zip code within the boundaries of Aitkin County =

56431 _____ 56469 _____ 55748 _____ 55760 _____ 55787 _____ 56350 _____

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

AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2019

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)
\$ 7.25 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ 7.25 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ 7.25 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 7.25 per column inch
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 7.25 per column inch

Size in inches of newspaper single page sheet = 10" by 21"

Maximum number of columns per page in legal notice section = 6

Newspaper circulation within the boundaries of Aitkin County = 2478

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 2059 56469 128 55748 33 55760 205 55787 30 56350 23

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

(Please Print Clearly)

Name of Bidding Newspaper: Aitkin Independent Age


Official Address: 213 Minnesota Ave.

Aitkin, Mn. 56431

Printed Name of Submitter RoxAnne L. Bouley Title Operations Manager

Phone: 218-927-3761

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

12/14/18
Date

RoxAnne Bouley

AITKIN COUNTY - BID FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2019

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)
\$ 8.00 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ 8.00 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ 8.00 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 8.00 per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 8.00 per column inch

Size in inches of newspaper single page sheet = 10.375" by 21"

Maximum number of columns per page in legal notice section = 6

Newspaper circulation within the boundaries of Aitkin County = 5290

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 5103 56469 _____ 55748 _____ 55760 187 55787 _____ 56350 _____

Subscription cost per individual customer within Aitkin County for 1 year = \$52

(Please Print Clearly)

Name of Bidding Newspaper: NewsHopper

Official Address: PO Box 562

Ironton, MN 56455

Printed Name of Submitter Eric J. Heglund Title Owner

Phone: 218-821-1393

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

12-18-18
Date

AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2019

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)
\$ 6⁰⁰ per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ 6⁰⁰ per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ 6⁰⁰ per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 6⁰⁰ per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 4⁰⁰ per column inch

Size in inches of newspaper single page sheet = 10.3 by 15 inches

Maximum number of columns per page in legal notice section = 8

Newspaper circulation within the boundaries of Aitkin County = 525

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 25 56469 15 55748 0 55760 225 55787 43 56350 4

Subscription cost per individual customer within Aitkin County for 1 year = \$36⁰⁰

(Please Print Clearly)

Name of Bidding Newspaper: Voyageur Press

Official Address: PO Box 59

McGregor, MN 55760

Printed Name of Submitter JOHN GRONTES Title Publisher

Phone: 218-768-3405

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

Dec. 7, 2018
Date

AITKIN COUNTY - BID COMPARISON FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2019

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>7.25</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>6.00</u> per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>7.25</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>6.00</u> per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>7.25</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>6.00</u> per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>7.25</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>6.00</u> per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>7.25</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>4.00</u> per column inch

Size in inches of newspaper single page sheet = 10" by 21" Aitkin Age
10.375 by 21" NewsHopper 10.3 x 15" Voyageur Press

Maximum number of columns per page in legal notice section = 6 Aitkin Age
6 NewsHopper 8 Voyageur Press

Newspaper circulation within the boundaries of Aitkin County = 2478 Aitkin Age
5290 NewsHopper 525 Voyageur Press

Weekly circulation within the boundaries of Aitkin County by zip code **Aitkin Age:**
 56431: 2059 56469: 128 55748: 33 55760: 205 55787: 30 56350: 23

Weekly circulation within the boundaries of Aitkin County by zip code **NewsHopper:**
 56431: 5103 56469: 55748: 55760: 187 55787: 56350:

Weekly circulation within the boundaries of Aitkin County by zip code **Voyageur Press:**
 56431: 25 56469: 15 55748: 0 55760: 225 55787: 43 56350: 4

Subscription cost per individual customer within Aitkin County for 1 year = Blank . **Aitkin Age**
\$52 **NewsHopper** \$36 **Voyageur Press**

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

ADOPTED January 8, 2019

By Commissioner: xx

20190108-0xx

2019 Official County Newspaper

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

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

6C
Agenda Item #

Requested Meeting Date: January 8, 2019

Title of Item: 2019 Board of Commissioners Meeting Procedures

<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 checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed:
Summary of Issue: Each year the County Board adopts a resolution for the Board of Commissioners Meeting Procedures & Rules of Business. The modifications made for 2019 are highlighted in yellow. The Chair and Vice Chair will have to be identified (Page 2). The meeting schedule for 2019 (Page 3) is proposed to be the same as it has been since 2013, with the County Board meeting on the 2nd and 4th Tuesdays of each month, except during the month of December. Also on Page 3 the meeting location remains named as the Aitkin Public Library during construction (this was updated in July 2018). On Page 12, two Department Heads have been updated.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution.		
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.

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

ADOPTED January 8, 2019

By Commissioner: xx

20190108-0xx

2019 Board of Commissioners Meeting Procedures & Rules of Business

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

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

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

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

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019

Jessica Seibert
County Administrator



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

Revised January 8, 2019

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

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

The Aitkin County Board of Commissioners

Board Members

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

Your Board members this year are:

District I	J. Mark Wedel	(218) 927-6500
District II	Laurie Westerlund, Vice Chair	(320) 684-2652
District III	Donald Niemi	(218) 927-9947
District IV	Bill Pratt	(218) 330-1759
District V	Anne Marcotte, Chair	(218) 256-0277

Board Meeting

The Aitkin County Board of Commissioners meets the 2nd and 4th Tuesdays of each month, with the exception of December. In December the Board will meet the ~~second~~ **first** and third Tuesdays. Meeting dates, places and times are subject to change. Changes will be posted at least three business days prior to the Board meeting, as required by statute.

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

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

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

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

Board Actions

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

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

Public Participation at Board Meetings

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

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

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

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

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

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

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

AITKIN COUNTY BOARD RULES OF BUSINESS

Rule 1. Presiding Officer. Roll Call.

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

Rule 2. Quorum.

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

Rule 3. Minutes.

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

Rule 4. Order of Business.

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

or amend the agenda as prepared by the County Administrator.

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

Rule 5. Recognition by Chair.

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

Rule 6. Designation by Chair.

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

Rule 7. Presentment of Petitions and Communication.

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

Rule 8. Voting. Excuse. Failure.

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

Rule 9. Calling Vote.

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

Rule 10. Public Hearing Procedure.

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

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

immediately after the presentation of the issue/item/proposal.

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

Rule 11. Ordinances. Procedure.

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

Rule 12. Absent Member.

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

Rule 13. Journal.

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

Rule 14. Robert's Rules of Order.

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

Rule 15. Conduct.

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

- 1) Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on County property.
- 2) Conduct which violated the common decency or morality of individuals.
- 3) Commission of a felony or gross misdemeanor.
- 4) Violating safety rules and regulations.
- 5) Speaking or making derogatory or false accusations so as to discredit other individuals.
- 6) The use of profanity or abusive language towards any individual.
- 7) Harassment or discrimination.
- 8) Speaking without being recognized by the Chair.

Rule 16. Suspension or Amendment of Rules.

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

Rule 17. Notice of Agenda.

The regular County Board meeting agendas shall be provided to the official County newspaper, posted in the Courthouse, in the main hallway by the handicap entrance, and posted on the County's website, www.co.aitkin.mn.us to provide the public with timely and accurate notice of regular County Board meetings.

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

Aitkin County Department Heads

Administrator	Jessica Seibert	927-3093
Assessor	Mike Dangers	927-7327
Attorney	Jim Ratz	927-7347
Auditor	Kirk Peysar	927-7354
Community Corrections	Kami Genz	927-7281
Engineer	John Welle	927-3741
Environmental Services	Terry Neff	927-7342
Health & Human Services	Cynthia Bennett	927-7200
Human Resources	Bobbie Danielson	927-7306
Land Commissioner	Rich Courtemanche	927-7364
Information Technology	Steve Bennett	927-7345
Recorder	Mick Moriarty	927-7336
Sheriff	Dan Guida	927-7400
Treasurer	Lori Grams	927-7325

Send Inquiries to:

Aitkin County Administrator's Office
Attn: County Administrator – Jessica Seibert
217 2nd St. NW – Room 134
Aitkin, MN 56431



Board of County Commissioners Agenda Request

6D

Agenda Item #

Requested Meeting Date: January 8, 2019

Title of Item: 2019 Committee Appointments

<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 checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed:
Summary of Issue: Each year the County Board updates committee appointments. The following items are attached: 1. A draft proposed resolution. Known changes are indicated in red. This year we have one new committee, Rum 1W1P Policy Committee. A request has been made for a Board member and alternate Board member to be appointed. Definite dates have not yet been determined for this committee. Steve Hughes will be attending a Rum 1W1P Steering Committee meeting January 7th and will speak to the Board at an upcoming County Board meeting. 2. 2019 AMC Policy Committee & Voting Delegate Appointments, and 2018's AMC Appointments for reference. 3. Committee spreadsheet which shows when and where each committee meets. Once the committee appointments have been made, the resolution will be updated accordingly.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Make appointments and adopt resolution.		
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>		

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

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

ADOPTED January 8, 2019

By Commissioner: xx

20190108-0xx

2019 Committee Appointments

BE IT HEREBY RESOLVED, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2019:

Aitkin Airport Commission (2)	J. Mark Wedel John Welle
Aitkin County Care Board	Laurie Westerlund
Aitkin County Community Corrections Advisory Board (2)	J. Mark Wedel Anne Marcotte
Aitkin County Water Planning Task Force	J. Mark Wedel
Aitkin Economic Development Administration (AEDA)	J. Mark Wedel
AMC Delegates (8)	County Board County Administrator Environmental Services Director HHS Director
Aquatic Invasive Species (AIS)	J. Mark Wedel Bill Pratt
Arrowhead Counties Association (2)	Don Niemi Laurie Westerlund
Arrowhead Economic Opportunity Agency	Laurie Westerlund Don Niemi, Alt.
Arrowhead Regional Development Center (ARDC)	Don Niemi Laurie Westerlund, Alt.
Assessor for Unorganized Townships	Mike Dangers
ATV Committee (2)	Bill Pratt Laurie Westerlund
Big Sandy Lake Management Plan (1+Alternate)	Bill Pratt Anne Marcotte, Alt.
Budget Committee 2020 (2)	J. Mark Wedel Laurie Westerlund
Development Achievement Center (Liaison) (1+Alternate)	Laurie Westerlund Don Niemi, Alt.
East Central Regional Library Board	Don Niemi Bill Pratt, Alt.
Economic Development (2)	Bill Pratt Don Niemi

Emergency Management	J. Mark Wedel
Environmental Assessment Worksheet (2)	Anne Marcotte Bill Pratt
Extension Committee (1 + Alternate)	Laurie Westerlund Anne Marcotte, Alt.
Facilities/Technology Committee (2)	J. Mark Wedel Anne Marcotte
Fairgrounds Custodian	Kirk Peysar
H&HS Advisory Committee (Liaison) (2)	J. Mark Wedel Bill Pratt
Historical Society (Liaison)	J. Mark Wedel
Housing & Redevelopment Authority of Aitkin County (HRA) (Liaison)	Laurie Westerlund
Investment Committee	County Board
Joint Powers Natural Resources Board (2)	Bill Pratt Rich Courtemanche
Labor Management Committee (1+Alternate)	J. Mark Wedel Laurie Westerlund, Alt.
Lakes & Pines (1+Alternate)	Don Niemi Anne Marcotte, Alt.
Law Library	Don Niemi
McGregor Airport Commission (2)	Bill Pratt William Bedor
MCIT Representative (1 + Alternate)	Laurie Westerlund Jessica Seibert, Alt.
Mille Lacs Fisheries Input Group	Laurie Westerlund
Mille Lacs Watershed (1 + Alternate)	Laurie Westerlund Don Niemi, Alt.
Mississippi Headwaters Board (1+Alternate)	Anne Marcotte Bill Pratt, Alt.
MN Rural Counties (1+Alternate)	Don Niemi Bill Pratt, Alt.
Natural Resources Advisory Committee (2)	Anne Marcotte Bill Pratt
NE MN Office Job Training	Don Niemi

Northeast MN ATP (2)	Bill Pratt John Welle Don Niemi, Alt.
Northeast MN Emergency Communications Board (ECB)	Anne Marcotte Dan Guida, Alt.
Northeast MN Regional Advisory Committee (RAC)	Patrice Erickson Dan Guida, Alt.
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Bill Pratt Laurie Westerlund, Alt.
Northern Counties Land Use Coordinating Board (NCLUCB) (1+Alternate)	Anne Marcotte Bill Pratt, Alt.
Ordinance Committee (2)	Bill Pratt Anne Marcotte
Personnel/Insurance Committee (2)	J. Mark Wedel Anne Marcotte
Planning Commission	Laurie Westerlund
Rum 1W1P Policy Committee	TBD (1 + Alt.)
Snake River Watershed Management Board	Don Niemi
Sobriety Court	J. Mark Wedel
Solid Waste Task Force (2)	Laurie Westerlund Bill Pratt
Toward Zero Deaths	J. Mark Wedel
Tri-County Community Health Services Board	Laurie Westerlund

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019

Jessica Seibert
County Administrator



Association of Minnesota Counties

AMC 2019 POLICY COMMITTEE & VOTING DELEGATE APPOINTMENTS

2019 AMC POLICY COMMITTEE APPOINTMENTS

*Counties must appoint at least one commissioner or county official to each of the five AMC policy committees.
Individuals may not serve as a voting member on more than one policy committee.*

Policy Committee	2019 Policy Committee Member
Environment & Natural Resources Policy Committee	
General Government Policy Committee	
Health & Human Services Policy Committee	
Public Safety Policy Committee	
Transportation & Infrastructure Policy Committee	

INDIAN AFFAIRS ADVISORY COMMITTEE

Eighteen counties are located in federally-recognized Indian County, while a substantial Native American population resides in Hennepin County. Each of these 19 counties may designate a voting member to AMC's Indian Affairs Advisory Committee. There are no alternate members for this group, but commissioners and staff from these counties are all invited to attend Indian Affairs meetings and events.

2019 INDIAN AFFAIRS ADVISORY COMMITTEE DELEGATE:

Please type (or clearly print) their name in the space here →

2019 AMC VOTING DELEGATE APPOINTMENTS

*Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2019 in the spaces below.
Voting delegates are permitted to cast votes on behalf of one's county during official AMC meetings/business.*

1	
2	
3	
4	
5	
6	
7	
8	

ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS

Section 1. Association Delegates Each member county shall be entitled to a number of delegates equal to three more than the number of persons on the board of county commissioners of the member county. Delegates shall be appointed annually by the county board from among the officials and employees of the county. Each delegate so appointed shall be eligible to vote at any meeting of the Association or to be elected an officer or director of the Association. The right to vote at any meeting of the Association or to hold an office or directorship in the Association shall terminate when such person ceases to be a delegate from a member county or the county that delegate represents ceases to be a member of the Association. A vacancy in the office of delegate shall be filled by the county board for the unexpired term.

Please return to Laurie Klupacs @ klupacs@mncounties.org



Association of Minnesota Counties

AMC 2018 POLICY COMMITTEE & VOTING DELEGATE APPOINTMENTS

NAME OF COUNTY:

2018 AMC POLICY COMMITTEE APPOINTMENTS

Each county must appoint one commissioner or county official to each of the five AMC Policy Committees. Individuals may not serve as a voting member of more than one policy committee.

Policy Committee	2018 Policy Committee Member
Environment & Natural Resources Policy Committee	Anne Marcotte
General Government Policy Committee	Don Niemi
Health & Human Services Policy Committee	Cynthia Bennett
Public Safety Policy Committee	Laurie Westerlund
Transportation & Infrastructure Policy Committee	Bill Pratt

INDIAN AFFAIRS ADVISORY COMMITTEE

Eighteen counties are located in federally-recognized Indian County, while a substantial Native American population resides in Hennepin County. Each of these 19 counties may designate a voting member to AMC's Indian Affairs Advisory Committee. There are no alternate members for this group, but commissioners and staff from these counties are all invited to attend Indian Affairs meetings and events.

2018 INDIAN AFFAIRS ADVISORY COMMITTEE DELEGATE:

Please type (or clearly print) their name in the space here →

2018 AMC VOTING DELEGATE APPOINTMENTS

Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2018 in the spaces below. Voting delegates are permitted to cast votes on behalf of one's county during official AMC meetings/business.

1	J. Mark Wedel
2	Laurie Westerlund
3	Don Niemi
4	Bill Pratt
5	Anne Marcotte
6	Jessica Seibert
7	Terry Neff
8	Cynthia Bennett

ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS

Section 1. Association Delegates Each member county shall be entitled to a number of delegates equal to three more than the number of persons on the board of county commissioners of the member county. Delegates shall be appointed annually by the county board from among the officials and employees of the county. Each delegate so appointed shall be eligible to vote at any meeting of the Association or to be elected an officer or director of the Association. The right to vote at any meeting of the Association or to hold an office or directorship in the Association shall terminate when such person ceases to be a delegate from a member county or the county that delegate represents ceases to be a member of the Association. A vacancy in the office of delegate shall be filled by the county board for the unexpired term.

2018 Aitkin County Board of Commissioners Committees

Committee	Freq	Scheduled	Time	Location
Environment & Natural Resources Policy Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy	AMC			
General Government	AMC			
Health & Human Services	AMC			
Indian Affairs Task Force	AMC			
Public Safety Committee	AMC			
Transportation Policy	AMC			
Aitkin Airport Commission	Monthly	1st Thursday	4:00 PM	Aitkin
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	1:00 PM	Aitkin
Aitkin County CARE Board	Monthly	2nd Tuesday	7:30 AM	Aitkin
Aitkin County Community Corrections	Quarterly	Varies	8:30 AM	Aitkin
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	2:00 PM	Aitkin/ MLEC
Aitkin Economic Development Administration	Monthly	3rd Thursday	4:00 PM	Aitkin City Hall
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	6-8 PM	Duluth
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	1:00 PM	Virginia AEOA
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	10:00 AM	Varies
ATV Committee	As needed			Aitkin
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	2:30 PM	Tam/ Cromwell
Budget Committee	Monthly	1st Tuesday	9:00 AM	Aitkin

Development Achievement Center	Monthly	3rd Thursday	4:00 PM	Aitkin/ Mcgregor
East Central Regional Library Board	Monthly	2nd Monday	10:00 AM	Cambridge
Economic Development	Monthly	1st Wednesday	1:30 PM	Aitkin
Emergency Management	As needed			Aitkin
Environmental Assessment Worksheet	As needed			Aitkin
Extension	4x year	Monday	5:30 PM	Aitkin
Facilities/Technology	As needed			Aitkin
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	3:30 PM	Aitkin
Historical Society (Liaison)	Monthlv	4th Wednesday	10:00 AM	Aitkin
HRA (Liaison)	Monthly	4th Monday	9:30 AM	
Investment	As needed			Aitkin
Joint Powers Natural Resource Board	Monthlv	4th Monday of odd months	10:00 AM	Bemidji
Labor Management	Quarterly	Varies	8:15 AM	Aitkin
Lakes and Pines	Monthly	3rd Monday	10:00 AM	Mora
Law Library	Quarterly	Set by Judge		Aitkin
McGregor Airport Commission	Monthly	Last Wednesday	6:30 PM	McGregor
Mille Lacs Fisheries Input Group	Monthly?		5:30 PM	
Mille Lacs Watershed	10x year	4th Thursday	10:00 AM	
Mississippi Headwaters Board	Monthly	4th Friday	10:00 AM	Cass County

MN Rural Counties	8x year	Varies	10:00 AM/ varies	ITV/ varies
Natural Resources Advisory Committee	8-10x yr	2nd Monday	6:30 PM	LLCC
NE MN Office Job Training	As called			
Northeast MN ATP	Quarterly	Varies	10:00 AM	Varies
Northeast MN Emergency Communications Board (ECB)	5-6x yr	4th Thursday	10:00 AM	ITV/ varies
Northeast Waste Advisory Council	Quarterly	2nd Monday	10:00 AM	Duluth
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	9:30 AM	Varies
Ordinance	As needed			Aitkin
Personnel/Insurance	As needed	2nd Tuesday	1:30 PM	Aitkin
Planning Commission	Monthly	3rd Monday	4:00 PM	Aitkin
Rum 1W1P	Quarterly	Unknown	??	??
Snake River Watershed	Monthly	4th Monday	9:00 AM	Mora
Sobriety Court	Bi-Monthly	3rd Thursday	12:00 PM	Aitkin/ Birchwood
Solid Waste Advisory	As needed			Aitkin
Toward Zero Deaths	Monthly	2nd Wednesday	1:00 PM	Aitkin
Tri-County Community Health Services	Quarterly & as needed	2nd Thursday		



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: January 8, 2019

Title of Item: Community Corrections Comprehensive Plan

<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: Kameron Genz	Department: Community Corrections
--------------------------------------	---

Presenter (Name and Title): Kameron Genz, Director	Estimated Time Needed: 10 minutes
--	---

Summary of Issue:
 The Community Corrections department is required to develop a Comprehensive Plan for the Department of Corrections per MS 401 .1 1 . They Community Corrections Advisory Board reviewed the plan in November 2018 and approved the draft plan for initial submission to the Department of Corrections. It is now requested the final draft and grant agreement be approved by the Aitkin County Board.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Approve the Aitkin County Community Corrections Comprehensive Plan and approve signatures from Board Chairperson and County Administrator.

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:*



Central Office

1450 Energy Park Drive, Suite 200 | St. Paul, MN 55108
Main: 651.361.7200 | Fax: 651.642.0223 | TTY: 800.627.3529
www.mn.gov/doc

December 26, 2018

Kameron Genz, Director
Aitkin County Community Corrections
204 1st Street NW

Dear Ms. Genz:

The Minnesota Department of Corrections has approved your two-year comprehensive community corrections plan. We thank you and your staff for all the hard work that went into updating and revising it, and appreciate your willingness to work with us on making plans consistent across the state.

We look forward to continuing a strong relationship between Aitkin County Community Corrections and the Minnesota Department of Corrections as we seek excellence in Minnesota corrections.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Solheid', written in a cursive style.

Ron Solheid, Deputy Commissioner
Community Services Division

C: Julie Harrison, Financial Services
Mary Dombrowski, Grants & Subsidies Unit Director
Heidi Heinzl, Grants Specialist Coordinator



Aitkin County
Community
Corrections

2019-2020
Comprehensive Plan

ACRONYM REFERENCE GUIDE

ACCC- Aitkin County Community Corrections

CJ-Criminal Justice.

CORE-CORE Professional Services- A sex offender treatment program for adult and juveniles. Also offering batterer's intervention programming and mental health assessments and services.

CSTS - An electronic records management system for probation/supervision agencies in Minnesota. It uploads information to the Statewide Supervision System.

DOC-Department of Corrections.

EBP-Evidence-Based Practices- Current best research evidence in corrections which administrators use in selecting programs designed to manage offenders, reduce recidivism, and increase public safety.

FTE-Full-Time Equivalent.

LS/CMI-Level of Service Case Management Inventory- An assessment that measures the risk and need factors of adult offenders. The LS/CMI is also a fully functioning case management tool.

MACCAC-Minnesota Association of Minnesota Counties- An association of counties who operate corrections programming within their communities under the provisions of the Minnesota Community Corrections Act of 1973.

OHP-Out of Home Placement.

POSIT-Problem Orientated Screening Instrument for Teenagers- A brief screening tool designed for adolescents 12 through 19 years of age to identify problems requiring subsequent in-depth assessment. It also can help determine a potential need for treatment.

YLS/CMI- Youth Level of Service Inventory, Case Management Inventory-A risk assessment tool to assess juvenile risk to reoffend, and to identify the youth's major needs, strengths, barriers, and incentives; select the most appropriate goals for him or her; and produce an effective case management plan.

DIRECTOR'S OPENING

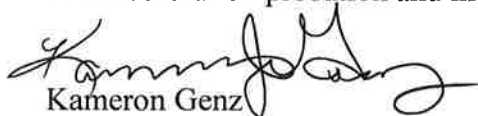
The Aitkin County Community Corrections Department was formed on July 1, 2016 after dissolution of Central Minnesota Community Corrections, the long-standing Joint Powers Agreement with Crow Wing and Morrison Counties. I recently completed my first full year as Director of Aitkin County Community Corrections. Our agency has encountered numerous vacancies, resulting in four new staff, due to the previous Director and Case Aide taking new positions outside our agency, a new agent position, two retirements and intra-office shifts. Thus, onboarding, training new staff and team building has been a significant focus this past year and a half.

It is the mission of Aitkin County Community Corrections to promote public safety and victim restoration by holding offenders accountable, exercising an evidence-based model of correctional services, and actively providing offenders opportunities to become law-abiding citizens. The collaborative work that is demonstrated Aitkin County across departments is critical for the ongoing success of Aitkin County and its clients as we strive to meet our mission.

Our staff continues to utilize the standards related to evidence-based practices and have been trained in core skill sets, with the exception of our newest staff member who will be fully trained by the end first quarter 2019. Our department's goals for 2019 will focus heavily on the effective use of EBP and quality assurance. In addition, we will explore caseload numbers, types of offenses and gender statistics to look into options for more effective caseloads and case planning.

Aitkin County has struggled with lack of local resources and treatment options for offenders. The ACCC staff utilize the online programming for lower risk offenders and assists the client in locating treatment resources that will lead to the best chance for success in the community, including coordinating transportation when possible. Northern Pines and Northland Counseling both added branch offices in Aitkin in 2018, which should prove to increase offenders' ability to receive counseling and adult chemical dependency services.

Efforts have begun to take a systematic look at programming efforts and local needs with the intention of mindfully revising and enhancing our practices for more effective delivery. This includes working more closely with human services in endeavors to better treat our growing mental health population by assisting them with wrap around services. We continue to be challenged with the inclusion of creative alternatives and advancements due to the lack of resources and funding. Aitkin County is doing their best to deliver effective, affordable correctional services to the community. As Director, I am proud of the efforts my staff make every day to provide our clients with opportunities to be successful on probation and in the community.



Kameron Genz
Aitkin County Community Corrections Director

HIGHLIGHTS

Aitkin County has completed its second year as a stand-alone community corrections agency after a dissolution of a Joint Powers Agreement with Crow Wing and Morrison counties. All Aitkin office staff were retained after the dissolution and we made a relatively seamless transition in services. We continue to participate in the Minnesota Association of Community Corrections Act Counties (MACCAC). Below are some of the highlights specific to Aitkin County for 2018.

MACCAC Quality Assurance Model

Aitkin County Community Corrections continues to be dedicated to improving and maintaining quality assurance regarding supervision and programing for offenders. We continue to work in maintaining the MACCAC quality assurance model. The model includes four phases, and includes the following five skills sets:

- Professional alliance
- Risk assessments
- Cognitive interventions
- Case planning
- Motivational interviewing

Staff have received training in these five key areas but, with the changes in our agency and new staff in the last couple years, there is a need to focus on training new staff and then reinforcing these skills for quality assurance. We are currently working to add intervention tools for interactions with our highest risk population.

Aitkin County continues to provide a 32-hour “Thinking for a Change” group for higher risk adult offenders. Aitkin County is operating Driving with Care, a cognitive-behavioral based program for DWI Offenders.

The Aitkin County Sobriety Court continues to provide needed services to high risk drug and alcohol offenders. We have been able to continue Aitkin’s specialty court with county funds and legislatively appropriated grant funds for at-risk specialty courts.

Aitkin County continues to provide juvenile diversion and restorative justice services via referrals from the Aitkin County Attorney’s Office.

We are excited about recent changes in CSTS, DOC policies and continuing education. All of these pieces allow for better collaboration and working together to provide our clients with the best opportunities for positive change!

INTRODUCTION

Aitkin County is located in central Minnesota. The region is dominated by services and trade in the tourism, lumber and agriculture industries. Since the region is a tourism and retirement destination, the population fluctuates greatly, often close to doubling in summer months.



Aitkin County is governed by a five-member county board employing the county administrator model of management. Aitkin County is in the Ninth Judicial District. The Ninth Judicial District consists of seventeen counties in Northwest to North Central Minnesota, including Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, Kittson, Koochiching, Lake of the Woods, Mahnomon, Marshall, Norman, Pennington, Polk, Red Lake, Roseau.

As of July 1, 2018, the US Census Bureau noted a population of 15,829 persons in Aitkin County. Aitkin County is comprised of 1,995 total square miles and the City of Aitkin is the county seat.

Population

Population	15,829
Under age 5 ⁺	3.6%
Under age 18 ⁺	16.8%
Over age 65 ⁺	32.4%
Female ⁺	49.3%
Median Age	55.4 years
Veterans, 2012-2016 ⁺	1.2%

Race

White ⁺	94.8%
Black ⁺	0.6%
Native American ⁺	2.7%
Asian ⁺	0.3%
Multi-Racial ⁺	1.5%
Hispanic/Latino ⁺	1.5%

Housing and Income

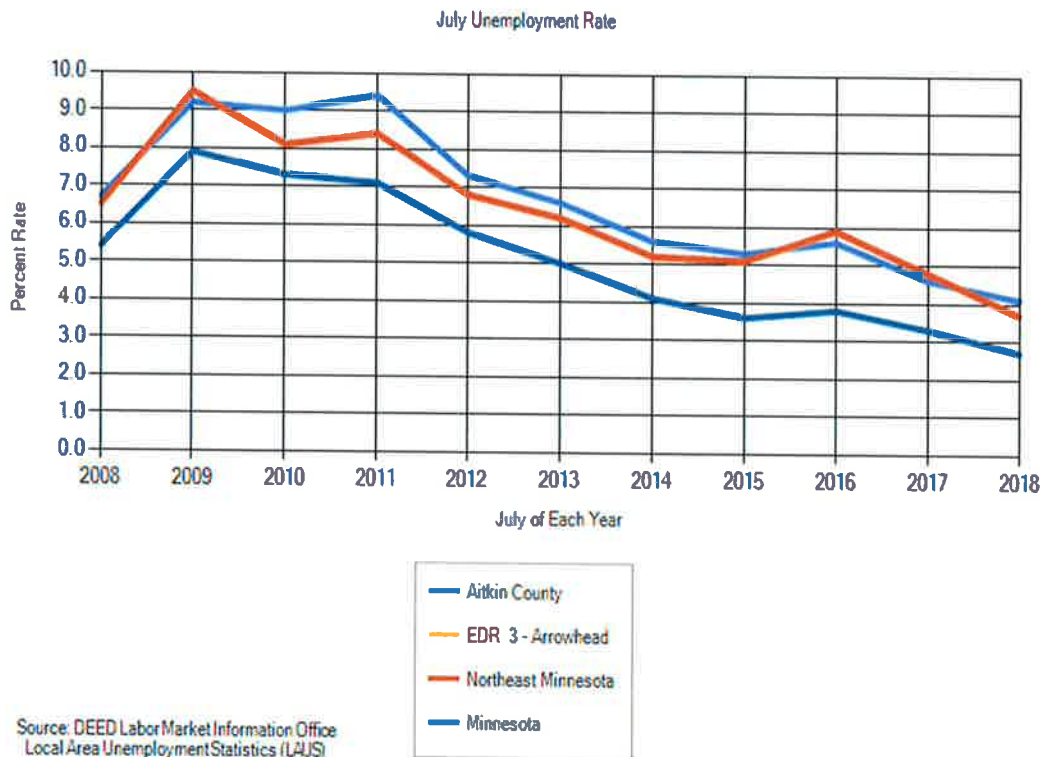
Housing units	16,781
Homeownership rate, 2012-2016 ⁺	82.6%
Median Home Value of owner-occupied housing units ⁺	\$165,300
Median Household income ⁺	\$44,524
Persons in Poverty ⁺	13.1%
*Unemployment ⁺	4.1%

Source: July 2017 estimates, U.S. Census Bureau

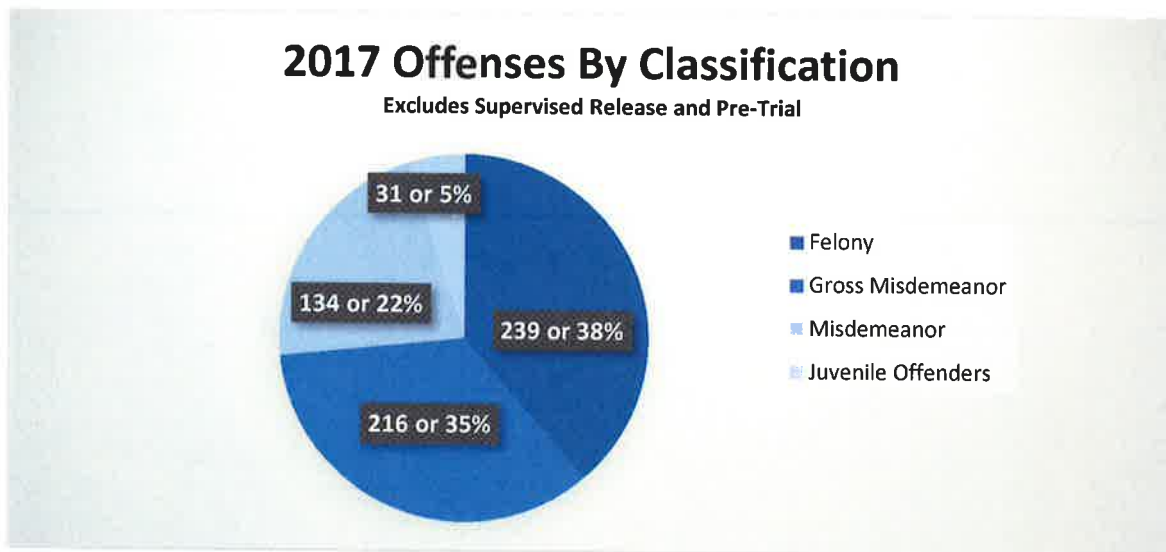
⁺Higher than national rate

⁺Lower than national rate

*Source: July 2018 estimates, MN DEED



Probation Rates by Offense Level



Total Offenses = 620

Graph data was drawn from the 2017 Probation Survey Report and is only indicative of active probation supervision and is not inclusive of duties by agents regarding supervised release, pre-sentence, pre-trial, diversion or monitoring cases.

“Part I” offenses include murder, rape, aggravated assault, robbery, burglary, larceny, Theft of MV and arson. “Part II” offenses include simple assault, curfew offenses and loitering, embezzlement, forgery and counterfeiting, disorderly conduct, driving under the influence, drug offenses, fraud, gambling, liquor offenses, offenses against the family, prostitution, public drunkenness, runaways, sex offenses, stolen property, vandalism, vagrancy, and weapons offenses.

Total Adult Arrests Per Agency	Part I Crimes	Part II Crimes	Total Adult
Statewide Total	32,495	116,039	150,036
Judicial District 9	1,652	8,157	20,199
Aitkin County	45	346	391

Source: 2017 Bureau of Criminal Apprehension Uniform Crime Report Arrest Information

Total Juvenile Arrests Per Agency	Part I Crimes	Part II Crimes	Total Juvenile
Juvenile Statewide Total	5,977	1,492	21,864
Aitkin County	8	36	44

Source: 2017 Bureau of Criminal Apprehension Uniform Crime Report Arrest Information

CRIME RATE AND CHANGE

Over the past 10 years, the general crime rate continues to decrease across the state of Minnesota. However, there has been a continued incline of felony offenses. This trend is continuing into 2018, and there are currently 335 adult felony files currently being supervised by Aitkin County Community Corrections. This equates to 43% of the adult caseload, excluding files transferred to other counties or states. These statistics do not include the felony offenders on supervised release or those participating in Aitkin County Sobriety Court. Since 2009, supervised release cases in Aitkin County have increased from 22 offenders to 26 offenders in 2017 to 30 offenders currently on supervised release.

In Aitkin County, we are working with the County Attorney's Office and the Court in an attempt to discharge lower level offenders earlier, by classification and assessment, who pose less risk to the community noted by validated risk assessments and programming.

Crime Trends by Offense Group

DWI offenders continue to be a large population served within our agency across all offense levels, equating to 37% of all offenses currently supervised on traditional probation by Aitkin County Community Corrections. We have chosen to utilize the validated program, Driving with Care, to focus on prevention of future offenses in a cognitive-based approach. This program was implemented in fall 2016.

Drug cases are also a larger portion of caseloads in Aitkin County. Drug cases make up 24% of probation cases under traditional supervision.

Assault/domestic assault include 7.5 % of the offenders on traditional probation in our community. An attempt was made to form a specialized caseload for this subset of offenders. The numbers are not high enough to dedicate one agent to, but we will continue to look at options for specialized programming.

Adult Female Offender Populations

Female offenders account for 27% of offenders on supervision in our community, adult and juvenile combined. Of the total 620 offenses in Aitkin County in 2017, females were accounted for as follows: 66 adult felony; 52 adult gross misdemeanor; and 36 adult misdemeanor. In Aitkin County, we are making referrals to programs that are gender based, when available, in an effort to increase opportunities for the female clientele. Such programs include, but are not limited to: Journey Home; Aurora Four Winds; Recovering Hope. An attempt was made to form a specialized caseload for this subset of offenders. The numbers are not high enough to dedicate to one agent, but we will continue to look at options for specialized programming.

Minority Offender Rates

Minority offenders currently account for a low percentage of our total offender population, with the most common being American Indian. Of the total 620 offenses in Aitkin County in 2017, the ethnic breakdown is as follows: 474 white; 57 American Indian; 47 other; and 11 black. ACCC does not operate any minority driven programs, but the agents will make referrals to programs for specific populations, as applicable and as available, to meet the individual needs of clients. Including services and programs through Mille Lace Band including the Batterer's program, Mish-Ka-Wisen, Aurora Four Winds. We strive to maintain a good working relationship with the Mille Lace Band of Ojibwe and their human services department.

ADMINISTRATION AND ORGANIZATION OF CORRECTIONAL SERVICES

Effective supervision and opportunity for change are essential to increasing rehabilitative and restorative programming and assisting offenders in increasing their skills and reducing their risk to continue to commit crimes

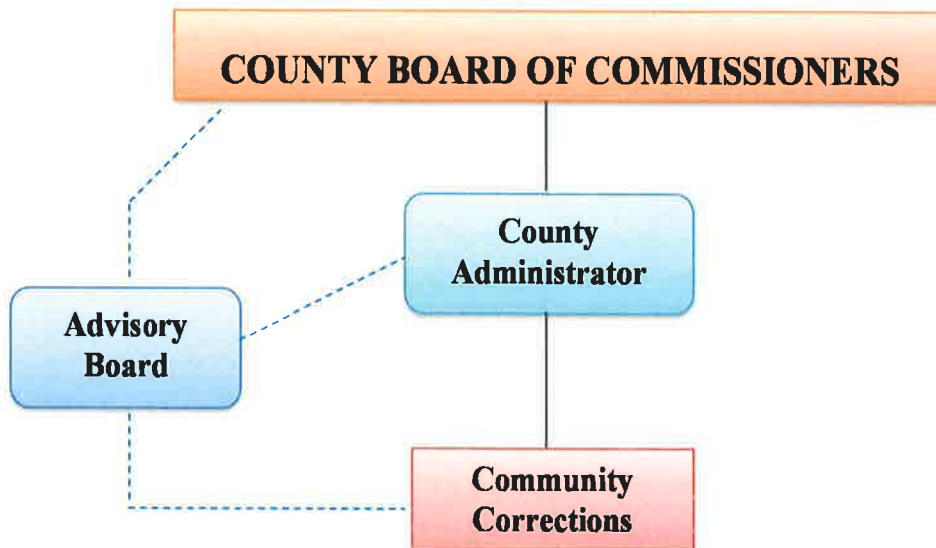
VISION

It is the vision of Aitkin County Community Corrections to reduce recidivism within our community and work with our local stakeholders and other Minnesota Correctional Agencies to promote positive change among our clientele.

MISSION

It is the mission of Aitkin County Community Corrections to promote public safety and victim restoration by holding offenders accountable, exercising an evidence-based model of correctional services, and actively providing offenders opportunities to become law-abiding citizens.

ORGANIZATIONAL STRUCTURE





Aitkin County Board 2018

This Aitkin County Board is comprised of the five county commissioners from each district.

J. Mark Wedel	District #1
Laurie Westerlund (Vice Chair)	District #2
Donald Niemi	District #3
Bill Pratt	District #4
Anne Marcotte (Chairperson)	District #5

The county board's role in regard to Community Corrections is: 1) Establish the budget for the Community Corrections Department. 2) To determine, establish, continue, modify and terminate Aitkin County correctional services and programs with input from the Director and the Corrections Advisory Board. 3) Approve and authorize the application of the annual comprehensive plan. 4) Ensure compliance with the Community Corrections Act. 5) Establish all matters of policy in relation to correctional services under its authority.

Aitkin County Corrections Advisory Board 2018

The Advisory board is appointed by the Aitkin County Board to oversee the corrections planning process and to take an active role in the development of the Comprehensive Plan. The Plan is approved by the Board.

Members

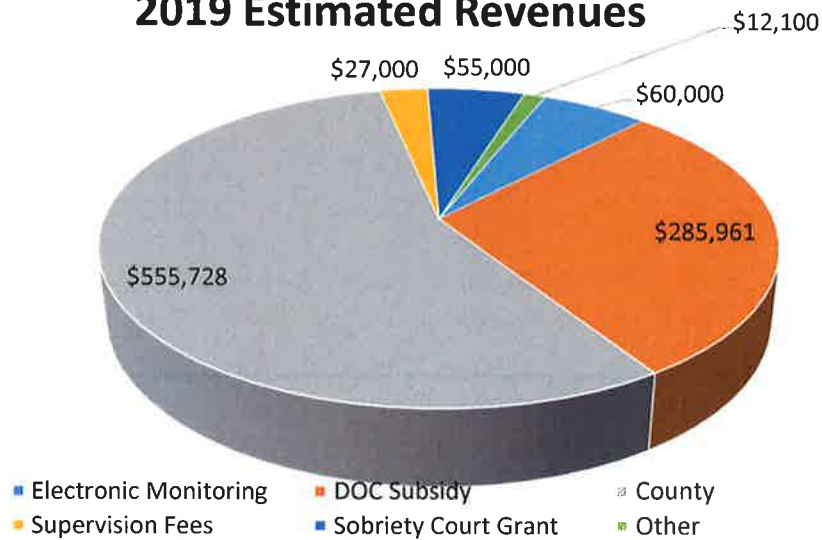
J. Mark Wedel	Commissioner, Aitkin County
Anne Marcotte	Commissioner, Aitkin County
Honorable David Hermerding	Judiciary
Sheriff Scott Turner	Law Enforcement
Attorney James Ratz	Prosecution
Attorney Jeff Haberkorn	Defense
Kim Larson	Social Services
Cheryl Meld	Education
Nancy Johnson-Houg	Citizen Member (Board Chair)
Vacant	Citizen Minority
Gabrea Anderson	Victim Services

Ex-Officio Advisory Board members

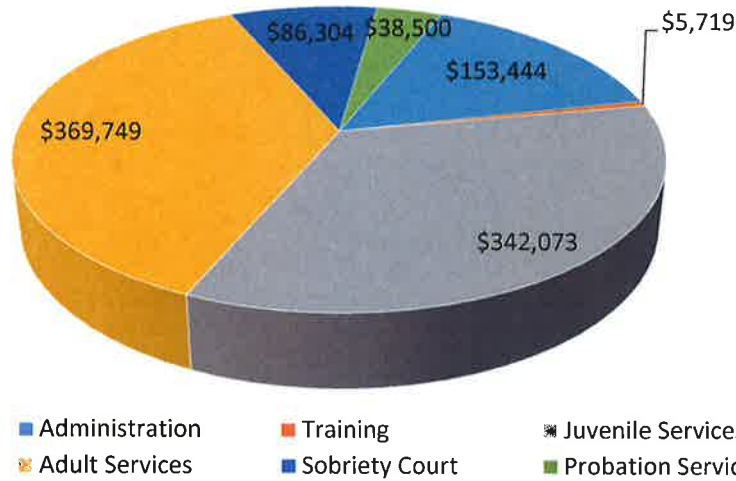
Victor Moen	State Liaison, Minnesota Department of Corrections
Kameron Genz	Aitkin County Community Corrections

DEPARTMENT BUDGET *see appendix for full department budget*

2019 Estimated Revenues



2019 Estimated Expenditures



FTE'S BY PROGRAM AREA

PROGRAM AREA	DESCRIPTION	FTE's
ADMINISTRATIVE	Director employed as the Department Head to oversee the correctional operations in Aitkin County and as the liaison with stakeholders. A part-time Administrative Assistant/Agent Assistant provides confidential support to the Director as well support to adult and juvenile services.	1.725
ADULT PROBATION	Corrections Agent provide services to adult offenders sentenced to probation and supervised release offenders in Aitkin County.	4.0
Specialty Court Agent	Corrections Agent provides full-time services to the Aitkin County Sobriety Court.	1.0
JUVENILE PROBATION	Corrections Agent provides services to juveniles sentenced to probation in Aitkin County, as well as diversion programs.	1.0

SALARY ROSTER

Position	Salary Range	FTE's
Administrative Assistant/Agent Assistant (1)	28,110	.725
Corrections Agents (6)	53,540-83,034	6.0
Director (1)	72,208	1.0

SIGNED BOARD RESOLUTION/SIGNATURE PAGE *please see appendix*
(not attached - to be included with final draft)

STAFF TRAINING

Aitkin County Community Corrections remains committed to providing the opportunity for staff to access training and educational opportunities that keeps them current on professional practices. The Director has regular meetings with staff to determine training needs and available resources. We attempt to maximize limited training resources by facilitating in-house or online training when it is possible and by collaborating with outside agencies for training in evidence-based practices (EBP).

VOLUNTEERS

Aitkin County utilizes volunteers primarily in the role of Field Service Interns. Intern and volunteer requests are reviewed by the Director. Prospective applicants make a formal application and complete a short interview process. Internship and volunteer appointments are unpaid. All volunteers receive a general orientation to correctional services and may specialize in adult or juvenile departments.

We also offer a job shadow program where students from community colleges and universities may spend up to one day assigned to a corrections agent. This allows students to gain practical knowledge of the field of corrections early in their academic careers. Students have also interviewed staff for various academic works during their course of study. Overseeing interns and job shadow students is encouraged for the Career Corrections Agent as part of their role in the department.

The Aitkin County Restorative Justice Program utilizes volunteers who were formally trained to facilitate the group. The program is focused primarily on juvenile offenders and the Aitkin County juvenile agent remains an integral part of the client's participation efforts.

RESEARCH AND EVALUATION EFFORTS

Aitkin County Community Corrections does not employ a full-time employee in the evaluation program area. The responsibility of data collection and management is completed by the Director or designee as required to monitor programs and data within our department.

Staff utilizes CSTS to effectively manage caseloads. Data is collected from CSTS regarding caseload sizes, offender supervision and risk levels, fee collection rates, predatory offender rates, work load reports, agent work reports, and violation reports.

All department staff are up to date regarding CSTS enhancements and the latest technological updates. Further, the Director informs the staff of the latest information regarding evidence-based practices and strives to ensure a learning environment.

JUVENILE FIELD SERVICES AND PROGRAMMING

Juvenile offenders that come to the attention of Aitkin County Community Corrections are processed and supervised traditionally or through diversion programming. The Aitkin County Attorney's Office in consultation with the Corrections Department has determined Corrections will operate youth diversion programming in Aitkin County. All juvenile offenders placed on probation are screened to determine level of supervision required. Troubled youth may continually be assessed and monitored for improvement.

The juvenile agent is under the administrative authority of the community corrections department Director. One FTE supervises all juvenile files in Aitkin County. This caseload averages approximately 50-70 clients, of which approximately 40-50% are diversion clients. The agent facilitates a cognitive behavioral based program for diversion and/or offers one-on-one meetings with the clients. The agent is also part of a restorative justice initiative for traditional clients.

The juvenile agent also provides direct support services to the juvenile court. The agent is present at all hearings to make recommendations, record orders, and coordinate activity with our department. Furthermore, the agent is responsible to make contacts with victims, prepare social history reports, certification studies, Extended Juvenile Jurisdiction studies, and make referrals for chemical dependency or mental health assessments. The juvenile agent also attends detention hearings and provides temporary supervision during investigations. The role of the juvenile agent also includes working closely with Health and Human Services to provide the most holistic of services possible for the youth and their families.

Prevention

ACCC is completed a brochure to distribute to our educational professionals working with teens. The brochure will focus on criminal sexual conduct laws and sexting as a method of prevention. By focusing on healthy relationship and describing the current laws that affect this population we are hopeful we can prevent these types of offenses from occurring in our community. Discussions with school administrators are occurring to provide an agent for the 2018-2019 school year, who can facilitate presentations at each school as a prevention method.

Our juvenile agent also participates on local Children's Justice Initiative committee to stay informed on legislative changes and rules of Court, and to maintain a network to discuss local issues. The juvenile agent is also active on the Child Abuse Prevention Council. The agent continues to work with the social workers intricately to deal with files proactively.

Juvenile Diversion

The Aitkin County Probation Agent currently administers a Juvenile Diversion Program in conjunction with the Aitkin County Attorney's Office. Diversion level youth are typically first time, lower risk petty or status clients. The County Attorney's Office will petition more serious offenses or juveniles with prior legal or diversion history. Eligibility criterion is established by the Aitkin County Attorney's Office. Services provided to Juvenile Diversion clients by ACCC include a cognitive-behavioral component. Juvenile clients are not assessed by a formal assessment tool for risk. Each juvenile on diversion provides service work in the community, an education component and school attendance tracking. Approximately 20 clients are on diversion and/or participating in the restorative justice as a diversion method at any given time.

Restorative Justice

The Aitkin County Juvenile Agent oversees the Aitkin County Area Restorative Justice Program for juvenile clients. The program is generally for person or property crimes, and often times is a requirement of diversion for applicable offenses. The program includes a face-to-face encounter between victim(s), the offender, individuals who support them, and community members or others affected by the incident. Led by the facilitator(s), this voluntary process seeks to identify, repair and, ultimately prevent, harm. The Juvenile Agent is responsible to oversee the process and document progress of the terms and conditions of the Restorative Justice Contract. Initially the case is referred by the Aitkin County Attorney's Office, the agent prepares a file and contacts the facilitators. The facilitators contact the parties and schedule initial meetings and the conference. At the conference, the parties determine the conditions of the contract. Contract duration varies depending on offense and conditions and the agent maintains contact with the juvenile to help ensure compliance with the contract. The facilitators submit a completion packet to the agent when conditions satisfied, and the agent notifies the County Attorney of the completion.

Juvenile Risk/Needs Assessment

Aitkin County Community Corrections utilizes the YLS/CMI Assessment Tool for assessing non-petty/status offenders. Supervision expectations and policy are in line with statewide standards of supervision. A mental health screening is completed on applicable cases in accordance to M.S. § 260B.157 subd. 1.

Administrative Supervision

These cases are provided low-administrative services and include juveniles that have been involved with petty or traffic offenses. Juveniles under administrative supervision are assigned to the juvenile agent. After an initial meeting with the child and parent(s) to

clarify expectations, the agent monitors compliance with court-ordered conditions. Conditions may include community service work, chemical and/or mental health evaluations, educational programs, restitution and/or fines.

Traditional Supervision

Traditional supervision is targeted at juveniles between the ages of 10-19 placed on probation by the Courts. Extended Jurisdiction Juveniles, when ordered by the Court, may be supervised until age 21. Traditional supervision provides structured supervision of juveniles in the community. Our agent provides direct supervision of juveniles and typically has close contact with others involved with that juvenile, including parents, schools, social service agencies and various treatment providers. Payment of fines or restitution and completion of community service work are used as measures of accountability and efforts to assist juveniles in making reparations for the harm caused by their illegal behavior.

Agents received training in case management and motivational interviewing skills. Goals are discussed with the offender, identifying behaviors which will be addressed during the probation supervision period.

Sex Offender Supervision

The juvenile agent has completed specialized training in assessing and supervising juvenile sex offenders and all juvenile cases involving a sex offense are assigned.

Aitkin County considers any untreated juvenile sex offender to be high risk/enhanced and therefore exempt them from initial risk assessment. These offenders are supervised at an intensive level for the first year of treatment. After a year the juvenile's progress is reviewed and may be reduced to high supervision. After completion of treatment the juvenile will be supervised in accordance to his/her risk/needs tool.

Juvenile Programs

Program resources are scarce in Aitkin County. The juvenile agent refers to other counties for chemical dependency treatment. Some of these programs include: Ron Brusven, Independent Counselor; Northern Pines; Nystroms; Maple Lake; and Recovery Plus. In addition, some detention or non-secure facilities offer chemical dependency and/or mental health services.

Program	Description
3rd Millennium	Online offender education courses for alcohol violations, misdemeanor drug violations, shoplifting violations and tobacco classes are available.
Alcohol and Drug Testing	Juveniles ordered by the Court will have drug and alcohol testing at no cost to the juvenile.
AEOA and Aitkin Workforce Center	A work program through the government that can offer employment for juveniles and GED program.
Aitkin County Area Restorative Justice	Juveniles referred to this program participate in mediation with the victim. See description above.
Alive at 25	This is a driver education course.
CORE	Provides juvenile sex offender treatment with active agent involvement.
Family Group Decision Making Conference	The family and support persons of the juvenile meet to identify a child's needs and sets up supports for those needs.
In-Home Family Counseling	In-home counseling with the juvenile and the parents focused on appropriate rules and consequences in the home.
Northern Pines Children's Mental Health	This program provides contracted mental health services and housed within the Aitkin High School. Similar programs existing in McGregor and Hill city schools.
Diagnostic Assessment	Monthly an on-site Doctor provides diagnostic assessments for juveniles referred by probation, the Court and/or social services. The cost is covered by Aitkin County Health and Human Services.

Out-of-Home Placements

The philosophy for out of home placements in Aitkin County encompasses public safety factors as well as the individual needs of the juvenile. Prior to placement consideration all appropriate community based resources have been reviewed and/or attempted. Currently, ACCC does not operate any juvenile institutions, so referrals are made to neighboring counties when possible and if appropriate.

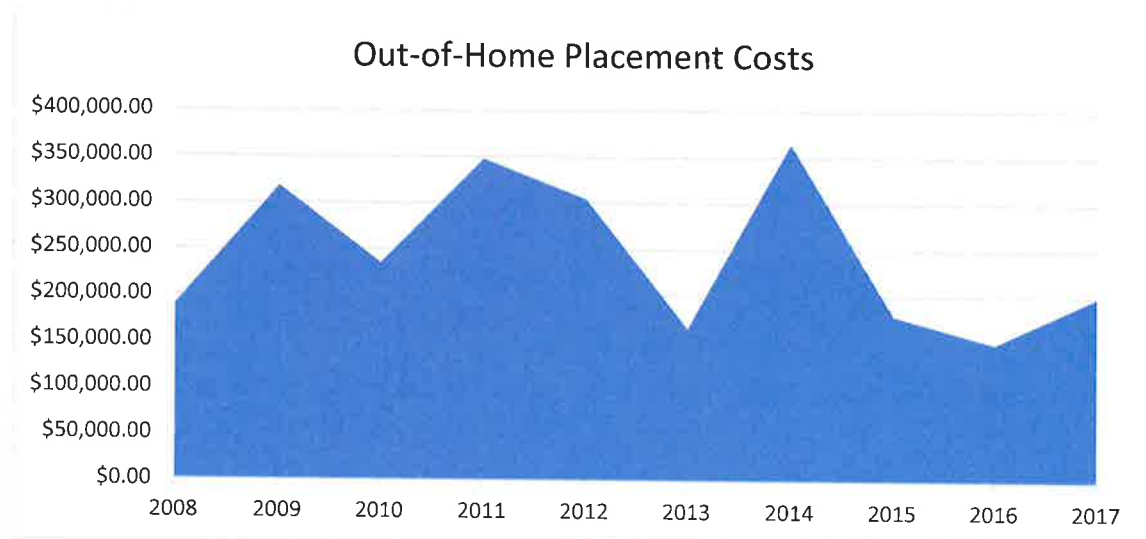
The juvenile agent is part of the Screening Team. The team consists of the probation agent, a social worker, an assistant county attorney and/or other appropriate professionals. A mental health worker or chemical dependency evaluator is also part of the screening team as requested by the probation agent and/or the social worker. The team addresses the best interests of the juvenile for placement to ensure that least

restrictive alternatives have been attempted or will not meet the needs of the juvenile and/or protect the community. A plan for a successful transition to the community is developed with the agent and treatment personnel.

Community Corrections considers itself an integral part of the placement process in assuring the Screening Team is successful in its mission and purpose. The juvenile agent appearing before the Screening Team is required to be professionally prepared to address his/her cases being reviewed, answer team questions and make recommendations based on the best interests of the child and community safety. The practice of considering the least restrictive sanctions whenever possible is followed and required. Frequently, the probation agent makes a joint recommendation with an assigned social worker and in many cases Social Services is active with the client and client family prior to corrections involvement.

Out-of-Home Placement Costs

The following graph reflects corrections costs related to placements during the past ten years.



All costs for corrections out-of-home placements are expensed to the Aitkin County Community Corrections. Community Corrections and Social Services work in collaboration in regard to the best interests of our juvenile populations. Collaboration is necessary and may also include the County Attorney's Office, Public Defender's Office and Court. Together new and existing programs are reviewed statewide to remain proactive in addressing needs of the juveniles and at the most reasonable expense to the county. Family preservation and/or reunification is the favored outcome, when possible.

ADULT FIELD SERVICES AND PROGRAMMING

Adult services are under the administrative authority of the Director. This includes direct staff supervision. Administrative services are provided by the Director in alliance with Aitkin County Policies and Procedures.

Aitkin County Community Corrections provides programs and services in support of its mission and the vision of the Aitkin County Board. Programs and services are directed toward protecting the public by reducing the probability of future criminal behavior and holding offenders accountable for repairing the harm caused by crime to victims and communities.

Adult Caseloads

As of September 1, 2018, there are 791 active adult clients on probation and supervised release. The Aitkin office is comprised of five full-time agents who provide supervision to adult offenders. One agent is responsible for the specialty court supervision and the caseload is approximately 20 clients at any given time. Another agent in the office is responsible for supervising supervised release/sex offenders and high risk clientele. This caseload varies between 70-90 offenders. Currently there are 74 cases. Our office did some restructuring during the 2016-2017 year so more resources can be utilized toward this population and the case load numbers were reduced to allow more effective supervision. The other three remaining agents supervise a combination of administrative, low, medium and high risk offenders. These three agents also conduct Pre-Sentence Reports, restitution studies, complete transfer requests, provide electronic monitoring hookup and monitor clients who are not transferrable.

Adult Risk/Needs Assessment

The Wisconsin Risk Assessment is used to pre-screen all felony cases (unless a pre-sentence investigation is completed), gross misdemeanor cases and all misdemeanor crimes against a person offense cases. An elevated score of 14 or above on the Wisconsin Assessment requires an LS/CMI be completed.

Aitkin County Community Corrections continues to correlate services with the needs and risk level of the offender. Aitkin County Community Corrections has established supervision guidelines based on the risk level of the adult. High risk sex offenders in treatment receive high level supervision including agent involvement in sex offender programming and home visits at least quarterly. High traditional adults are seen at least twice monthly, with a home visit at a minimum of every 90 days. Medium risk adults are seen at least once a month, and low risk adults are seen at least once every three months. All adult cases require collateral contacts as necessary. Specialty Court clients are high risk offenders and receive enhanced supervision. Felony DWI offenders are also seen at a more intense level for the first 90 days. Thereafter, the risk assessment is utilized to

determine the supervision level. Non-person misdemeanor offenders are unclassified and supervised at an administrative level.

Administrative Monitoring Supervision

Administrative Monitoring supervision includes cases where monitoring of court conditions needs to occur, but active supervision does not.

Administrative Non-Monitoring Supervision

Administrative Non-Monitoring supervision includes cases where all conditions are completed and there is no longer a need for active supervision per policy. It may also include cases where an offender is not eligible for an early discharge from probation, per Aitkin County Community Corrections or Court policy.

Traditional Supervision

This would include the typical supervision of offenders on probation or supervised release, according to risk levels. This would include high, medium and low offenders who are supervised by Aitkin County Community Corrections staff.

Aitkin County Drug Court

Aitkin County operates a Sobriety Court. Aitkin County Community Corrections provides a full time probation agent in this program and provides for related costs to the program.

Adult Programs

Program	Description
AEOA and Aitkin Workforce Center	A work program through the government that can offer employment for Adults and a GED program.
Alcohol and Drug Testing	Adults ordered by the Court will have random drug and alcohol testing at no cost for instant testing. Confirmation testing is the responsibility of the client.
Carey Guides	Agents have been trained in the purpose and use of the guides and utilize this option to assist offenders toward motivated change.
Cognitive-Behavioral Programming	Thinking for a Change (T4C) is a cognitive-behavioral curriculum designed to assist with changing the criminogenic thinking of offenders. T4C is a cognitive-behavioral therapy (CBT) program that includes cognitive restructuring, social skills development, and the development of The curriculum is designed to be implemented with small groups of 10-12 high risk, higher medium risk offenders.
Driving With Care	Driving With Care is a 12-week Level II education program specifically for individuals convicted of repeat DWI offenses. The curriculum utilizes cognitive-behavioral approaches to help participants understand how problem behaviors are learned, gain insight into their impaired driving behavior and the negative consequences of chemical use. Program participants are able to develop strategies to prevent further problems of use, involvement in DWI behavior, and relapse prevention.
Electronic Home Monitoring	A house arrest program, which utilizes electronic equipment to monitor the offender while they serve a custodial sentence at home.
Institutions	The sheriff's office is responsible for the detention and incarceration of pre-trial and sentenced offenders, as well as for the operation of treatment programs in the jail. NERCC in the Arrowhead Region is being discussed as another option for Aitkin County offenders.
MADD Panel	A two-hour panel presentation regarding the impact on victims of drinking and driving.
Diagnostic Assessment	Monthly an on-site Doctor provides diagnostic assessments for adults referred by probation, the Court and/or social services. The cost is covered by Aitkin County Health and Human Services. Additional services are referred to the community.
Sentence-to-Service	The Aitkin County Sheriff administers the STS program. STS is a valuable opportunity for the offender to give back to the community.
Sex Offender Programming	Sex offenders are referred to neighboring counties for treatment. The sex Offender supervision maintains active attendance with each program and/or Communicates with agent from neighboring counties to ensure compliance and involvement in the therapy.
Victim Services	General crime victims are referred to the Aitkin County Crime Victim Coordinator. We also refer victims of sexual assault to Support within Reach or Safe Harbor if specific sex trafficking concern arise. Victims of domestic assault are referred to H.O.P.E (previously known as A.A.D.A.)

CONTRACT SERVICES/GRANTS

Aitkin County Sobriety Court Grant

Aitkin County currently receives a grant for Sobriety Court from the State Court Administrator's Office. With the assistance of county funds, this grant allows a probation agent to be assigned full-time to the program.

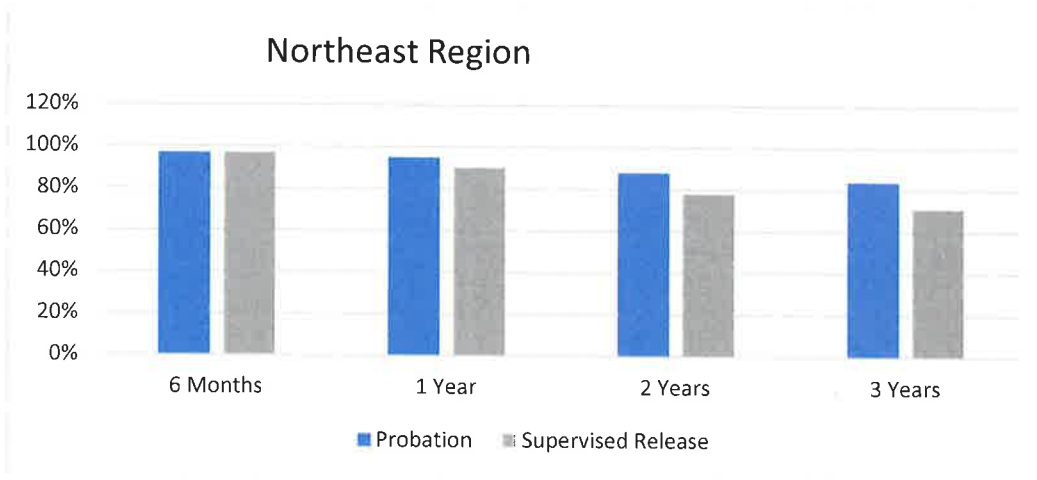
OFFENDER HOUSING

Adult residential services are available for Level III offenders on intensive supervised release as determined and funded by the Minnesota Department of Corrections. Aitkin County does not have any specialized re-entry housing for other offenders. Further, there currently is no funding available for specialized residential services. Therefore, relevant to other hard to place offenders, agents make referrals to existing resources in neighboring counties. The Department of Corrections has allowed placement of non-level III offenders in their housing if available in other counties. There are not housing options within Aitkin County at this time.

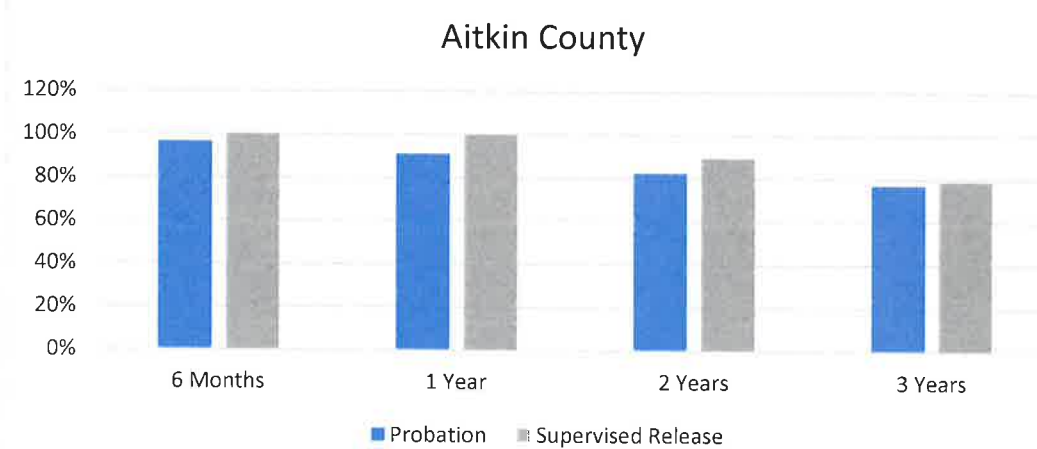
OUTCOME MEASURES AND STRATEGIC PLAN

Aitkin County is part of the Northeast Region for statistical reporting by the Minnesota Definition Team. The Northeast Region includes: Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis.

The following graph represents the percentage of probation and supervised release offenders who did not commit a new felony offense within six months, one year, two years or three years post release from supervision. The offenders were released in 2011 according to the 2015 Minnesota Probation and Supervised Release Outcomes Report.



The following graph represents the percentage of probation and supervised release offenders who did not commit a new felony offense within six months, one year, two years or three years post release from supervision. The offenders were released in 2011 and is the same data used for the Northeast Region calculation noted in the 2015 Minnesota Probation and Supervised Release Outcomes Report. Data shows there is not a significant margin of difference between Aitkin County and the entire Northeast region.



PHASE ONE AGENCY PREPAREDNESS

In April 2013, MACCAC agreed the Continuous Quality Improvement Plan would be reported within the Comprehensive Plan. Phase One is designed to measure and prepare your agency for implementing Evidence Based Practices. This work was completed in Aitkin County with Central Minnesota Community Corrections. However, based on the structural and staff changes, ACCC has reviewed many of the Phase Two objectives and will be making a more detailed review in the following year and a half based on the new structure. Phase Two and Three will be reported in more detail during the 2019-2020 Interim Plan.

Objectives	Narrative Update
Assess the agency's mission/vision and operating principles/policies for alignment with EBP practices	The ACCC Advisory Board has approved the overall vision and mission for ACCC to ensure alignment with EBP.
Conduct an organizational assessment and evaluate the culture/structure support for implementation of EBP	This goal was met under the structure of CMCC. The same employees are vested in EBP and the culture is expected to continue.
Develop an EBP plan to guide implementation strategies and progress	The plan for training in EBP principles was completed with CMCC. All staff have been trained in the core practices and ACCC will continue to attend more in depth training along with the Director.
Ensure staff's participation in EBP through communication strategies and/or involvement in a task force	This goal is ongoing. ACCC will strive to involve direct line staff and Director in statewide task forces or initiatives. Further, we will strive to involve direct line staff as Master Trainers in specialized areas.
Develop a plan that outlines methodology for tracking outcomes	This goal will be reviewed in the upcoming 12 months. Quality assurance is conducted via statewide proficiency testing and booster trainings. Feedback is consistently provided to staff by the Director who is also trained in these tools. MI coding is conducted on an annual basis and goals are set with staff to increase their proficiency. Additional tracking will be the focus of the next 12 months.

Define actual outcomes to establish a baseline and to establish a process to measure outcomes annually

This work will continue.

Ensure hiring strategies and performance expectations are aligned with EBP

This goal continues to be ongoing in light of the changes in staff. Hiring practices have been modified to include knowledge and experience in evidence based practices specific to corrections staff. Performance outcome statements will be defined for staff.

GOALS AND OBJECTIVES

Restore the Victim

- The agency will take a baseline measurement of the collection rate and work to improve the rate by having clients commit to regular payment arrangements.
- A victim survey will be developed and implemented.
- The STS Crew operated through the Aitkin County Sheriff's Office will work on community projects.

Rehabilitate the Offender

- Agents will continue to participate in training in the core evidence based practice skill sets and receive booster training as applicable.
- Agents will participate in communities of practice with neighboring agencies to improve their skills for working with offenders.
- Case plans will be implemented for high risk clients.
- Violation rates will be measured to determine a baseline.
- Recidivism rates on felony cases will be reviewed.
- Performance feedback to staff will support EBP.

Reduce Risk to the Community

- Agents will work closely with law enforcement to ensure proper notification is provided in sex offender and violent offender cases.
- Agents will include the factors linked to rehabilitation in case plans including employment and education.
- Aitkin County Community Corrections will continue to provide intensive supervision for the Aitkin County Sobriety Court.

MINNESOTA DEPARTMENT OF CORRECTIONS - COMMUNITY CORRECTIONS ACT SUBSIDY

To be used for original application and for amendments to the original comprehensive plan that adds or deletes units of service.
Check one: XX Original Application ___ Amendment

Applicant: AITKIN COUNTY COMMUNITY CORRECTIONS

Application Period: JANUARY 1, 2019 to DECEMBER 31, 2019

Original Proposed Budget:	DOC Subsidy	\$ <u>285,961</u>
	Other State Funds	\$ <u>0</u>
	County Funding	\$ <u>555,728</u>
	Other Funding	\$ <u>154,100</u>
	TOTAL BUDGET	\$ <u>995,789</u>

*Amendment: Name of Units of Service (attach budget sheets) _____

Community Corrections Administrator:

Name/Title/Signature KAMERON GENZ, DIRECTOR

Address 204 1st Street, AITKIN, MN 56401

Telephone # (218) 927-7202

Financial Officer:

Name/Title/Signature KIRK PEYSAR, AITKIN COUNTY AUDITOR

Address 209 2nd Street NW, #202, AITKIN, MN 56431

Telephone # (218) 927-7354

APPLICANT'S AGREEMENT

It is understood and agreed to by the applicant that:

- 1) Funds granted for this community corrections comprehensive plan will be used only to implement the plan as approved by the Commissioner of Corrections.
- 2) The grant may be terminated in whole, or in part, by the Commissioner of the Minnesota Department of Corrections. Such termination shall not affect obligations incurred under the subsidy prior to the effective date of such termination.
- 3) The applicant will apply for approval to change the plan whenever implementation or financing will be materially changed. Approval will be governed by Minnesota Rules Chapter 2905.0500.
- 4) Financial status reports will be submitted every three months and narrative progress reports every six months as directed by the Commissioner of Corrections. Necessary records and accounts, including financial and property controls, will be maintained and made available to the Department of Corrections.
- 5) The applicant will strictly adhere to rules promulgated by the Department of Corrections (Minnesota Rules 2905).

SIGNATURES OF AUTHORIZED OFFICIALS

Please remember: These same signatures are required to be on any amendment that adds or deletes programs/services/funding.

Name/Title/Signature: Jessica Siebert, Aitkin County Administrator

Name/Title/Signature: Anne Marcotte, Aitkin County Board Chairperson

DOC Funding Analysis

<u>Probation Program</u>	2019 Budget	DOC Subsidy	County Funds	Other Sources
Revenue				
Corrections-Subsidy	\$285,961	\$285,961		
Drug Court Grant	\$55,000			\$55,000
Drug Court Client Fees	\$10,000			\$10,000
Special Services All revenues in program	\$61,800			\$61,800
Probation Supervision Fee total	\$27,000			\$27,000
Miscellaneous Other Revenue	\$300			\$300
Revenue Subtotal	\$440,061	\$285,961	\$0	\$154,100
Expenditure				
Administration	\$153,444	\$100,000	\$32,844	\$20,600
Training Program	\$5,719	\$5,719	\$0	\$0
Juvenile Probation Program	\$342,073	\$27,430	\$309,643	\$5,000
Adult Probation Program	\$369,749	\$152,812	\$191,937	\$25,000
Sobriety Court	\$86,304		\$21,304	\$65,000
Probation Services	\$38,500			\$38,500
Expense Subtotal	(\$995,789)	(\$285,961)	(\$555,728)	(\$154,100)
Total Revenue	\$440,061	\$285,961	\$0	\$154,100
Total Expenditure	(\$995,789)	(\$285,961)	(\$555,728)	(\$154,100)



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: 01/08/2019

Title of Item: Hazard Mitigation Assistance Agreement

<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 checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed: 10 minutes
Summary of Issue: Approve going forward with Hazard Mitigation Assistance Agreement for financial assistance (and match) to update our County Hazard Mitigation Plan.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW
Aitkin, MN 56431

218-927-2138 Emergency 911
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887
TOLL FREE 1-888-900-2138

MEMO

To: Aitkin County Board of Commissioners

Date: January 2, 2019

From: Sheriff Dan Guida

Re: Hazard Mitigation Planning Grant

Attached is a copy of a proposed resolution for participation in a grant for Hazard Mitigation Planning. The last hazard mitigation plan that was completed by Aitkin County was approved by the Aitkin County Board in 2013 and subsequently by the Federal Emergency Management Agency (FEMA) in 2013.

The time has come to update that plan to ensure eligibility for future hazard mitigation grants. In 2013 we employed a contractor to assist with the project and are proposing the same course of action. The FEMA requirements today are different and more complex than they were in 2013. The total amount needed for this project is likely to be in the \$30,000 to \$35,000 range with a 25% local match. We will accomplish the vast majority of the local match in the form of Aitkin County staff time. Any additional monies not budgeted for 2019 will be fund balance carried over from 2018.

There will be no additional request for funds for this project.



State of Minnesota
Department of Public Safety
Division of Homeland Security and Emergency Management
445 Minnesota Street, Suite 223
St. Paul, MN 55101-6223

Hazard Mitigation Assistance Agreement for Counties utilizing HSEM Plan Update Consultant

Overview

Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance grants are administered in the State of Minnesota by the Minnesota Division of Homeland Security and Emergency Management (HSEM). Mitigation Plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. The planning process is as important as the plan itself. It creates a framework for risk-based decision making to reduce damages to lives, property, and the economy from future disasters. Hazard mitigation is any sustained action taken to reduce or eliminate long-term risk to people and their property from natural hazards.

This is a cost share grant program with FEMA paying 75% of all eligible costs and the local community being responsible for the remaining 25% of the costs. Eligible applicants include local (county/city/tribal) governments.

Responsibilities

The State will be hiring consultants and is responsible for 75% of costs of the plan. The jurisdiction is responsible for collaborating, coordinating and communicating with HSEM staff and contractor to assist in the development of a FEMA approved and adopted Hazard Mitigation Plan update.

1. Resolution

To ensure your contribution in the HMP Update process, we request your jurisdiction pass a resolution indicating the desire to participate in this program.

2. Letter of Commitment of Funds

As part of the documentation submitted to FEMA, a Letter of Commitment of Funds for the 25% local match of in-kind services or cash is required. If you wish to provide in-kind match, instead of cash match, (or a combination of the two) please fill out attached budget sheet and provide required documentation.

County Staff – Provide County staff (base plus fringe) breakout for project manager, staff support, subcommittee reps, technical experts, etc. provided by payroll system.

Hazard Mitigation Plan Update Process

The mitigation plan update process is a coordinated effort typically lead by the county Emergency Management Director (EMD) and other staff. The Scope of Work (SOW) includes steps that lead to a FEMA approved multijurisdictional mitigation plan in normally 18 months. The SOW includes:

- **Planning Process:** A contract between the county and the state is approved. The county EMD coordinates with its consultant to develop a schedule for team and public meetings. The county assists with acquiring data for the plan update and coordinates with other county agencies to participate in the plan update process. This step provides the scope for the entire update process until the plan is sent for review. The EMD will be responsible for submitting quarterly narrative reports detailing progress and delays. The county and its consultant will also track local match to be used for financial reporting. Also, team members are responsible for coordinating reviews with their staff and elected officials.
- **Risk Assessment:** The EMD and mitigation team will review the hazards from the initial plan and determine which ones will continue to be profiled. New hazards may be added. All hazards will conform to the terminology in the State Mitigation Plan. The consultant will then develop the Risk and Vulnerability assessment based on the hazards. The EMD will participate in any surveys and reviews of the draft risk assessment and give input to the consultant.
- **Mitigation Actions:** The mitigation actions are based on hazards in the risk assessment and the actions found in the initial plan. The consult will facilitate this review with the mitigation team and include new mitigation action.
- **Draft Plan and Public Review:** The consultant completes the first draft of the mitigation plan. A public notice is given for jurisdictions to participate in meetings or give electronic input to the plan. This input is documented and factored into the plan. The EMD will follow local policy as far as having the county board and other elected/appointed bodies review the plan.
- **Review:** After all input is reviewed then the plan is sent to the state mitigation staff for review. The consultant will also provide a matrix to show how the plan meets requirements. The coordinated review between state mitigation staff and FEMA may take up to 90 days. Revisions may extend the time to have the plan meet requirements.
- **Plan Adoption and Approval:** FEMA will send a letter stating that the plan meets requirements and that it needs to be adopted to become approved. The EMD coordinates an adoption of the plan by resolution of the county board. The resolution and final copy of the plan is sent to state mitigation staff. The EMD will obtain resolutions adopting the plan from the other jurisdictions (cities) participating in the update process and send to state mitigation staff. FEMA will then approve those jurisdictions.
- **Project Closeout:** FEMA approval of the county marks the completion of the project. EMDs and counties will reconcile accounts for local match and provide any documentation.

Hazard Mitigation Plan Update Application

County Name
Aitkin County

Contact Name	Title	Agency
Daniel G. Guida	Sheriff	Aitkin County Sheriff's Office
City, State, Zip Code	Email	Phone
Aitkin, MN 56431	dguida@co.aitkin.mn.us	218-927-7417
Alternate Contact Name	Title	Email/phone
Patrice Erickson	Dispatch Supervisor	patrice.erickson@co.aitkin.mn.us

Match and/or In-Kind Budget (Estimate – update based on actual)

Item	Item Description	Units	Unit of Measurement	Cost	Total
1	County Staff*	180	hours	33.5	\$6,030.00
2	City Staff*	50	hours	27.58	\$1,379.00
3	Public Participation	50	hours	27.58	\$1,379.00
4	Cash				
					\$8,788.00
	Total Match	Must be at least \$8,250			

*Any city or county staff funded by 100% EMPG or other Federal grant programs **are not eligible** to use salary.

County Staff – Provide County staff (base plus fringe) breakout for project manager, staff support, technical experts, etc. provided by payroll system.

City Staff - Use the standard rate \$27.58 (or document actual rates, if available)

Public Participation - Use the standard Minnesota 2017 volunteer rate of \$27.58. This may be updated for 2018. https://independentsector.org/resource/vovt_details/

Certification:

Printed name	Signature	Title	Date
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Printed name	Signature	Title	Date
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CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED January 8, 2019

By Commissioner: xx

20190108-0xx

Hazard Mitigation Assistance Agreement

WHEREAS, the County of Aitkin is participating in a hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a multi- jurisdictional hazard mitigation plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

WHEREAS, the county will lead the planning effort with the assistance of consultants and State of Minnesota mitigation staff.

WHEREAS, the county will provide staff and resources from departments related to mitigation, will facilitate participation of jurisdiction within the county, and provide quarterly reporting on plan progress.

WHEREAS, the plan must include a risk assessment including past hazards, hazards that threaten the county. maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and future development trends; and

WHEREAS, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

WHEREAS, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

WHEREAS, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they become available; and

NOW THEREFORE, be it resolved that the Aitkin County Sheriff's Office will enter into an agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance (HMA) for the update of the Aitkin County Hazard Mitigation plan. Daniel G. Guida, Sheriff, is hereby authorized to execute and sign such agreements and any amendments hereto as are necessary to implement the plan on behalf of Aitkin County.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019

Jessica Seibert
County Administrator

Letter of Commitment of Funds

Aitkin County
217 2nd St. N.W., Room 185
Aitkin, MN 56431

As a potential sub-grantee in a Hazard Mitigation Assistance (HMA) Program, Aitkin County hereby commits the matching funds necessary for the proposed Aitkin County Hazard Mitigation Plan update.

After FEMA approval and during project implementation, the Aitkin County acknowledges that it is responsible for providing a minimum of 25% of all eligible project costs or a minimum of \$8,250 in local matching funds to comply with all grant cost share requirements.

As signed, we understand the responsibilities of a sub-grantee participating in the HMA program and hereby authorize the use of these non-federal funds for this proposed project.

Signature of Authorized Representative

Date

Signature of Authorized Representative

Date

Signature of Authorized Representative

Date



Aitkin County Board of Commissioners Agenda Request Form

9

Agenda Item #

Requested Meeting Date: January 8, 2019
Title of Item: Committee Reports

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Bill Pratt
Aitkin Airport Commission	Monthly	1 st Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	2 nd Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
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	3 rd Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Monthly	3 rd Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 nd Thursday	Pratt, Alt. Marcotte
Budget Committee 2019			Wedel, Westerlund
Development Achievement Center	Monthly	3 rd Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 st Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Wedel and Pratt
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA (Liaison)	Monthly	4 th Monday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Pratt 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	Pratt
Mille Lacs Fisheries Input Group	Monthly		Westerlund
Mille Lacs Watershed	10x year	4 th Thursday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 th Friday	Marcotte, Alt. Pratt
MN Rural Counties	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2 nd Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
NE MN ATP	Quarterly		Pratt, Alt. Niemi and Engineer Welle
NE MN Regional ECB	5x year	4 th Thursday	Marcotte, Alt. Sheriff Turner
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
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		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund