

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS February 23, 2016 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chairperson
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
- 9:05 E) Health & Human Services (see separate HHS agenda)
- 10:00 Break
- 10:15 F) **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 February 9, 2016 to February 22, 2016
 - B) Approve February 9, 2016 County Board Minutes
 - C) Approve Commissioner Warrants
 - D) Approve Auditor Warrants – January Sales & Use Tax
 - E) Approve Auditor Warrants – Town Road Auto Payments – Gas Tax
 - F) Approve January Manual Warrants
 - G) Accept \$100 Donation to STS from Riceland Chapter of Minnesota Deer Hunters
 - H) Accept \$200 Donation to STS from The Moose Lodge, Aitkin
 - I) Adopt Resolution: Mille Lacs Snowmobile Club FRTP Grant Application
 - J) Adopt Resolution: Berg Easement 25-47-25
 - K) Approve 2016 Fire Protection Contract – City of McGrath
 - L) Approve 2016 Fire Protection Contract – Ball Bluff Township
 - M) Approve Job Description Updates
 - N) Approve Century Link Phone Lines Contract
- 10:17 3) Ross Wagner, Economic Development & Forest Industry Coordinator
- A) Accept Blandin Foundation Grant to Extend Web Diagnostics Program
 - B) Accept Blandin Foundation Broadband Vision Statement
 - C) Approve Aitkin County as Fiscal Agent for McGregor Walleye Tank
- 10:35 4) Lori Grams, Treasurer
- A) 2015 Fourth Quarter Investment Report

10:45 5) Nathan Burkett, County Administrator

A) 2015 Year-End Financial Review

B) Community Corrections

11:45 6) Committee Updates

12:30 Adjourn

AITKIN COUNTY BOARD

February 9, 2016

The Aitkin County Board of Commissioners met this 9th day of February, 2016 at 9:01 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Nathan Burkett, and Administrative Assistant Sue Bingham.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the February 9, 2016 agenda.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: January 26, 2016 to February 8, 2016; B) Approve County Board Minutes: January 26, 2016; C) Approve Consumption & Display Permit – Minnewawa Sportsmen’s Club; D) Adopt Resolution: Exempt Permit LG220 – Lawler Area Community Club; E) Adopt Resolution Approving State of Minnesota Joint Powers Agreements with the County of Aitkin on Behalf of its County Attorney and Sheriff and Director of Health and Human Services; F) Approve Maintenance & Support Contract with TriMin for IFS; G) Approve Request for DAV Mobile Office at Courthouse on July 12, 2016; H) Approve Commissioner Warrants: General Fund \$109,173.31, Road & Bridge \$306,905.10, Special Revenue \$14,878.67, Health & Human Services \$444.22, Trust \$9,051.32, Forest Development \$1,183.32, Long Lake Conservation Center \$5,394.00, Parks \$4,789.08 for a total of \$451,819.02; I) Approve Sale of Surplus Vehicles – Land Dept.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following Renewal of Consumption & Display (Set Up) Permit:

Minnewawa Sportsmen's Club Inc., d/b/a Minnewawa Sportsmen’s Club – Shamrock Township

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting to adopt resolution - Exempt Permit LG220 Lawler Area Community Club:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Lawler Area Community Club, at the following location – Jacksons Hole, which has an address of 36232 Kestrel Avenue, MN 55760 – Salo Township. (Note: Date of activity for Raffle – April 30th, 2016)

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to adopt Resolution Approving State of Minnesota Joint Powers Agreements with the County of Aitkin on Behalf of its County Attorney and Sheriff and Director of Health and Human Services:

WHEREAS, the County of Aitkin on behalf of its County Attorney, Sheriff, and Director of Health and Human Services desire to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State’s criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide

CALL TO ORDER

APPROVED
AGENDA

CONSENT
AGENDA

CONSUMPTION &
DISPLAY PERMIT
MINNEWAWA
SPORTSMENS'S
CLUB

RESOLUTION
20160209-012
EXEMPT PERMIT
LG220 LAWLER
AREA
COMMUNITY
CLUB

RESOLUTION
20160209-013
RESOLUTION
APPROVING
STATE OF

the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Aitkin on behalf of its County Attorney, Sheriff, and Director of Health and Human Services are hereby approved. Copies of the three Joint Powers Agreements are attached to this Resolution and made a part of it.

2. That the Sheriff, Scott Turner, or his or her successor, is designated the Authorized Representative for the Sheriff. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Undersheriff John Drahota is appointed as the Authorized Representative's designee.

3. That the County Attorney, James Ratz, or his or her successor, is designated the Authorized Representative for the County Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Senior Assistant County Attorney Lisa Roggenkamp Rakotz is appointed as the Authorized Representative's designee.

4. That the Director of Health and Human Services, Thomas Burke, or his or her successor, is designated the Authorized Representative for the Director. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Jessica Schultz is appointed as the Authorized Representative's designee.

5. That Mark Wedel, the Chair of the County of Aitkin, and Nathan Burkett, the County Board Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve Maintenance & Support Contract with TriMin for IFS at a yearly cost of \$6,889.00.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to authorize the DAV Mobile Office use the Aitkin County parking lot on July 12, 2016.

**MINNESOTA
JOINT POWERS
AGREEMENTS
WITH THE
COUNTY OF
AITKIN ON
BEHALF OF ITS
COUNTY
ATTORNEY AND
SHERIFF AND
DIRECTOR OF
HEALTH AND
HUMAN
SERVICES**

**TRIMIN
CONTRACT**

**DAV MOBILE
OFFICE**

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the sale of the following Land Dept. vehicles: Unit #460 – 1988 Chevy 1 ton; Unit #608 – 2002 Chevy ½ ton 4x4; Unit 587 – 2006 Ford F150 4x4; Unit 883 – 1998 Ford F150 4x4; Unit 27 – 2000 Ford F150 4x4.

AUTHORIZE SALE OF LAND DEPT. VEHICLES

Mark Jacobs, Land Commissioner discussed with the Board the difficulties loggers are having harvesting timber due to the unseasonably warm winter. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve a no fee, one-year extension for all timber permits, purchased at auction, that expire on March 15, 2017.

EMERGENCY TIMBER PERMIT EXTENSION

Terry Neff, Environmental Services Director discussed with the Board a proposed amendment to the FBL Fee Schedule, which would establish a site fee for fish house campsites at resorts. Dean Hanson, Agate Bay Resort; Jim Kromer, Barnacles Resort; and Steve Kulifaj, Red Door Resort were in attendance and voiced their concerns. The Board remanded the matter back to Environmental Services staff, asked them to meet with resort owners, and bring the matter back to the Board at a later date.

FISH HOUSE CAMPSITE FEES

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund, to adopt resolution – Exempt Permit LG220 Up North Riders ATV Club. Roll call vote (4-0-1 Napstad abstained):

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Up North Riders ATV Club Inc., at the following location – Fisherman’s Bay, which has an address of 50933 State Highway 65, McGregor, MN 55760 – Workman Township. (Note: Date of activity for Raffle – October 15th, 2016)

RESOLUTION 20160209-014 EXEMPT PERMIT LG220 UP NORTH RIDERS ATV CLUB

A Public Hearing for Riverwood Healthcare Center Refinancing Project was held at 10:00 a.m. Nathan Burkett, County Administrator discussed the conduit financing request with the Board. Tucker Plumstead, National Healthcare Capital spoke on behalf of Riverwood Healthcare Center. No other public comment was given. The Board will address this issue at the March 8th County Board meeting and take action at that time.

PUBLIC HEARING FOR RIVERWOOD HEALTHCARE CENTER REFINANCING PROJECT

Nathan Burkett, County Administrator and Liz DeRuyck, CMCC Associate Director discussed Community Corrections options for Aitkin County with the Board. The Board consensus is for the County Administrator to continue his search for a county willing to form a CCA alliance with Aitkin County.

COMMUNITY CORRECTIONS OPTIONS

Nathan Burkett, County Administrator discussed Facilities Committee recommendations with the Board. The Board consensus is for the County Administrator to obtain conceptual facilities designs for long term security, safety, customer service and operational efficiency.

FACILITIES COMMITTEE

The Board discussed the following: Enbridge/Sandpiper, Facilities, BWSR, McGregor Airport Commission, NCLUCB, MRCC, Mille Lacs County, Sobriety Court, Palisade Midwinter Festival, Personnel, Economic Development, Health & Human Services, CARE, Planning Commission, and TZD.

**BOARD
DISCUSSION**

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 12:47 p.m. until Tuesday, February 23, 2016 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Nathan Burkett, County Administrator

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

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
1	DEPT			Commissioners		
86222	Aitkin Independent Age 01-001-000-0000-6230	P	10.00	Synopsis 12/22/15	1479	Printing, Publishing & Adv
	01-001-000-0000-6230	P	62.50	Synopsis 11/10/15	1479	Printing, Publishing & Adv
	01-001-000-0000-6230		122.50	Synopsis 01/05/16	1479	Printing, Publishing & Adv
86222	Aitkin Independent Age		195.00	3 Transactions		
8175	Centurylink 01-001-000-0000-6250		7.04	Local phone	313645966	Telephone
8175	Centurylink		7.04	1 Transactions		
6097	Verizon Wireless 01-001-000-0000-6250		31.34	Cell phone charges 01/07/2016 02/06/2016	286287802	Telephone
	01-001-000-0000-6250		35.01	Monthly MiFi charge 01/05/2016 02/04/2016	786663881	Telephone
6097	Verizon Wireless		66.35	2 Transactions		
1	DEPT Total:		268.39	Commissioners	3 Vendors	6 Transactions
12	DEPT			Court Administration		
8175	Centurylink 01-012-000-0000-6250		112.61	Local phone Q1	313645966	Telephone
8175	Centurylink		112.61	1 Transactions		
10185	Centurylink Communications Inc 01-012-000-0000-6250		52.91	LD Phone Q1	320146217	Telephone
10185	Centurylink Communications Inc		52.91	1 Transactions		
2650	Kingsley/Marlene E 01-012-000-0000-6252		50.00	COURT VISITOR FEES		Witnesses
	01-012-000-0000-6252		35.00	MILEAGE		Witnesses
2650	Kingsley/Marlene E		85.00	2 Transactions		
2810	Larson/Shari S 01-012-000-0000-6232		1,281.25	FEES		Attorney Services
	01-012-000-0000-6232		90.72	COSTS		Attorney Services
2810	Larson/Shari S		1,371.97	2 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'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
12	DEPT Total:		1,622.49	Court Administration	4 Vendors	6 Transactions
40	DEPT			Auditor		
86222	Aitkin Independent Age 01-040-021-0000-6230		36.00	Ser Dir/AGE	1014	Printing, Publishing & Adv
86222	Aitkin Independent Age		36.00		1 Transactions	
783	Canon Financial Services, Inc 01-040-000-0000-6231		220.24	Contract Charge-026	15771690	Services, Labor, Contracts
783	Canon Financial Services, Inc		220.24		1 Transactions	
8175	Centurylink 01-040-000-0000-6250		49.27	Local phone	313645966	Telephone
	01-040-021-0000-6250		306.85	Local phone	314154028	License Center-Phone
8175	Centurylink		356.12		2 Transactions	
10185	Centurylink Communications Inc 01-040-000-0000-6250		7.75	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		7.75		1 Transactions	
1457	CPS Technology Solutions, Inc 01-040-000-0000-6231		26.40	March Maintenance contract	369947	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		26.40		1 Transactions	
2214	Holder/Maryann 01-040-021-0000-6301		750.00	MARCH LICENSE CTR RENT		Rentals
2214	Holder/Maryann		750.00		1 Transactions	
3195	MCCC 01-040-000-0000-6241		2,661.00	IFS Gen Support/Enhancement	2Y1601234	Registration Fee
3195	MCCC		2,661.00		1 Transactions	
3267	Peysar/Kirk 01-040-000-0000-6332		489.08	MACO HOTEL 02/02/2016 02/05/2016		Hotels / Motels
	01-040-000-0000-6330		74.09	Mileage-MCIS meeting 02/19/2016 02/19/2016	137.2@.54	Transportation & Travel
	01-040-000-0000-6330		147.42	MACO MILEAGE	273@.54	Transportation & Travel
	01-040-000-0000-6330		35.10	Mileage-Shamrock Twp	65@.54	Transportation & Travel

Aitkin County



Audit List for Board COMMISSIONER'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
3267	Peysar/Kirk		745.69	02/11/2016 02/11/2016	4 Transactions	
86235	The Office Shop Inc					
	01-040-000-0000-6405		31.77	pens, staples, legal pads	1000019-0	Office & Computer Supplies
	01-040-021-0000-6405		9.87	markers, 3-ring binder	283750-0	Office & Computer Supplies
	01-040-021-0000-6405		4.64	Inserts	283763-0	Office & Computer Supplies
	01-040-000-0000-6405		33.39	Payroll jacket folders	999986-0	Office & Computer Supplies
86235	The Office Shop Inc		79.67		4 Transactions	
13855	Varidesk LLC					
	01-040-000-0000-6625		434.30	Stand Up Workstation-Liz	#1-N-20368	Office Equipment
13855	Varidesk LLC		434.30		1 Transactions	
40	DEPT Total:		5,317.17	Auditor	10 Vendors	17 Transactions
41	DEPT			Internal Audit		
	3358 Minnesota State Auditor					
	01-041-000-0000-6231	O	17,712.35	Audit Services yr end 12/31/15	66692	Services, Labor, Etc
				11/18/2015 01/26/2016		
	3358 Minnesota State Auditor		17,712.35		1 Transactions	
41	DEPT Total:		17,712.35	Internal Audit	1 Vendors	1 Transactions
42	DEPT			Treasurer		
	8175 Centurylink					
	01-042-000-0000-6250		28.15	Local phone	313645966	Telephone
	8175 Centurylink		28.15		1 Transactions	
10185	Centurylink Communications Inc					
	01-042-000-0000-6250		2.13	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		2.13		1 Transactions	
4173	Grams/Lori					
	01-042-000-0000-6332		489.08	MACO HOTEL		Hotel / Motel Lodging
				02/01/2016 02/05/2016		
	01-042-000-0000-6340		39.68	MACO MEALS		Meals (Overnight)
				02/01/2016 02/05/2016		

Aitkin County



Audit List for Board COMMISSIONER'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 #	
01-042-000-0000-6330		147.96	MACO MILES 02/01/2016 02/05/2016 3 Transactions	274@.54 Transportation & Travel
4173 Grams/Lori		676.72		
9878 Hughes/Julie 01-042-000-0000-6330		26.40	MCIS mtg Mileage 01/26/2016 01/26/2016	60@.44 Transportation & Travel
01-042-000-0000-6405		89.74	3 floor mats for standup desks 02/16/2016 02/16/2016 2 Transactions	Kohls Office & Computer Supplies
9878 Hughes/Julie		116.14		
13855 Varidesk LLC 01-042-000-0000-6625		1,303.14	3 Stand Up Workstations	#1-N-20368 Office Equipment
13855 Varidesk LLC		1,303.14	1 Transactions	
42 DEPT Total:		2,126.28	Treasurer	5 Vendors 8 Transactions
43 DEPT			Assessor	
170 Aitkin Motor Company 01-043-000-0000-6511		45.26	Oil change-2012 Ford truck	8002 Gas And Oil
170 Aitkin Motor Company		45.26	1 Transactions	
783 Canon Financial Services, Inc 01-043-000-0000-6231		164.08	Contract Charge-033	15771695 Services, Labor, Contracts
783 Canon Financial Services, Inc		164.08	1 Transactions	
8175 Centurylink 01-043-000-0000-6250		77.42	Local phone	313645966 Telephone
8175 Centurylink		77.42	1 Transactions	
10185 Centurylink Communications Inc 01-043-000-0000-6250		15.66	LD Phone	320146217 Telephone
10185 Centurylink Communications Inc		15.66	1 Transactions	
1457 CPS Technology Solutions, Inc 01-043-000-0000-6231		46.20	March Maintenance contract	369947 Services, Labor, Contracts
1457 CPS Technology Solutions, Inc		46.20	1 Transactions	
1570 Freedom Valu Centers, Inc				

Aitkin County



Audit List for Board COMMISSIONER'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
1570	Freedom Valu Centers, Inc	01-043-000-0000-6511		248.55	January Fuel		11347	Gas And Oil	
				248.55		1 Transactions			
86235	The Office Shop Inc	01-043-000-0000-6405		14.64	Binders, Lead, Notes		1000253-0	Office, Film & Computer Supplies	
86235	The Office Shop Inc			14.64		1 Transactions			
13855	Varidesk LLC	01-043-000-0000-6625		434.38	Stand Up Workstation-Mike		#1-N-20368	Office Equipment	
13855	Varidesk LLC			434.38		1 Transactions			
6097	Verizon Wireless	01-043-000-0000-6250		86.30	MONTHLY CELL PHONE BILL		680690882	Telephone	
					01/02/2016	02/01/2016			
6097	Verizon Wireless			86.30		1 Transactions			
43	DEPT Total:			1,132.49	Assessor		9 Vendors	9 Transactions	
44	DEPT				Central Services				
783	Canon Financial Services, Inc	01-044-000-0000-6231		326.43	Copier Contract Charges-031		15771694	Services, Labor, Contracts	
783	Canon Financial Services, Inc			326.43		1 Transactions			
10185	Centurylink Communications Inc	01-044-000-0000-6250		0.53	LD Phone		320146217	Telephone	
		01-044-000-0000-6250		0.22	TOLL FREE PHONE CHARGES		320295974	Telephone	
10185	Centurylink Communications Inc			0.75		2 Transactions			
1010	City Of Aitkin	01-044-100-0000-6800	O	7,430.50	2015 2ND 1/2 ABATEMENT			Tax Abatements	
1010	City Of Aitkin			7,430.50		1 Transactions			
12050	Maven Perspectives	01-044-000-0000-6231	P	3,450.00	LLCC MARKETING MTG		1369	Services, Labor, Contracts	
					10/30/2015	10/30/2015			
		01-044-000-0000-6231	P	900.00	mkting mtg w/Wendie/Courtney		1369	Services, Labor, Contracts	
					10/30/2015	10/30/2015			
		01-044-000-0000-6231	P	43.70	OCTOBER 30TH MILEAGE		1369	Services, Labor, Contracts	
					10/30/2015	10/30/2015			

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
01-044-000-0000-6231	P	Courtney strength finder asses	1369	Services, Labor, Contracts
12050 Maven Perspectives		10/30/2015 10/30/2015		4 Transactions
13013 NEOPOST GREAT PLAINS		TAPES/INK/FREIGHT	GP47571	Postage Supplies
01-044-048-0000-6405				1 Transactions
13013 NEOPOST GREAT PLAINS				
3336 Office Of Enterprise Technology		JANUARY USEAGE	DV16010382	Services, Labor, Contracts
01-044-000-0000-6231				1 Transactions
3336 Office Of Enterprise Technology				
44 DEPT Total:		14,000.88 Central Services	6 Vendors	10 Transactions
45 DEPT		Motor Pool		
170 Aitkin Motor Company		Oil chg, rotate-#47 Escape	7981	Car Maintenance
01-045-000-0000-6302		Oil chg, rotate-#55 Escape	8005	Car Maintenance
01-045-000-0000-6302				2 Transactions
170 Aitkin Motor Company				
13529 Keith's Towing		Tow #47 Blue Ford Escape	2/10/16	Car Maintenance
01-045-000-0000-6302				1 Transactions
13529 Keith's Towing				
45 DEPT Total:		261.24 Motor Pool	2 Vendors	3 Transactions
49 DEPT		Information Technologies		
5398 CDW Government, Inc		Cisco 892.11AC Cap W/Cln Air	BWT8808	As/400, Computer & Office Equip.
01-049-000-0000-6625				1 Transactions
5398 CDW Government, Inc				
8175 Centurylink		Local phone	313645966	Telephone
01-049-000-0000-6250				1 Transactions
8175 Centurylink				
10185 Centurylink Communications Inc		LD Phone	320146217	Telephone
01-049-000-0000-6250				

Aitkin County



Audit List for Board COMMISSIONER'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
10185	Centurylink Communications Inc		6.67		1 Transactions	
11406	Innovative Office Solutions					
	01-049-000-0000-6405		47.88	Office Supplies	IN1070650	Office Supplies (Non Computer)
	01-049-000-0000-6405		1.13	Office Supplies	IN1075516	Office Supplies (Non Computer)
	01-049-000-0000-6405		4.19-	Credit memo	SCN-042042	Office Supplies (Non Computer)
11406	Innovative Office Solutions		44.82		3 Transactions	
9126	MNCITLA					
	01-049-000-0000-6208		250.00	Membership Renewal		Training/Education
9126	MNCITLA		250.00		1 Transactions	
13855	Varidesk LLC					
	01-049-000-0000-6405		434.38	Stand Up Workstation-Carol	#1-N-20368	Office Supplies (Non Computer)
	01-049-000-0000-6405		434.38	Stand Up Workstation-Max	#1-N-20368	Office Supplies (Non Computer)
13855	Varidesk LLC		868.76		2 Transactions	
6097	Verizon Wireless					
	01-049-000-0000-6231		61.03	Renewal	386695110	Programming, Services, Contracts
				01/02/2016 02/01/2016		
6097	Verizon Wireless		61.03		1 Transactions	
49	DEPT Total:		1,889.06	Information Technologies	7 Vendors	10 Transactions
52	DEPT			Administration/Personnel Dept		
86222	Aitkin Independent Age					
	01-052-000-0000-6230		66.93	Position Vacancies-1/13/16	1483	Printing, Publishing & Adv
	01-052-000-0000-6230		59.19	Position Vacancies-1/27/16	1483	Printing, Publishing & Adv
86222	Aitkin Independent Age		126.12		2 Transactions	
13170	Burkett/Nathan					
	01-052-000-0000-6330		52.80	CMCC Mileage	120@.44	Transportation & Travel & Parking
				01/06/2016 01/06/2016		
	01-052-000-0000-6330		52.80	CMCC Mileage	120@.44	Transportation & Travel & Parking
				02/01/2016 02/01/2016		
	01-052-000-0000-6330		74.80	ARDC Mileage-Duluth	170@.44	Transportation & Travel & Parking
				01/21/2016 01/21/2016		
13170	Burkett/Nathan		180.40		3 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'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
8175	Centurylink 01-052-000-0000-6250		42.21	Local phone	313645966	Telephone
8175	Centurylink		42.21	1 Transactions		
10185	Centurylink Communications Inc 01-052-000-0000-6250		22.68	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		22.68	1 Transactions		
12048	McDowell Agency, Inc./The 01-052-000-0000-6234		69.00	BACKGROUND SCREENING	72087	Background Check Fee
12048	McDowell Agency, Inc./The		69.00	1 Transactions		
13412	Pemberton, Sorlie, Rufer & Kershner PLLC 01-052-000-0000-6232		52.50	Fees .5@\$105	20146317-000M	Attorney Services
	01-052-000-0000-6232		102.00	Fees .6@\$170	20146317-000M	Attorney Services
13412	Pemberton, Sorlie, Rufer & Kershner PLLC		154.50	2 Transactions		
6097	Verizon Wireless 01-052-000-0000-6250		26.02	Monthly MiFi charge 01/05/2016 02/04/2016	786663881	Telephone
6097	Verizon Wireless		26.02	1 Transactions		
52	DEPT Total:		620.93	Administration/Personnel Dept	7 Vendors	11 Transactions
90	DEPT			Attorney		
783	Canon Financial Services, Inc 01-090-000-0000-6625		355.45	Contract Charge-028	15788675	Office Equipment
783	Canon Financial Services, Inc		355.45	1 Transactions		
8175	Centurylink 01-090-000-0000-6250		63.34	Local phone	313645966	Telephone
8175	Centurylink		63.34	1 Transactions		
10185	Centurylink Communications Inc 01-090-000-0000-6250		15.70	LD Phone	320146217	Telephone
	01-090-000-0000-6250		1.79	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		17.49	2 Transactions		
1180	Crow Wing Co Sheriff's Office					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
1180	Crow Wing Co Sheriff's Office	01-090-000-0000-6234			75.00	Subpoena 01CR151107		2459		Co Sheriff Services	
					75.00		1 Transactions				
89541	Culligan	01-090-000-0000-6213			69.00	monthly water supplies		150x00791400		Drug & Forfeiture Ms387.213	
		01-090-000-0000-6213			115.54	Equipment Rental Service		150x00791400		Drug & Forfeiture Ms387.213	
		01-090-000-0000-6213			69.00	monthly water supplies		150x00796805		Drug & Forfeiture Ms387.213	
89541	Culligan				253.54		3 Transactions				
3273	Mn Co Attorneys Assn	01-090-000-0000-6406			40.00	5 Cnty Atty Directories		200000063		Law Publ. & Subscriptions	
3273	Mn Co Attorneys Assn				40.00		1 Transactions				
9489	Redwood Toxicology Laboratory, Inc	01-090-000-0000-6213			62.16	UA REIMBURSEMENTS		12289120161		Drug & Forfeiture Ms387.213	
9489	Redwood Toxicology Laboratory, Inc				62.16		1 Transactions				
86235	The Office Shop Inc	01-090-000-0000-6405			538.04	OFFICE SUPPLIES		999420-0		Office & Computer Supplies	
86235	The Office Shop Inc				538.04		1 Transactions				
5173	THOMSON REUTERS-WEST PUBLISHING	01-090-000-0000-6406			1,158.11	JANUARY INFORMATION CHARGES		833378684		Law Publ. & Subscriptions	
		01-090-000-0000-6406			38.50	MN Practice Series V12		833480210		Law Publ. & Subscriptions	
		01-090-000-0000-6406			232.00	LAFAVE Crim Proc 4th V1-V4		833480210		Law Publ. & Subscriptions	
		01-090-000-0000-6406			174.00	LAFAVE Crim Proc 4th V5-V7		833480210		Law Publ. & Subscriptions	
		01-090-000-0000-6406			189.00	MN Family Law 2016 Pamphlet		833480210		Law Publ. & Subscriptions	
		01-090-000-0000-6406			846.00	MN Crim Law 2016 Pamphlet		833480210		Law Publ. & Subscriptions	
5173	THOMSON REUTERS-WEST PUBLISHING				2,637.61		6 Transactions				
90	DEPT Total:				4,042.63	Attorney		9 Vendors		17 Transactions	
100	DEPT					Recorder					
86222	Aitkin Independent Age	01-100-000-0000-6230			34.00	AGE Subscription		1481		Printing, Publishing & Adv	
86222	Aitkin Independent Age				34.00		1 Transactions				
8175	Centurylink	01-100-000-0000-6250			21.11	Local phone		313645966		Telephone	

Aitkin County



Audit List for Board COMMISSIONER'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
8175	Centurylink		21.11		1 Transactions	
10185	Centurylink Communications Inc 01-100-000-0000-6250		7.79	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		7.79		1 Transactions	
11406	Innovative Office Solutions 01-100-000-0000-6405		182.09	ENVELOPES & SUPPLIES	IN1070651	Office & Computer Supplies
11406	Innovative Office Solutions		182.09		1 Transactions	
10795	Moriarty/Michael 01-100-000-0000-6332		489.08	MACO HOTEL 02/03/2016		Hotels / Motels
	01-100-000-0000-6330		119.68	MACO MILEAGE	272@.44	Transportation & Travel
10795	Moriarty/Michael		608.76		2 Transactions	
13855	Varidesk LLC 01-100-196-0000-6625		434.38	Stand Up Workstation	#1-N-20368	Office & Other Equipment-Recorder's
13855	Varidesk LLC		434.38		1 Transactions	
100	DEPT Total:		1,288.13	Recorder	6 Vendors	7 Transactions
110	DEPT			Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services 01-110-000-0000-6422		35.65	tissue, towels, mop & tool	2200749167	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		35.65		1 Transactions	
8175	Centurylink 01-110-000-0000-6250		14.08	Local phone	313645966	Phone
8175	Centurylink		14.08		1 Transactions	
10185	Centurylink Communications Inc 01-110-000-0000-6250		2.25	LD Phone	320146217	Phone
10185	Centurylink Communications Inc		2.25		1 Transactions	
1491	Dutch's Electric, Inc 01-110-000-0000-6231		92.88	change ballast Recorders	24003	Services, Labor, Contracts
1491	Dutch's Electric, Inc		92.88		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'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
1570	Freedom Valu Centers, Inc 01-110-000-0000-6511		41.78	Jan. Fuel for Maintenance	20559	Gas And Oil
1570	Freedom Valu Centers, Inc		41.78	1 Transactions		
1754	Garrison Disposal Company, Inc 01-110-000-0000-6255		522.63	Waste Removal	8215027	Garbage
1754	Garrison Disposal Company, Inc		522.63	1 Transactions		
2186	Hillyard Inc - Kansas City 01-110-000-0000-6422		294.00	Ice Melter	601953858	Janitorial Supplies
2186	Hillyard Inc - Kansas City		294.00	1 Transactions		
2340	Hyytinen Hardware Hank 01-110-000-0000-6422		1.60	SCREWS	1306606	Janitorial Supplies
	01-110-000-0000-6422		0.90	ROLL PINS	1306763	Janitorial Supplies
	01-110-000-0000-6422		1.98	KEY, SINGLE CUT	1309738	Janitorial Supplies
2340	Hyytinen Hardware Hank		4.48	3 Transactions		
12927	Midwest Machinery Co. 01-110-000-0000-6422		2.96	FLANGE NUT, IDLER	1209109	Janitorial Supplies
	01-110-000-0000-6422		85.52	AM127779 IDLER	1211782	Janitorial Supplies
	01-110-000-0000-6422		86.32-	RETURN AM127779 IDLER	1212078	Janitorial Supplies
	01-110-000-0000-6422		86.32	TCA12892 GEAR	1212078	Janitorial Supplies
12927	Midwest Machinery Co.		88.48	4 Transactions		
89765	Minnesota Elevator, Inc 01-110-000-0000-6231		165.27	FEBRUARY MONTHLY SERVICE	651732	Services, Labor, Contracts
89765	Minnesota Elevator, Inc		165.27	1 Transactions		
9692	Minnesota Energy Resources Corporation 01-110-000-0000-6254		1,767.37	GAS-COURTHOUSE	0506823754	Utilities & Heating
9692	Minnesota Energy Resources Corporation		1,767.37	1 Transactions		
3532	Nelson Lawn & Landscaping 01-110-000-0000-6231		62.50	SNOWPLOWING INV 850 01/28/2016 01/28/2016	.5@125	Services, Labor, Contracts
	01-110-000-0000-6231		312.50	SNOWPLOWING INV 850 01/26/2016 01/26/2016	2.5@125	Services, Labor, Contracts
	01-110-000-0000-6231		200.00	SNOWPLOWING INV 850	2@100	Services, Labor, Contracts

Aitkin County



Audit List for Board COMMISSIONER'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
	01-110-000-0000-6231	P	437.50	01/26/2016 01/26/2016 SNOWPLOWING INV 850	3@125	Services, Labor, Contracts
3532	Nelson Lawn & Landscaping		1,012.50	12/27/2015 12/27/2015 4 Transactions		
6097	Verizon Wireless 01-110-000-0000-6250		31.32	01/07/2016 02/06/2016 Cell phone charges	286287802	Phone
6097	Verizon Wireless		31.32	1 Transactions		
110	DEPT Total:		4,072.69	Courthouse Maintenance	13 Vendors	21 Transactions
120	DEPT			Service Officer		
8175	Centurylink 01-120-000-0000-6250		7.04	Local phone	313645966	Telephone
8175	Centurylink		7.04	1 Transactions		
10185	Centurylink Communications Inc 01-120-000-0000-6250		30.78	LD Phone	320146217	Telephone
	01-120-000-0000-6250		3.61	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		34.39	2 Transactions		
4641	Holiday Credit Office 01-120-000-0000-6511		180.96	JANUARY VET VAN GAS	1400000136034	Gas And Oil
4641	Holiday Credit Office		180.96	1 Transactions		
2660	KKIN Radio 01-120-000-0000-6230	P	150.00	Advertising package	6701000020002	Printing, Publishing & Adv
2660	KKIN Radio		150.00	1 Transactions		
120	DEPT Total:		372.39	Service Officer	4 Vendors	5 Transactions
122	DEPT			Planning & Zoning		
86222	Aitkin Independent Age 01-122-000-0000-6230		66.00	PC hearing notice 1/25/16	1482	Printing, Publishing & Adv
	01-122-000-0000-6230		25.00	BOA hearing notice 2/3/16	1482	Printing, Publishing & Adv
86222	Aitkin Independent Age		91.00	2 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'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
734	Bright/Irene 01-122-000-0000-6350		50.00	BOA Meeting	2/3/16	Per Diem
	01-122-000-0000-6350		10.00	ONSITE	41739V	Per Diem
	01-122-038-0000-6330		37.26	BOA/Onsite mileage	69@.54	Boa/Pc Mileage
734	Bright/Irene		97.26	3 Transactions		
783	Canon Financial Services, Inc 01-122-000-0000-6231		248.73	Copier Contract Charges-029	15771692	Services, Labor, Contracts, Programming
783	Canon Financial Services, Inc		248.73	1 Transactions		
8175	Centurylink 01-122-000-0000-6250		49.27	Local phone	313645966	Telephone
8175	Centurylink		49.27	1 Transactions		
10185	Centurylink Communications Inc 01-122-000-0000-6250		27.56	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		27.56	1 Transactions		
4641	Holiday Credit Office 01-122-000-0000-6511		16.73	JANUARY GAS	1400000135321	Gas And Oil
4641	Holiday Credit Office		16.73	1 Transactions		
5516	Paquette/Jeremy M 01-122-000-0000-6350		50.00	BOA MEETING	2/3/16	Per Diem
	01-122-038-0000-6330		33.48	BOA MILEAGE	62@.54	Boa/Pc Mileage
5516	Paquette/Jeremy M		83.48	2 Transactions		
4010	Rasley Oil Company 01-122-000-0000-6511		10.50	JANUARY FUEL CHARGES	AITCOZOS	Gas And Oil
4010	Rasley Oil Company		10.50	1 Transactions		
9261	RTVision, Inc. 01-122-000-0000-6231		4,000.00	ePermitting support/maintenanc 04/01/2016 04/01/2017	12245	Services, Labor, Contracts, Programming
9261	RTVision, Inc.		4,000.00	1 Transactions		
10028	Spiel/Edward 01-122-000-0000-6350		50.00	BOA MEETING	2/3/16	Per Diem
	01-122-000-0000-6350		10.00	ONSITE	41739V	Per Diem

Aitkin County



Audit List for Board COMMISSIONER'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
10028	Spiel/Edward 01-122-038-0000-6330		104.28	BOA/ONSITE MILEAGE	82@.54	Boa/Pc Mileage
				3 Transactions		
86235	The Office Shop Inc 01-122-000-0000-6231		292.66	COPY CONTRACT	283563-0	Services, Labor, Contracts, Programming
86235	The Office Shop Inc		292.66		1 Transactions	
10017	Tveit/Galen 01-122-000-0000-6350		50.00	BOA MEETING	2/3/16	Per Diem
	01-122-000-0000-6350		10.00	ONSITE	41739V	Per Diem
	01-122-038-0000-6330		46.44	BOA/ONSITE MILEAGE	86@.54	Boa/Pc Mileage
10017	Tveit/Galen		106.44		3 Transactions	
13855	Varidesk LLC 01-122-000-0000-6625		434.38	Stand Up Workstation-Kristi	#1-N-20368	Office Equipment
13855	Varidesk LLC		434.38		1 Transactions	
122	DEPT Total:		5,562.29	Planning & Zoning	13 Vendors	21 Transactions
123	DEPT			Coroner		
988	Hennepin Co Medical Centers 01-123-000-0000-6260	O	504.00	ME 15-3153		Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260	O	76.00	ME 15-3224		Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260	O	129.00	ME 15-3233		Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260	O	201.00	ME 15-3234		Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260	O	129.00	ME 15-3235		Autopsies--Pathologist, Xrays, Etc
988	Hennepin Co Medical Centers		1,039.00		5 Transactions	
3987	Ramsey County Medical Examiner 01-123-000-0000-6260	O	1,400.00	ME 15-3153		Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260	O	1,400.00	ME 15-3224		Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260	O	1,400.00	ME 15-3233		Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260	O	1,400.00	ME 15-3234		Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260	O	1,400.00	ME 15-3235		Autopsies--Pathologist, Xrays, Etc
3987	Ramsey County Medical Examiner		7,000.00		5 Transactions	
123	DEPT Total:		8,039.00	Coroner	2 Vendors	10 Transactions

Aitkin County



Audit List for Board COMMISSIONER'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
200	DEPT			Enforcement		
86222	Aitkin Independent Age 01-200-000-0000-6405		34.00	Annual Subscription	1088	Office Supplies
86222	Aitkin Independent Age		34.00	1 Transactions		
170	Aitkin Motor Company 01-200-000-0000-6302		254.28	3 spare keys 2016 F150	7886	Car Maintenance
170	Aitkin Motor Company		254.28	1 Transactions		
11960	ASAP Towing 01-200-000-0000-6359		103.75	Tow Sable 16-0279	4025	Wrecker Service
	01-200-000-0000-6359		107.50	Tow Cadillac 16-0440	4032	Wrecker Service
	01-200-000-0000-6359		111.25	Tow Lumina 16-0446	4034	Wrecker Service
11960	ASAP Towing		322.50	3 Transactions		
4488	Automated Word Professionals 01-200-000-0000-6231		88.50	Transcription	16-SO0100	Services & Labor (Incl Contracts)
4488	Automated Word Professionals		88.50	1 Transactions		
13325	Bruggman/Paul 01-200-040-0000-6304		125.00	reimb.for speaker M.Logan		TZD Grant Expenses
	01-200-040-0000-6304		10.00	January phone expense		TZD Grant Expenses
	01-200-040-0000-6304		156.60	January Miles	290@.54	TZD Grant Expenses
	01-200-040-0000-6304		1,280.00	January Hours	40@\$32	TZD Grant Expenses
13325	Bruggman/Paul		1,571.60	4 Transactions		
5398	CDW Government, Inc 01-200-000-0000-6405		261.09	MS Office deputy PC	BZH2814	Office Supplies
5398	CDW Government, Inc		261.09	1 Transactions		
8175	Centurylink 01-200-000-0000-6250		182.99	Local phone	313645966	Telephone
	01-200-000-0000-6250		56.30	Local phone-PROBATION	313645966	Telephone
8175	Centurylink		239.29	2 Transactions		
10185	Centurylink Communications Inc 01-200-000-0000-6250		82.99	LD Phone	320146217	Telephone
	01-200-000-0000-6250		72.53	LD Phone-Probation	320146217	Telephone
	01-200-000-0000-6250		9.30	TOLL FREE PHONE CHARGES	320295974	Telephone

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10185	Centurylink Communications Inc			164.82	3 Transactions		
1570	Freedom Valu Centers, Inc 01-200-000-0000-6511			10.66	Gasoline	9334	Gas And Oil
1570	Freedom Valu Centers, Inc			10.66	1 Transactions		
8156	Hibbing Community College 01-200-003-0000-6241			3,400.00	2016 ARTLET Membership	93696	Registration Fee
8156	Hibbing Community College			3,400.00	1 Transactions		
4641	Holiday Credit Office 01-200-000-0000-6511			127.07	Commercial Account Gas	1400000288942	Gas And Oil
4641	Holiday Credit Office			127.07	1 Transactions		
2340	Hyytinen Hardware Hank 01-200-000-0000-6409		P	18.74	velcro	1302824	Deputy Supplies
2340	Hyytinen Hardware Hank			18.74	1 Transactions		
10567	Lake Country Auto Center Of Aitkin 01-200-000-0000-6302			62.74	oil change, rotate tires #209	22442	Car Maintenance
	01-200-000-0000-6302			523.08	4 tires, install #225	22447	Car Maintenance
	01-200-000-0000-6302			36.74	Oil change #224	22487	Car Maintenance
10567	Lake Country Auto Center Of Aitkin			622.56	3 Transactions		
3100	McGregor Oil 01-200-000-0000-6511			37.77	Gas #220	AITKINSH	Gas And Oil
3100	McGregor Oil			37.77	1 Transactions		
5892	McGregor Printing & Graphics, Inc 01-200-000-0000-6230			49.00	BUSINESS CARDS-SH.COOK	18633	Printing, Publishing & Adv
5892	McGregor Printing & Graphics, Inc			49.00	1 Transactions		
10412	O'Reilly Auto Parts 01-200-000-0000-6302			3.29	mirror adhesive #219	1878-320820	Car Maintenance
10412	O'Reilly Auto Parts			3.29	1 Transactions		
10085	Payment/Greg 01-200-019-0000-6231			64.13	BOARDING OF K-9 LOKI	1/3/16	Services, Labor, Contracts

Aitkin County



Audit List for Board COMMISSIONER'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
10085	Payment/Greg		64.13		1 Transactions	
4010	Rasley Oil Company 01-200-000-0000-6511		66.90	JANUARY GAS-SHERIFF	AITCOSHERS	Gas And Oil
4010	Rasley Oil Company		66.90		1 Transactions	
12214	Shopko Store Operating Co. LLC 01-200-000-0000-6302		14.94	WINDSHIELD WASHER FLUID	3749	Car Maintenance
12214	Shopko Store Operating Co. LLC		14.94		1 Transactions	
4681	Streichers 01-200-000-0000-6409 01-200-000-0000-6409		177.96 54.98	flashlight charger,charge cord cuff/mag holder #206	11192240 11193847	Deputy Supplies Deputy Supplies
4681	Streichers		232.94		2 Transactions	
86235	The Office Shop Inc 01-200-000-0000-6405		773.50	annual maint.-admin copier	283579-0	Office Supplies
86235	The Office Shop Inc		773.50		1 Transactions	
5173	THOMSON REUTERS-WEST PUBLISHING 01-200-000-0000-6405		634.50	Annual crim law books	833457101	Office Supplies
5173	THOMSON REUTERS-WEST PUBLISHING		634.50		1 Transactions	
6128	Tire Barn 01-200-000-0000-6302 01-200-000-0000-6302 01-200-000-0000-6302 01-200-000-0000-6302		43.98 139.72 663.44 50.68	oil change #219 tire, install #209 4 tires, install #223 Exp oil change #212	33510 33545 33552 33601	Car Maintenance Car Maintenance Car Maintenance Car Maintenance
6128	Tire Barn		897.82		4 Transactions	
200	DEPT Total:		9,889.90	Enforcement	23 Vendors	37 Transactions
206	DEPT			Forfeitures		
117	Aitkin County Sheriff 01-206-000-0000-6409		20.75	title forfeited vehicle		Forfeiture Supplies
117	Aitkin County Sheriff		20.75		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
206 DEPT Total:		20.75	Forfeitures	1 Vendors	1 Transactions
252 DEPT			Corrections		
783 Canon Financial Services, Inc 01-252-000-0000-6231		96.07	Contract Charge-032	15771687	Services & Labor (Incl Contracts)
783 Canon Financial Services, Inc		96.07		1 Transactions	
8175 Centurylink 01-252-000-0000-6250		112.61	Local phone	313645966	Telephone
8175 Centurylink		112.61		1 Transactions	
10185 Centurylink Communications Inc 01-252-000-0000-6250		108.34	LD Phone	320146217	Telephone
01-252-000-0000-6250		9.30	TOLL FREE PHONE CHARGES	320295974	Telephone
10185 Centurylink Communications Inc		117.64		2 Transactions	
88628 Dalco 01-252-000-0000-6422		456.78	Jail paper products	2988393	Janitorial Supplies
88628 Dalco		456.78		1 Transactions	
1485 Duluth News Tribune 01-252-252-0000-6405		677.04	52 week inmate subscription	178086274	Prisoner Welfare
1485 Duluth News Tribune		677.04		1 Transactions	
1570 Freedom Valu Centers, Inc 01-252-000-0000-6330		14.02	Gasoline	9334	Prisoner Transportation & Travel
1570 Freedom Valu Centers, Inc		14.02		1 Transactions	
2186 Hillyard Inc - Kansas City 01-252-000-0000-6422		619.20	Janitorial	601953906	Janitorial Supplies
2186 Hillyard Inc - Kansas City		619.20		1 Transactions	
2340 Hyytinen Hardware Hank 01-252-000-0000-6590	P	36.98	masking tape, paint	1302648	Repair & Maintenance Supplies
01-252-000-0000-6590	P	16.88	sewer access cover	1302830	Repair & Maintenance Supplies
01-252-000-0000-6590	P	2.48	cap screws	1305397	Repair & Maintenance Supplies
01-252-000-0000-6590	P	7.98	jail door seal adhesive	1306181	Repair & Maintenance Supplies
01-252-000-0000-6590		3.98	frig bulbs	1306544	Repair & Maintenance Supplies
01-252-000-0000-6590		6.39-	return flue stop fits	1306605	Repair & Maintenance Supplies

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
	01-252-000-0000-6590		key, snaps, pully	1307181	Repair & Maintenance Supplies
	01-252-000-0000-6590		yard broom	1307261	Repair & Maintenance Supplies
	01-252-000-0000-6590		coat hooks for dispatch	1310070	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank				9 Transactions
5892	McGregor Printing & Graphics, Inc				
	01-252-000-0000-6230	49.00	BUSINESS CARDS-K.WHITE	18633	Printing, Publishing & Adv
5892	McGregor Printing & Graphics, Inc				1 Transactions
3160	Mille Lacs Energy Coop-Albert Lea				
	01-252-000-0000-6254	409.43	SHELTER/TOWER	345401501	Utilities & Heating
3160	Mille Lacs Energy Coop-Albert Lea				1 Transactions
89765	Minnesota Elevator, Inc				
	01-252-000-0000-6231	165.27	February service billing	651734	Services & Labor (Incl Contracts)
89765	Minnesota Elevator, Inc				1 Transactions
9692	Minnesota Energy Resources Corporation				
	01-252-000-0000-6254	2,334.00	Gas-Jail	0505221458	Utilities & Heating
	01-252-000-0000-6254	799.25-	Gas-Jail	0505399584	Utilities & Heating
	01-252-000-0000-6254	97.14	Gas-STS	0506726121	Utilities & Heating
9692	Minnesota Energy Resources Corporation				3 Transactions
9228	North Memorial Ambulance Service				
	01-252-000-0000-6262	467.83	Gabor,M. transport from jail	2035091	Medical Expenses & Supplies - Inmates
9228	North Memorial Ambulance Service				1 Transactions
3712	Office Depot				
	01-252-000-0000-6405	59.39	toner/printer cartridges	821986203001	Office & Computer Supplies
	01-252-000-0000-6405	207.90	toner/printer cartridges	821987503001	Office & Computer Supplies
3712	Office Depot				2 Transactions
3789	Pan-O-Gold Baking Company				
	01-252-000-0000-6418	164.86	GROCERIES	010024603529	Groceries
	01-252-000-0000-6418	155.98	GROCERIES	010024604225	Groceries
3789	Pan-O-Gold Baking Company				2 Transactions
3810	Paulbeck's County Market				
	01-252-000-0000-6418	365.28	CASES OF CAKE MIX	927210202	Groceries

Aitkin County



Audit List for Board COMMISSIONER'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 #	
3810 Paulbeck's County Market		365.28	1 Transactions	
9499 Reliance Telephone Systems, Inc				
01-252-252-0000-6406		200.00	PHONE CARDS	D-16713 Phone Card Prisoner Welfare
01-252-252-0000-6406		1,400.00	PHONE CARDS	D-16717 Phone Card Prisoner Welfare
9499 Reliance Telephone Systems, Inc		1,600.00	2 Transactions	
4070 Riley Auto Supply				
01-252-000-0000-6590		45.47	AIR HANDLER BELTS	571417 Repair & Maintenance Supplies
4070 Riley Auto Supply		45.47	1 Transactions	
84172 Riverwood Healthcare Center				
01-252-000-0000-6262		395.25	JOHNSON, T.	V7558935 Medical Expenses & Supplies - Inmates
01-252-000-0000-6262		1,508.21	NASON, G.	V7854185 Medical Expenses & Supplies - Inmates
01-252-000-0000-6262		215.98	SARKISYAN, P.	V7907991 Medical Expenses & Supplies - Inmates
84172 Riverwood Healthcare Center		2,119.44	3 Transactions	
5774 Riverwood Healthcare Clinic				
01-252-000-0000-6262		926.31	CLINIC VISITS	Medical Expenses & Supplies - Inmates
5774 Riverwood Healthcare Clinic		926.31	1 Transactions	
9054 Summit Companies				
01-252-000-0000-6590		425.00	1 yr agree./kitchen hood clean	1104000 Repair & Maintenance Supplies
9054 Summit Companies		425.00	1 Transactions	
4761 Sysco Minnesota Inc				
01-252-000-0000-6418		3,308.04	Groceries	602040178 Groceries
01-252-000-0000-6420		22.50	Supplies	602051710 Kitchen Supplies
01-252-000-0000-6418		2,790.13	Groceries	602111514 Groceries
01-252-000-0000-6420		44.50	Supplies	602121657 Kitchen Supplies
01-252-000-0000-6420		56.33	Supplies	602132236 Kitchen Supplies
01-252-000-0000-6418		72.61	Groceries	602132344 Groceries
4761 Sysco Minnesota Inc		6,294.11	6 Transactions	
86235 The Office Shop Inc				
01-252-000-0000-6405		171.42	annual maint.-dispatch copier	283557-0 Office & Computer Supplies
86235 The Office Shop Inc		171.42	1 Transactions	
11608 Thrifty White Pharmacy-McGregor				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		01-252-000-0000-6262			2,525.61	January prescriptions		52914536063080		Medical Expenses & Supplies - Inmates	
11608	Thrifty White Pharmacy-McGregor				2,525.61		1 Transactions				
252	DEPT Total:				20,009.27	Corrections		24 Vendors		45 Transactions	
253	DEPT					Aitkin Co Community Corrections					
88879	Central Mn Community Corrections-DT	01-253-000-0000-6823			11,853.58	MARCH ALLOCATION				County Allocation	
88879	Central Mn Community Corrections-DT				11,853.58		1 Transactions				
8175	Centurylink	01-253-000-0000-6250			7.04	Local phone		313645966		Telephone	
8175	Centurylink				7.04		1 Transactions				
10185	Centurylink Communications Inc	01-253-000-0000-6250			3.95	LD Phone		320146217		Telephone	
10185	Centurylink Communications Inc				3.95		1 Transactions				
4010	Rasley Oil Company	01-253-000-0000-6511			182.52	JANUARY GAS-SHERIFF		AITCOSHERS		Gas And Oil	
4010	Rasley Oil Company				182.52		1 Transactions				
253	DEPT Total:				12,047.09	Aitkin Co Community Corrections		4 Vendors		4 Transactions	
255	DEPT					General Crime Victim Grant					
8175	Centurylink	01-255-000-0000-6250			7.04	Local phone		313645966		Telephone	
8175	Centurylink				7.04		1 Transactions				
10185	Centurylink Communications Inc	01-255-000-0000-6250			5.35	LD Phone		320146217		Telephone	
10185	Centurylink Communications Inc				5.35		1 Transactions				
255	DEPT Total:				12.39	General Crime Victim Grant		2 Vendors		2 Transactions	
257	DEPT					Sobriety Court					
8175	Centurylink	01-257-000-0000-6250			7.04	Local phone		313645966		Telephone	

Aitkin County



Audit List for Board COMMISSIONER'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
8175	Centurylink		7.04		1 Transactions	
257	DEPT Total:		7.04	Sobriety Court	1 Vendors	1 Transactions
280	DEPT			Emergency Management		
8175	Centurylink 01-280-000-0000-6250		14.08	Local phone	313645966	Telephone
8175	Centurylink		14.08		1 Transactions	
10185	Centurylink Communications Inc 01-280-000-0000-6250		1.62	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		1.62		1 Transactions	
1570	Freedom Valu Centers, Inc 01-280-000-0000-6511		8.72	Gasoline	9334	Gas And Oil
1570	Freedom Valu Centers, Inc		8.72		1 Transactions	
280	DEPT Total:		24.42	Emergency Management	3 Vendors	3 Transactions
390	DEPT			Environmental Health (FBL)		
8175	Centurylink 01-390-000-0000-6250		7.04	Local phone	313645966	Telephone
8175	Centurylink		7.04		1 Transactions	
10185	Centurylink Communications Inc 01-390-000-0000-6250		7.44	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		7.44		1 Transactions	
4641	Holiday Credit Office 01-390-000-0000-6511		18.41	JANUARY GAS	1400000135321	Gas And Oil
4641	Holiday Credit Office		18.41		1 Transactions	
12486	Leitinger/Michelle 01-390-000-0000-6330		4.00	parking for Outbreaks training	2/10/16	Transportation & Travel & Parking
12486	Leitinger/Michelle		4.00		1 Transactions	
390	DEPT Total:		36.89	Environmental Health (FBL)	4 Vendors	4 Transactions

Aitkin County



Audit List for Board COMMISSIONER'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
391	DEPT			Solid Waste		
248	AMC/SWAA 01-391-000-0000-6240		100.00	membership app. submission		Dues
248	AMC/SWAA		100.00	1 Transactions		
8175	Centurylink 01-391-000-0000-6250		7.04	Local phone	313645966	Telephone
8175	Centurylink		7.04	1 Transactions		
10185	Centurylink Communications Inc 01-391-000-0000-6250		12.21	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		12.21	1 Transactions		
1754	Garrison Disposal Company, Inc 01-391-060-0000-6360	P	6,121.87	December Recycling Contract		Recycling Contract
1754	Garrison Disposal Company, Inc		6,121.87	1 Transactions		
13855	Varidesk LLC 01-391-000-0000-6625		434.38	Stand Up Workstation-Terry	#1-N-20368	Office Equipment
13855	Varidesk LLC		434.38	1 Transactions		
6097	Verizon Wireless 01-391-000-0000-6250		58.76	monthly cellular charges 01/03/2016 02/02/2016	286252299	Telephone
6097	Verizon Wireless		58.76	1 Transactions		
391	DEPT Total:		6,734.26	Solid Waste	6 Vendors	6 Transactions
392	DEPT			Water Wells		
405	A.W. Research Laboratories, Inc. 01-392-000-0000-6231		41.00	Coliform & Nitrate water test	13664	Services, Labor, Contracts
405	A.W. Research Laboratories, Inc.		41.00	1 Transactions		
392	DEPT Total:		41.00	Water Wells	1 Vendors	1 Transactions
600	DEPT			Ag Society, Soil & Water, Ag Inspect		
2557	Kanabec County Auditor 01-600-552-0000-6836		10,079.00	2016 APPROPRIATION		Soil & Water Snake River Watershed

Aitkin County



Audit List for Board COMMISSIONER'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
2557	Kanabec County Auditor		10,079.00		1 Transactions	
600	DEPT Total:		10,079.00	Ag Society, Soil & Water, Ag Inspect	1 Vendors	1 Transactions
601	DEPT			Extension		
8175	Centurylink 01-601-000-0000-6250		7.04	Local phone	313645966	Telephone
8175	Centurylink		7.04		1 Transactions	
11187	Regents Of The University of Minnesota 01-601-000-0000-6405		99.98	(2) handheld barcode scanners	0300015074	Office Supplies
	01-601-000-0000-6405		124.98	Canon wireless color printer	0300015074	Office Supplies
	01-601-000-0000-6405		36.99	Extra Ink Bundle	0300015074	Office Supplies
11187	Regents Of The University of Minnesota		261.95		3 Transactions	
601	DEPT Total:		268.99	Extension	2 Vendors	4 Transactions
711	DEPT			Economic Development		
8175	Centurylink 01-711-000-0000-6250		7.04	Local phone	313645966	Telephone
8175	Centurylink		7.04		1 Transactions	
10185	Centurylink Communications Inc 01-711-000-0000-6250		7.95	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		7.95		1 Transactions	
4641	Holiday Credit Office 01-711-000-0000-6511		10.71	January Gas	1400000135895	Gas And Oil
4641	Holiday Credit Office		10.71		1 Transactions	
711	DEPT Total:		25.70	Economic Development	3 Vendors	3 Transactions
1	Fund Total:		127,525.11	General Fund		274 Transactions

Aitkin County



Audit List for Board COMMISSIONER'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
301	DEPT			R&B Administration		
783	Canon Financial Services, Inc 03-301-000-0000-6300		212.26	CONTRACT CHARGE 021116	15771689	Service Contracts
783	Canon Financial Services, Inc		212.26	1 Transactions		
89541	Culligan 03-301-000-0000-6400		55.30	WATER 020516	391744	Supplies And Materials
89541	Culligan		55.30	1 Transactions		
2223	Holiday Inn Duluth 03-301-000-0000-6296		325.68	MCHAA ANNUAL CONFERENCE 021216	SARAH OLSEN	Meeting Expense/Physicals
2223	Holiday Inn Duluth		325.68	1 Transactions		
9044	University Of Minnesota 03-301-000-0000-6296		215.00	MCHAA ANNUAL MEETING 021216	SARAH OLSEN	Meeting Expense/Physicals
9044	University Of Minnesota		215.00	1 Transactions		
5097	Welle/John Thomas 03-301-000-0000-6296		7.51	MCEA ANNUAL MTG-LUNCH 012216	330738	Meeting Expense/Physicals
5097	Welle/John Thomas		7.51	1 Transactions		
301	DEPT Total:		815.75	R&B Administration	5 Vendors	5 Transactions
302	DEPT			R&B Engineering/Construction		
13924	Stearns County Highway 03-302-000-0000-6296		56.34	ENGINEERING CONFERENCE 021116	112-2016	Meeting Expense/Physicals
13924	Stearns County Highway		56.34	1 Transactions		
302	DEPT Total:		56.34	R&B Engineering/Construction	1 Vendors	1 Transactions
303	DEPT			R&B Highway Maintenance		
170	Aitkin Motor Company 03-303-000-0000-6590		30.53	REPAIR PART 021116	11384	Repair & Maintenance Supplies
170	Aitkin Motor Company		30.53	1 Transactions		
195	Aitkin Tire Shop 03-303-000-0000-6590 03-303-000-0000-6590		5,202.24 24.00	TIRES 020816 REPAIR PARTS 020816	55588 55588	Repair & Maintenance Supplies Repair & Maintenance Supplies

Aitkin County



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>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>	
			<u>Paid On Bhf #</u>		
03-303-000-0000-6590		240.00	REPAIR LABOR 020816	55588	Repair & Maintenance Supplies
03-303-000-0000-6590		3,901.68	TIRES 020816	55594	Repair & Maintenance Supplies
03-303-000-0000-6590		18.00	REPAIR PARTS 020816	55594	Repair & Maintenance Supplies
03-303-000-0000-6590		180.00	REPAIR LABOR 020816	55594	Repair & Maintenance Supplies
03-303-000-0000-6590		370.00	TIRE 021016	55598	Repair & Maintenance Supplies
03-303-000-0000-6590		34.00	REPAIR LABOR 021016	55598	Repair & Maintenance Supplies
03-303-000-0000-6590		240.00	REPAIR LABOR 021116	55606	Repair & Maintenance Supplies
03-303-000-0000-6590		24.00	REPAIR PARTS 021116	55606	Repair & Maintenance Supplies
03-303-000-0000-6590		180.00	REPAIR LABOR 021116	55606	Repair & Maintenance Supplies
03-303-000-0000-6590		18.00	REPAIR PARTS 021116	55606	Repair & Maintenance Supplies
195 Aitkin Tire Shop		10,431.92		12 Transactions	
8674 Boyer Trucks					
03-303-000-0000-6590		41.92	REPAIR PARTS 020416	1031923	Repair & Maintenance Supplies
8674 Boyer Trucks		41.92		1 Transactions	
10185 Centurylink Communications Inc					
03-303-000-0000-6254		25.08	LD Phone	320146217	Utilities
10185 Centurylink Communications Inc		25.08		1 Transactions	
11411 Charter Comuncations					
03-303-000-0000-6254		140.25	PHONE: HWY OFFICE 020916		Utilities
11411 Charter Comuncations		140.25		1 Transactions	
8618 Compass Minerals America					
03-303-000-0000-6518		5,766.87	DE-ICING SALT 020116	71447412	De-Icing Salt
03-303-000-0000-6518		12,184.64	DE-ICING SALT 020216	71448117	De-Icing Salt
03-303-000-0000-6518		2,085.49	DE-ICING SALT 020316	71448837	De-Icing Salt
03-303-000-0000-6518		5,760.59	DE-ICING SALT 020416	71449498	De-Icing Salt
8618 Compass Minerals America		25,797.59		4 Transactions	
1200 Cummings Oil, Inc					
03-303-000-0000-6513		1,071.00	PALISADE DIESEL 012816	2657	Motor Fuel & Lubricants
1200 Cummings Oil, Inc		1,071.00		1 Transactions	
1430 Dotzler Power Equipment					
03-303-000-0000-6298		33.90	AITKIN SHOP SUPPLIES 011316	86092	Shop Maintenance
03-303-000-0000-6298		43.28	AITKIN SHOP SUPPLIES 012716	86165	Shop Maintenance

Aitkin County



Audit List for Board COMMISSIONER'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 #	
1430 Dotzler Power Equipment		77.18	2 Transactions	
7060 Federated Co-Ops Inc.				
03-303-000-0000-6297		1,695.63	JACOBSON SHOP PROPANE 020116	440900452 Shop Fuel
03-303-000-0000-6297		10.00	TANK LEASE/RENTAL 013116	STMT Shop Fuel
7060 Federated Co-Ops Inc.		1,705.63	2 Transactions	
8521 Force America Distributing, LLC				
03-303-000-0000-6590		54.31	REPAIR PARTS 020416	IN001-1023828 Repair & Maintenance Supplies
8521 Force America Distributing, LLC		54.31	1 Transactions	
1570 Freedom Valu Centers, Inc				
03-303-000-0000-6513		35.96-	DISCOUNT 013116	Motor Fuel & Lubricants
03-303-000-0000-6513		27.22	GASOLINE 010516	21332 Motor Fuel & Lubricants
03-303-000-0000-6513		23.33	GASOLINE 010616	21780 Motor Fuel & Lubricants
03-303-000-0000-6513		40.71	GASOLINE 012016	25413 Motor Fuel & Lubricants
03-303-000-0000-6513		27.12	GASOLINE 012516	26487 Motor Fuel & Lubricants
03-303-000-0000-6513		28.09	GASOLINE 012616	26867 Motor Fuel & Lubricants
03-303-000-0000-6513		19.37	GASOLINE 012716	27162 Motor Fuel & Lubricants
03-303-000-0000-6513		23.29	GASOLINE 011116	32773 Motor Fuel & Lubricants
03-303-000-0000-6513		33.97	GASOLINE 011316	33440 Motor Fuel & Lubricants
03-303-000-0000-6513		30.09	GASOLINE 011416	33875 Motor Fuel & Lubricants
03-303-000-0000-6513		23.25	GASOLINE 012216	36251 Motor Fuel & Lubricants
03-303-000-0000-6513		39.72	GASOLINE 012916	38275 Motor Fuel & Lubricants
1570 Freedom Valu Centers, Inc		280.20	12 Transactions	
13468 G & K Services				
03-303-000-0000-6298		17.40	SHOP LAUNDRY 020816	1043401037 Shop Maintenance
03-303-000-0000-6298		17.40	SHOP LAUNDRY 021516	1043406590 Shop Maintenance
13468 G & K Services		34.80	2 Transactions	
1880 Gravelle Plumbing & Heating, Inc				
03-303-000-0000-6298		514.02	NO2/CO SENSORS 020516	0-007601 Shop Maintenance
1880 Gravelle Plumbing & Heating, Inc		514.02	1 Transactions	
4641 Holiday Credit Office				
03-303-000-0000-6513		12.65-	FEDERAL TAX ADJUSTMENT 013116	Motor Fuel & Lubricants
03-303-000-0000-6513		2.08-	REBATE 013116	Motor Fuel & Lubricants
03-303-000-0000-6513		34.55	GASOLINE 012616	134927081 Motor Fuel & Lubricants

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
03-303-000-0000-6513		40.00	GASOLINE 011916	140537113 Motor Fuel & Lubricants
03-303-000-0000-6513		40.50	GASOLINE 010816	141006085 Motor Fuel & Lubricants
4641 Holiday Credit Office		100.32		5 Transactions
13611 Johnson/Carol				
03-303-000-0000-6590		11.00	REPLACEMENT TABS 2FZHDJ 020916	24104 Repair & Maintenance Supplies
13611 Johnson/Carol		11.00		1 Transactions
91187 Lake Country Power				
03-303-000-0000-6254		86.03	DEC-JAN JACOBSON SHOP 020416	1400073000 Utilities
03-303-000-0000-6254		854.52	DEC-JAN SWATARA 020816	140946401 Utilities
91187 Lake Country Power		940.55		2 Transactions
2831 Little Falls Machine Inc				
03-303-000-0000-6590		157.47	REPAIR PARTS 013016	0-0057598 Repair & Maintenance Supplies
03-303-000-0000-6590		352.54	REPAIR PARTS 013016	0-0057598 Repair & Maintenance Supplies
03-303-000-0000-6590		344.54	REPAIR PARTS 013016	0-0057598 Repair & Maintenance Supplies
03-303-000-0000-6590		519.49	PLOW SHOES 013016	0-0057598 Repair & Maintenance Supplies
2831 Little Falls Machine Inc		1,374.04		4 Transactions
12626 Lubrication Technologies, Inc.				
03-303-000-0000-6298		72.00	MCGREGOR SHOP SUPPLIES 021616	742297 Shop Maintenance
12626 Lubrication Technologies, Inc.		72.00		1 Transactions
2991 Malmo Market				
03-303-000-0000-6513		32.26	GASOLINE 010416	35822 Motor Fuel & Lubricants
03-303-000-0000-6513		46.29	GASOLINE 010516	35927 Motor Fuel & Lubricants
03-303-000-0000-6513		12.80	GASOLINE 010816	36292 Motor Fuel & Lubricants
03-303-000-0000-6513		15.23	GASOLINE 011316	37087 Motor Fuel & Lubricants
03-303-000-0000-6513		20.33	GASOLINE 011416	37258 Motor Fuel & Lubricants
03-303-000-0000-6513		18.61	GASOLINE 012116	38243 Motor Fuel & Lubricants
03-303-000-0000-6513		37.84	GASOLINE 012716	39441 Motor Fuel & Lubricants
2991 Malmo Market		183.36		7 Transactions
10824 Maney International Inc				
03-303-000-0000-6590		104.12	FILTERS 020216	716643X1 Repair & Maintenance Supplies
10824 Maney International Inc		104.12		1 Transactions
3100 McGregor Oil				

Aitkin County



Audit List for Board COMMISSIONER'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
		03-303-000-0000-6513		9.01-	DISCOUNT 013116				Motor Fuel & Lubricants	
		03-303-000-0000-6513		45.95	GASOLINE 010516		54408		Motor Fuel & Lubricants	
		03-303-000-0000-6513		31.00	GASOLINE 010516		54409		Motor Fuel & Lubricants	
		03-303-000-0000-6298		17.98	SHOP SUPPLIES 010616		54410		Shop Maintenance	
		03-303-000-0000-6513		40.46	GASOLINE 010716		54411		Motor Fuel & Lubricants	
		03-303-000-0000-6513		30.36	GASOLINE 011216		54412		Motor Fuel & Lubricants	
		03-303-000-0000-6513		43.20	GASOLINE 011916		54413		Motor Fuel & Lubricants	
		03-303-000-0000-6298		6.74	SHOP SUPPLIES 012016		54415		Shop Maintenance	
		03-303-000-0000-6298		4.24	SHOP SUPPLIES 012016		54415		Shop Maintenance	
		03-303-000-0000-6513		19.13	GASOLINE 012516		54416		Motor Fuel & Lubricants	
		03-303-000-0000-6513		30.98	GASOLINE 012716		54417		Motor Fuel & Lubricants	
		03-303-000-0000-6513		17.27	GASOLINE 012916		54418		Motor Fuel & Lubricants	
3100	McGregor Oil			278.30		12 Transactions				
13711	Mickelson/Ben									
		03-303-000-0000-6411		145.00	WORK BOOT REIMBURSEMENT 012216		542598		Safety Footwear	
13711	Mickelson/Ben			145.00		1 Transactions				
5917	Mike's Bobcat Service									
		03-303-000-0000-6825		200.00	SNOWPLOWING 020116		JANUARY 2016		Maintenance Agreements	
5917	Mike's Bobcat Service			200.00		1 Transactions				
3160	Mille Lacs Energy Coop-Albert Lea									
		03-303-000-0000-6254		1,118.91	POWER: PALISADE 021016		18-52-026-01		Utilities	
		03-303-000-0000-6254		57.64	169 & CSAH 3 021016		19-23-010-01		Utilities	
		03-303-000-0000-6254		209.57	POWER: MCGREGOR 021016		29-53-003-01		Utilities	
		03-303-000-0000-6254		1,688.28	POWER: AITKIN 021016		33-52-007-02		Utilities	
		03-303-000-0000-6254		63.54	169 & CSAH 28 021016		39-62-022-01		Utilities	
		03-303-000-0000-6254		36.14	CSAH 12 021016		40-06-000-01		Utilities	
		03-303-000-0000-6254		63.42	47 & CSAH 2 021016		54-51-104-01		Utilities	
3160	Mille Lacs Energy Coop-Albert Lea			3,237.50		7 Transactions				
9692	Minnesota Energy Resources Corporation									
		03-303-000-0000-6297		1,053.05	NAT GAS: AITKIN SHOP 020316		4255217-4		Shop Fuel	
9692	Minnesota Energy Resources Corporation			1,053.05		1 Transactions				
8372	Mn Petroleum Marketers Assn									
		03-303-000-0000-6298		230.00	DIESEL TANK-MCGRATH 012816		37848 SIR		Shop Maintenance	
		03-303-000-0000-6298		230.00	DIESEL TANK-MCGREGOR 012816		37848 SIR		Shop Maintenance	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8372 Mn Petroleum Marketers Assn		460.00	2 Transactions		
12678 Phil's Garage Door Service					
03-303-000-0000-6298		25.00	LABOR ON GARAGE 011216	39159	Shop Maintenance
12678 Phil's Garage Door Service		25.00	1 Transactions		
4010 Rasley Oil Company					
03-303-000-0000-6513		29.63	GASOLINE 010416	53124	Motor Fuel & Lubricants
03-303-000-0000-6513		14.46	GASOLINE 010516	53170	Motor Fuel & Lubricants
03-303-000-0000-6513		35.25	GASOLINE 010616	53219	Motor Fuel & Lubricants
03-303-000-0000-6513		17.75	GASOLINE 010716	53252	Motor Fuel & Lubricants
03-303-000-0000-6513		34.59	GASOLINE 010816	53298	Motor Fuel & Lubricants
03-303-000-0000-6513		13.44	GASOLINE 010816	53320	Motor Fuel & Lubricants
03-303-000-0000-6513		12.49	GASOLINE 011116	53388	Motor Fuel & Lubricants
03-303-000-0000-6513		24.64	GASOLINE 011316	53485	Motor Fuel & Lubricants
03-303-000-0000-6513		37.74	GASOLINE 011316	53488	Motor Fuel & Lubricants
03-303-000-0000-6513		20.23	GASOLINE 011416	53531	Motor Fuel & Lubricants
03-303-000-0000-6513		31.21	GASOLINE 011416	53547	Motor Fuel & Lubricants
03-303-000-0000-6513		38.45	GASOLINE 011516	53573	Motor Fuel & Lubricants
03-303-000-0000-6513		25.92	GASOLINE 011516	53590	Motor Fuel & Lubricants
03-303-000-0000-6513		14.08	GASOLINE 011916	53698	Motor Fuel & Lubricants
03-303-000-0000-6513		25.30	GASOLINE 011916	53707	Motor Fuel & Lubricants
03-303-000-0000-6513		21.74	GASOLINE 012016	53744	Motor Fuel & Lubricants
03-303-000-0000-6513		33.85	GASOLINE 012116	53763	Motor Fuel & Lubricants
03-303-000-0000-6513		29.28	GASOLINE 012116	53770	Motor Fuel & Lubricants
03-303-000-0000-6513		41.62	GASOLINE 012116	53775	Motor Fuel & Lubricants
03-303-000-0000-6513		32.30	GASOLINE 012516	53883	Motor Fuel & Lubricants
03-303-000-0000-6513		25.39	GASOLINE 012516	53884	Motor Fuel & Lubricants
03-303-000-0000-6513		38.64	GASOLINE 012616	53927	Motor Fuel & Lubricants
03-303-000-0000-6513		16.32	GASOLINE 012616	53941	Motor Fuel & Lubricants
03-303-000-0000-6513		35.36	GASOLINE 012616	53944	Motor Fuel & Lubricants
03-303-000-0000-6513		27.88	GASOLINE 012816	54035	Motor Fuel & Lubricants
03-303-000-0000-6513		11.15	GASOLINE 012916	54079	Motor Fuel & Lubricants
03-303-000-0000-6513		13.29	GASOLINE 012916	54081	Motor Fuel & Lubricants
03-303-000-0000-6513		55.48	GASOLINE 012916	54082	Motor Fuel & Lubricants
03-303-000-0000-6513		22.57	GASOLINE 012916	54091	Motor Fuel & Lubricants
03-303-000-0000-6513		35.69	GASOLINE 013016	54106	Motor Fuel & Lubricants
4010 Rasley Oil Company		815.74	30 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'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 #	
4070 Riley Auto Supply				
03-303-000-0000-6590		10.78	REPAIR PARTS 010616	570395 Repair & Maintenance Supplies
03-303-000-0000-6590		117.00	REPAIR PARTS 010716	570423 Repair & Maintenance Supplies
03-303-000-0000-6590		61.96	REPAIR PARTS 011116	570529 Repair & Maintenance Supplies
03-303-000-0000-6298		580.98	AITKIN SHOP SUPPLIES 011216	570554 Shop Maintenance
03-303-000-0000-6590		4.88	REPAIR PARTS 011316	570583 Repair & Maintenance Supplies
03-303-000-0000-6590		103.98	REPAIR PARTS 011516	570679 Repair & Maintenance Supplies
03-303-000-0000-6298		57.99	PALISADE SHOP SUPPLIES 011516	570682 Shop Maintenance
03-303-000-0000-6298		8.97	AITKIN SHOP SUPPLIES 011916	570768 Shop Maintenance
03-303-000-0000-6590		158.00	REPAIR PARTS 012116	570845 Repair & Maintenance Supplies
03-303-000-0000-6590		135.38	REPAIR PARTS 012616	570994 Repair & Maintenance Supplies
03-303-000-0000-6590		12.49	REPAIR PARTS 012716	571003 Repair & Maintenance Supplies
03-303-000-0000-6590		36.49	REPAIR PARTS 012716	571018 Repair & Maintenance Supplies
03-303-000-0000-6298		19.99	MCGREGOR SHOP SUPPLIES 012916	571101 Shop Maintenance
4070 Riley Auto Supply		1,308.89	13 Transactions	
4711 Sunnys Citgo				
03-303-000-0000-6513		36.36	GASOLINE 011116	1010501 Motor Fuel & Lubricants
03-303-000-0000-6513		34.12	GASOLINE 011916	1013197 Motor Fuel & Lubricants
03-303-000-0000-6513		26.53	GASOLINE 012016	1013476 Motor Fuel & Lubricants
03-303-000-0000-6513		19.78	GASOLINE 012816	1015986 Motor Fuel & Lubricants
03-303-000-0000-6513		49.67	GASOLINE 010516	1018550 Motor Fuel & Lubricants
4711 Sunnys Citgo		166.46	5 Transactions	
8364 Towmaster, Inc				
03-303-000-0000-6590		290.75	REPAIR PARTS 020116	376976 Repair & Maintenance Supplies
03-303-000-0000-6590		290.75	REPAIR PARTS 020116	376976 Repair & Maintenance Supplies
03-303-000-0000-6590		41.74	REPAIR PARTS 021116	377300 Repair & Maintenance Supplies
8364 Towmaster, Inc		623.24	3 Transactions	
7018 Town Of Macville Treasurer				
03-303-000-0000-6825		85.00	PLOWING 010315	46697 Maintenance Agreements
03-303-000-0000-6825		85.00	PLOWING 030415	46697 Maintenance Agreements
03-303-000-0000-6825		85.00	BLADING 050415	46697 Maintenance Agreements
03-303-000-0000-6825		85.00	BLADING 053015	46697 Maintenance Agreements
03-303-000-0000-6825		255.00	BLADING 082715	46697 Maintenance Agreements
03-303-000-0000-6825		85.00	BLADING 090915	46697 Maintenance Agreements
03-303-000-0000-6825		85.00	BLADING 100315	46697 Maintenance Agreements
03-303-000-0000-6825		85.00	BLADING 110915	46697 Maintenance Agreements

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-303-000-0000-6825		85.00	PLOWING 120215	46697	Maintenance Agreements
7018	Town Of Macville Treasurer		935.00		9 Transactions	
10431	Verizon Business 03-303-000-0000-6254		19.38	HWY OFFICE 020116	4227948181601	Utilities
10431	Verizon Business		19.38		1 Transactions	
6097	Verizon Wireless 03-303-000-0000-6254		337.63	DEPT CELL PHONES 020116	9759782214	Utilities
6097	Verizon Wireless		337.63		1 Transactions	
8671	Village Laundromat & Car Wash, Inc 03-303-000-0000-6298		32.00	RAGS 010716	841482	Shop Maintenance
8671	Village Laundromat & Car Wash, Inc		32.00		1 Transactions	
8605	Wayne's Sanitation Llc 03-303-000-0000-6254		26.25	GARBAGE: MCGRATH 011416	257152	Utilities
8605	Wayne's Sanitation Llc		26.25		1 Transactions	
5295	Ziegler Inc 03-303-000-0000-6590		352.98	REPAIR PARTS 020416	PC190053192	Repair & Maintenance Supplies
	03-303-000-0000-6590		352.97	REPAIR PARTS 020416	PC190053192	Repair & Maintenance Supplies
5295	Ziegler Inc		705.95		2 Transactions	
303	DEPT Total:		53,359.21	R&B Highway Maintenance	37 Vendors	153 Transactions
308	DEPT			R&B Equipment & Facilities		
1430	Dotzler Power Equipment 03-308-000-0000-6600		903.90	SAW/CHAIN 120715	85938	Capital Outlay-Facilities
1430	Dotzler Power Equipment		903.90		1 Transactions	
308	DEPT Total:		903.90	R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:		55,135.20	Road & Bridge		160 Transactions

Aitkin County



Audit List for Board COMMISSIONER'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
400	DEPT			Public Health Department		
8175	Centurylink 05-400-440-0410-6250		63.34	Local phone -PH	313645966	Telephone
	05-400-440-0410-6250		12.39	Local phone -HHS/Accting	313645966	Telephone
8175	Centurylink		75.73	2 Transactions		
10185	Centurylink Communications Inc 05-400-440-0410-6250		68.84	LD Phone-PH	320146217	Telephone
	05-400-440-0410-6250		0.59	LD Phone-ACCTING	320146217	Telephone
	05-400-440-0410-6250		6.89	LD Phone-HHS	320146217	Telephone
	05-400-440-0410-6250		7.43	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		83.75	4 Transactions		
1457	CPS Technology Solutions, Inc 05-400-440-0410-6300		11.26	March Maintenance contract	369947	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc		11.26	1 Transactions		
3195	MCCC 05-400-440-0410-6239		772.48	IFS Support & Enhancement	2Y1601234	Software Fees/License Fees
3195	MCCC		772.48	1 Transactions		
3390	Minnesota UC Fund 05-400-440-0410-6267	O	18.03	4TH Q UNEMPLOYMENT	J.GANSEN	Unemployment Compensation
3390	Minnesota UC Fund		18.03	1 Transactions		
13855	Varidesk LLC 05-400-440-0410-6450		434.38	PH-Stand up Workstation	#1-N-20368	Small Equipment: Telephones,Chairs, etc.
	05-400-440-0410-6450		69.50	Acctg-Stand up Workstation	#1-N-20368	Small Equipment: Telephones,Chairs, etc.
	05-400-440-0410-6450		208.50	Spare Stand up Workstations	#1-N-20368	Small Equipment: Telephones,Chairs, etc.
13855	Varidesk LLC		712.38	3 Transactions		
400	DEPT Total:		1,673.63	Public Health Department	6 Vendors	12 Transactions
420	DEPT			Income Maintenance		
8175	Centurylink 05-420-600-4800-6250		70.38	Local phone -IM	313645966	Telephone
	05-420-600-4800-6250		26.32	Local phone -HHS/Accting	313645966	Telephone
	05-420-640-4800-6250		49.27	Local phone -CS	313645966	Telephone

Aitkin County



Audit List for Board COMMISSIONER'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
8175	Centurylink		145.97		3 Transactions	
10185	Centurylink Communications Inc					
	05-420-600-4800-6250		153.35	LD Phone-IM	320146217	Telephone
	05-420-600-4800-6250		1.25	LD Phone-ACCTING	320146217	Telephone
	05-420-600-4800-6250		14.64	LD Phone-HHS	320146217	Telephone
	05-420-640-4800-6250		50.74	LD Phone-CS	320146217	Telephone
	05-420-600-4800-6250		15.79	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		235.77		5 Transactions	
1457	CPS Technology Solutions, Inc					
	05-420-600-4800-6300		23.94	March Maintenance contract	369947	Maintenance/Service Contracts
	05-420-640-4800-6300		35.20	March Maintenance contract	369947	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc		59.14		2 Transactions	
3195	MCCC					
	05-420-600-4800-6239		1,641.52	IFS Support & Enhancement	2Y1601234	Software Fees/License Fees
3195	MCCC		1,641.52		1 Transactions	
3390	Minnesota UC Fund					
	05-420-600-4800-6267	O	38.34	4TH Q UNEMPLOYMENT	J.GANSEN	Unemployment Compensation
3390	Minnesota UC Fund		38.34		1 Transactions	
13855	Varidesk LLC					
	05-420-600-4800-6450		147.69	Acctg-Stand up Workstation	#1-N-20368	Small Equipment: Telephones,Chairs, etc.
	05-420-600-4800-6450		443.07	Spare Stand up Workstations	#1-N-20368	Small Equipment: Telephones,Chairs, etc.
13855	Varidesk LLC		590.76		2 Transactions	
420	DEPT Total:		2,711.50	Income Maintenance	6 Vendors	14 Transactions
430	DEPT			Social Services		
8175	Centurylink					
	05-430-700-4800-6250		38.71	Local phone -HHS/Accting	313645966	Telephone
	05-430-700-4800-6250		182.99	Local phone -SS	313645966	Telephone
8175	Centurylink		221.70		2 Transactions	
10185	Centurylink Communications Inc					
	05-430-700-4800-6250		249.52	LD Phone-SS	320146217	Telephone
	05-430-700-4800-6250		1.84	LD Phone-ACCTING	320146217	Telephone

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
	05-430-700-4800-6250			21.54	LD Phone-HHS	320146217	Telephone
	05-430-700-4800-6250			23.22	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc			296.12	4 Transactions		
1457	CPS Technology Solutions, Inc						
	05-430-700-4800-6300			35.20	March Maintenance contract	369947	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc			35.20	1 Transactions		
3195	MCCC						
	05-430-700-4800-6239			2,414.00	IFS Support & Enhancement	2Y1601234	Software Fees/License Fees
3195	MCCC			2,414.00	1 Transactions		
3390	Minnesota UC Fund						
	05-430-700-4800-6267	O		56.38	4TH Q UNEMPLOYMENT	J.GANSEN	Unemployment Compensation
3390	Minnesota UC Fund			56.38	1 Transactions		
13855	Varidesk LLC						
	05-430-700-4800-6450			434.38	SS-Stand up Workstation	#1-N-20368	Small Equipment: Telephones,Chairs, etc.
	05-430-700-4800-6450			217.19	Acctg-Stand up Workstation	#1-N-20368	Small Equipment: Telephones,Chairs, etc.
	05-430-700-4800-6450			651.57	Spare Stand up Workstations	#1-N-20368	Small Equipment: Telephones,Chairs, etc.
13855	Varidesk LLC			1,303.14	3 Transactions		
430	DEPT Total:			4,326.54	Social Services	6 Vendors	12 Transactions
5	Fund Total:			8,711.67	Health & Human Services		38 Transactions

DKB1
 2/22/16 12:03PM
 9 State

Aitkin County



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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
0	DEPT			Undesignated	
	4580 Mn Dept Of Finance				
	09-000-000-0000-2030		90.00	JAN MARRIAGE LICENSE FEES	State Fees, Assessments & Surcharges
	4580 Mn Dept Of Finance		90.00	1 Transactions	
0	DEPT Total:		90.00	Undesignated	1 Vendors 1 Transactions
9	Fund Total:		90.00	State	1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'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
900	DEPT			Timber Permit Bonds		
11252	Benson/John 10-900-000-0000-2300		640.00	Timber bond refund R#2117	13379	Timber Permit Bonds
11252	Benson/John		640.00	1 Transactions		
1708	Forsberg/Eldon 10-900-000-0000-2300		1,112.00	Timber bond refund R#1989	13454	Timber Permit Bonds
1708	Forsberg/Eldon		1,112.00	1 Transactions		
13447	Futurewood 10-900-000-0000-2300		1,619.48	Timber bond refund R#2495	13571	Timber Permit Bonds
13447	Futurewood		1,619.48	1 Transactions		
11996	Nelson/Keith 10-900-000-0000-2300		357.20	Timber bond refund R#2506	13576	Timber Permit Bonds
11996	Nelson/Keith		357.20	1 Transactions		
5938	Rieger Logging 10-900-000-0000-2300		1,252.00	Timber Bond Refund R#2166	13099	Timber Permit Bonds
5938	Rieger Logging		1,252.00	1 Transactions		
5791	Sappi 10-900-000-0000-2300		659.18	Timber Bond Refund R#2448	13715	Timber Permit Bonds
5791	Sappi		659.18	1 Transactions		
900	DEPT Total:		5,639.86	Timber Permit Bonds	6 Vendors	6 Transactions
921	DEPT			Co. Development		
8175	Centurylink 10-921-000-0000-6250		7.04	Local phone -surveyor	313645966	Telephone
	10-921-000-0000-6250		7.04	Local phone -GIS	313645966	Telephone
8175	Centurylink		14.08	2 Transactions		
10185	Centurylink Communications Inc 10-921-000-0000-6250		2.25	LD Phone-SURVEYOR	320146217	Telephone
	10-921-000-0000-6250		0.97	LD Phone-GIS	320146217	Telephone
10185	Centurylink Communications Inc		3.22	2 Transactions		
2340	Hyytinen Hardware Hank					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
10-921-000-0000-6590		16.77	6 volt battery, chain hook	1307202	Repair & Maintenance Supplies
2340 Hyytinen Hardware Hank		16.77	1 Transactions		
921 DEPT Total:		34.07	Co. Development	3 Vendors	5 Transactions
923 DEPT			Forfeited Tax Sales		
11252 Benson/John					
10-923-000-0000-6590		1,149.20	Overappraised Refund	13379	Repair & Maintenance Supplies
11252 Benson/John		1,149.20	1 Transactions		
783 Canon Financial Services, Inc					
10-923-000-0000-6231		327.05	CONTRACT CHARGES	15771696	Services, Labor, Contracts
783 Canon Financial Services, Inc		327.05	1 Transactions		
8175 Centurylink					
10-923-000-0000-6250		56.30	Local phone	313645966	Telephone
8175 Centurylink		56.30	1 Transactions		
10185 Centurylink Communications Inc					
10-923-000-0000-6250		10.08	LD Phone	320146217	Telephone
10185 Centurylink Communications Inc		10.08	1 Transactions		
1708 Forsberg/Eldon					
10-923-000-0000-6820		2,284.42	Overappraised refund	13454	Refunds & Reimbursements
1708 Forsberg/Eldon		2,284.42	1 Transactions		
1570 Freedom Valu Centers, Inc					
10-923-000-0000-6511		357.21	January gas purchases	9423	Gas And Oil
1570 Freedom Valu Centers, Inc		357.21	1 Transactions		
13447 Futurewood					
10-923-000-0000-6820		437.89	Overappraised refund	13571	Refunds & Reimbursements
13447 Futurewood		437.89	1 Transactions		
4641 Holiday Credit Office					
10-923-000-0000-6511		525.86	January Billing	1400000134961	Gas And Oil
4641 Holiday Credit Office		525.86	1 Transactions		
2991 Malmo Market					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	10-923-000-0000-6511		50.02	January gas bills		Gas And Oil
2991	Malmo Market		50.02		1 Transactions	
3100	McGregor Oil					
	10-923-000-0000-6511		40.13	January Gas	AITKINLA	Gas And Oil
3100	McGregor Oil		40.13		1 Transactions	
4010	Rasley Oil Company					
	10-923-000-0000-6511		295.37	January gas	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company		295.37		1 Transactions	
5791	Sappi					
	10-923-000-0000-6590		711.09	Overappraised Refund	13715	Repair & Maintenance Supplies
5791	Sappi		711.09		1 Transactions	
13129	SeaChange					
	10-923-000-0000-6405		1,722.24	receipt books tax forfeited	14560	Office Supplies
13129	SeaChange		1,722.24		1 Transactions	
86235	The Office Shop Inc					
	10-923-000-0000-6405		47.96	paper for permits	999950-0	Office Supplies
86235	The Office Shop Inc		47.96		1 Transactions	
6128	Tire Barn					
	10-923-000-0000-6590		20.00	tire repair	15841	Repair & Maintenance Supplies
6128	Tire Barn		20.00		1 Transactions	
13848	WYATT'S TOWING					
	10-923-000-0000-6231		100.00	tow vehicle from ditch	122	Services, Labor, Contracts
13848	WYATT'S TOWING		100.00		1 Transactions	
923	DEPT Total:		8,134.82	Forfeited Tax Sales	16 Vendors	16 Transactions
926	DEPT			Law Library		
	8175 Centurylink					
	10-926-000-0000-6250		7.04	Local phone	313645966	Telephone
8175	Centurylink		7.04		1 Transactions	
5173	THOMSON REUTERS-WEST PUBLISHING					

DKB1
 2/22/16 12:03PM
 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
	10-926-000-0000-6408	P	DECEMBER SUBSCRIPTION	833287450	Law Books
	10-926-000-0000-6408		INFORMATION CHARGES	833378685	Law Books
			01/01/2016 01/31/2016		
5173	THOMSON REUTERS-WEST PUBLISHING			2 Transactions	
926	DEPT Total:		1,825.33 Law Library	2 Vendors	3 Transactions
10	Fund Total:		15,634.08 Trust		30 Transactions

Aitkin County



Audit List for Board COMMISSIONER'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
924	DEPT			Forest Resource		
12526	Bixby/James 11-924-000-0000-6350		35.00	FAC MEETING	2/16/16	Per Diem
	11-924-000-0000-6330		36.72	FAC Mileage 02/16/2016	68@.54	Transportation & Travel
12526	Bixby/James		71.72	02/16/2016	02/16/2016 2 Transactions	
91022	Courtemanche/Richard 11-924-000-0000-6330		16.72	Aitkin to LLCC 02/16/2016	38@.44	Transportation & Travel
91022	Courtemanche/Richard		16.72	02/16/2016	02/16/2016 1 Transactions	
2270	Hoppe/Russell Peter 11-924-000-0000-6350		35.00	FAC MEETING	2/16/16	Per Diem
	11-924-000-0000-6330		32.40	FAC Mileage 02/16/2016	60@.54	Transportation & Travel
2270	Hoppe/Russell Peter		67.40	02/16/2016	02/16/2016 2 Transactions	
2340	Hyytinen Hardware Hank 11-924-000-0000-6406		53.94	padlocks	1307968	Field Supplies
2340	Hyytinen Hardware Hank		53.94		1 Transactions	
10890	Insley/Kevin 11-924-000-0000-6350		35.00	FAC MEETING	2/16/16	Per Diem
10890	Insley/Kevin		35.00		1 Transactions	
13016	Pedersen/Steven 11-924-000-0000-6350		35.00	FAC MEETING	2/16/16	Per Diem
	11-924-000-0000-6330		43.20	FAC Mileage 02/16/2016	80@.54	Transportation & Travel
13016	Pedersen/Steven		78.20	02/16/2016	02/16/2016 2 Transactions	
10017	Tveit/Galen 11-924-000-0000-6350		35.00	FAC MEETING	2/16/16	Per Diem
	11-924-000-0000-6330		17.28	FAC Mileage 02/16/2016	32@.54	Transportation & Travel
10017	Tveit/Galen		52.28	02/16/2016	02/16/2016 2 Transactions	
6097	Verizon Wireless					

DKB1
 2/22/16 12:03PM
 11 Forest Development

Aitkin County



Audit List for Board COMMISSIONER'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
		11-924-000-0000-6250			61.92	January cell phone service	02/01/2016 02/01/2016	58068382701021		Telephone	
6097	Verizon Wireless				61.92		1 Transactions				
13234	Western EcoSystems Technology, Inc.	11-924-000-0000-6231		P	645.00	Bat Surveys-Prof.Fees	11/01/2015 12/31/2015	47921		Services, Labor, Contracts	
13234	Western EcoSystems Technology, Inc.				645.00		1 Transactions				
924	DEPT Total:				1,082.18	Forest Resource		9 Vendors			13 Transactions
11	Fund Total:				1,082.18	Forest Development					13 Transactions

Aitkin County



Audit List for Board COMMISSIONER'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
521	DEPT			LLCC Administration		
	22 Aitkin Area Chamber of Commerce 19-521-000-0000-6230		195.00	Commerce Show Registration 03/12/2016 03/13/2016		Printing, Publ & Adv Promotion
	22 Aitkin Area Chamber of Commerce		195.00	1 Transactions		
11419	Beaudry Propane 19-521-000-0000-6254		314.70	Propane-Instructor residence	402382	Utilities
	19-521-000-0000-6254		240.03	Propane-Dining Hall	402383	Utilities
	19-521-000-0000-6254		262.25	Propane-Director Residence	402384	Utilities
11419	Beaudry Propane		816.98	3 Transactions		
8809	Biscoe/Scott A 19-521-000-0000-6590		17.59	PLOW SPRING	FLEET FARM	Repair & Maintenance Supplies
	19-521-000-0000-6590		3.76	HARDWARE	FLEET FARM	Repair & Maintenance Supplies
	19-521-000-0000-6590		50.20	SMALL TOOLS	MENARDS	Repair & Maintenance Supplies
	19-521-000-0000-6590		38.46	3 SHOVELS	WALMART	Repair & Maintenance Supplies
8809	Biscoe/Scott A		110.01	4 Transactions		
783	Canon Financial Services, Inc 19-521-000-0000-6231		126.47	CONTRACT CHARGES	15732103	Services, Labor, Contracts
783	Canon Financial Services, Inc		126.47	1 Transactions		
2763	J & H Transfer Station-Lakes Sanitary 19-521-000-0000-6255		92.38	February Garbage service	101266	Garbage
2763	J & H Transfer Station-Lakes Sanitary		92.38	1 Transactions		
2182	Kostick/Renee D. 19-521-000-0000-6208		75.00	Colors Training	02/03/16	Training/Education
2182	Kostick/Renee D.		75.00	1 Transactions		
5729	National Pen Co. LLC 19-521-000-0000-6400		285.51	500 pens for commissary	108451855	Commissary Items
	19-521-000-0000-6400		379.95	500 mechanical pencils	500406468	Commissary Items
5729	National Pen Co. LLC		665.46	2 Transactions		
9463	NMN,Inc 19-521-000-0000-6400		207.80	96 packs playing cards	10053018	Commissary Items

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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>
9463 NMN,Inc		207.80	1 Transactions	
4425 Shirts Plus				
19-521-000-0000-6400		179.40	12 Pom Beanies	137 Commissary Items
4425 Shirts Plus		179.40	1 Transactions	
10930 Tidholm Productions				
19-521-000-0000-6230		466.54	5,000 summer camp brochures	82075485 Printing, Publ & Adv Promotion
19-521-000-0000-6230		127.92	business cards	82405481 Printing, Publ & Adv Promotion
10930 Tidholm Productions		594.46	2 Transactions	
521 DEPT Total:		3,062.96	LLCC Administration	10 Vendors 17 Transactions
523 DEPT			LLCC Food	
3390 Minnesota UC Fund				
19-523-000-0000-6267	O	388.00	4TH Q UNEMPLOYMENT	W.ESSSEN Unemployment Compensation
3390 Minnesota UC Fund		388.00	1 Transactions	
4968 Upper Lakes Foods, Inc				
19-523-000-0000-6418		392.90	Groceries	649862-00 Groceries-Students
19-523-000-0000-6420		60.56	Supplies	649862-00 Food Service Supplies
19-523-000-0000-6418		914.86	Groceries	654318-00 Groceries-Students
19-523-000-0000-6420		63.54	Supplies	654318-00 Food Service Supplies
4968 Upper Lakes Foods, Inc		1,431.86	4 Transactions	
523 DEPT Total:		1,819.86	LLCC Food	2 Vendors 5 Transactions
524 DEPT			LLCC Maintenance	
195 Aitkin Tire Shop				
19-524-000-0000-6302		356.00	2 tires for plow truck	55573 Vehicle Maintenance
195 Aitkin Tire Shop		356.00	1 Transactions	
88628 Dalco				
19-524-000-0000-6422		35.05	Buffer floor pads	2985485 Janitorial Services/Supplies
88628 Dalco		35.05	1 Transactions	
7525 Hometown Bldg Supply				
19-524-000-0000-6422		121.71	materials for quilt display	76944 Janitorial Services/Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
	19-524-000-0000-6590			19.29	sheetrock mud for office	76944	Repair & Maintenance Supplies
7525	Hometown Bldg Supply			141.00		2 Transactions	
12927	Midwest Machinery Co.						
	19-524-000-0000-6590			43.68	CHUTE CABLE FOR PLOW	1208716	Repair & Maintenance Supplies
12927	Midwest Machinery Co.			43.68		1 Transactions	
3390	Minnesota UC Fund						
	19-524-000-0000-6267	0		200.00	4TH Q UNEMPLOYMENT	D.RENGO	Unemployment Compensation
3390	Minnesota UC Fund			200.00		1 Transactions	
3760	Palisade Cooperative Oil Assoc						
	19-524-000-0000-6302			372.49	replaced alternator plow truck	LONGLAK	Vehicle Maintenance
	19-524-000-0000-6511			24.96	Fuel for plow truck	LONGLAK	Gas And Oil
	19-524-000-0000-6511			50.44	FUEL FOR ATV	LONGLAK	Gas And Oil
3760	Palisade Cooperative Oil Assoc			447.89		3 Transactions	
524	DEPT Total:			1,223.62	LLCC Maintenance	6 Vendors	9 Transactions
19	Fund Total:			6,106.44	Long Lake Conservation Center		31 Transactions

Aitkin County



Audit List for Board COMMISSIONER'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		
90628	Aitkin Co Environmental Services					
	21-520-000-0000-6243		227.25	Aitkin Park License	2016	License Fee
	21-520-000-0000-6243		267.75	Snake River Camp license	2016	License Fee
	21-520-000-0000-6243		240.75	Berglund Park license	2016	License Fee
	21-520-000-0000-6243		263.75	Jacobson Park license	2016	License Fee
90628	Aitkin Co Environmental Services		999.50	4 Transactions		
86222	Aitkin Independent Age					
	21-520-000-0000-6405		24.74	Quotes for pavillion	1519	Office Supplies
86222	Aitkin Independent Age		24.74	1 Transactions		
188	Aitkin Sno-Drifters Snowmobile					
	21-520-000-0000-6802		7,282.10	GIA payment-2nd Benchmark		Trail Grants-State
188	Aitkin Sno-Drifters Snowmobile		7,282.10	1 Transactions		
8175	Centurylink					
	21-520-000-0000-6250		7.04	Local phone	313645966	Telephone
8175	Centurylink		7.04	1 Transactions		
1430	Dotzler Power Equipment					
	21-520-000-0000-6590	P	13.95	Bar Oil	85600	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	43.90	Chains	85909	Repair & Maintenance Supplies
	21-520-000-0000-6590		16.99	Files	86167	Repair & Maintenance Supplies
1430	Dotzler Power Equipment		74.84	3 Transactions		
2060	Haypoint Jackpine Savages					
	21-520-000-0000-6802		12,443.20	GIA payment-2nd Benchmark		Trail Grants-State
2060	Haypoint Jackpine Savages		12,443.20	1 Transactions		
2340	Hyytinen Hardware Hank					
	21-520-000-0000-6590		12.28	chain hook	1306809	Repair & Maintenance Supplies
	21-520-000-0000-6590		36.97	ice melt, energizer battery	1306867	Repair & Maintenance Supplies
	21-520-000-0000-6590		10.69	key	1308208	Repair & Maintenance Supplies
	21-520-000-0000-6590		3.00	recycle bulbs	1308287	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		62.94	4 Transactions		
5759	Kitzrow/Donald					
	21-520-000-0000-6350		35.00	PARKS MEETING	2/16/16	Per Diem

Aitkin County



Audit List for Board COMMISSIONER'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
	21-520-000-0000-6330		35.64	Parks Comm. Mileage 02/16/2016 02/16/2016	66@.54	Transportation & Travel
5759	Kitzrow/Donald		70.64		2 Transactions	
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254		37.61	Electricity for Berglund Park	185110602	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		37.61		1 Transactions	
3176	Mille Lacs Trails, Inc. 21-520-000-0000-6802		11,049.40	GIA payment-2nd Benchmark		Trail Grants-State
3176	Mille Lacs Trails, Inc.		11,049.40		1 Transactions	
9692	Minnesota Energy Resources Corporation 21-520-000-0000-6254		477.20	heating gas for shop	05025445610000	Utilities
9692	Minnesota Energy Resources Corporation		477.20		1 Transactions	
1360	Mn Dept Of Natural Resources-Omb 21-520-000-0000-6406		45.00	signs for clean water land	859178	Field Supplies
1360	Mn Dept Of Natural Resources-Omb		45.00		1 Transactions	
3780	Palisade Supersledders Inc. 21-520-000-0000-6802		7,625.50	GIA payment-2nd Benchmark		Trail Grants-State
3780	Palisade Supersledders Inc.		7,625.50		1 Transactions	
4070	Riley Auto Supply 21-520-000-0000-6590		27.98	DEXCOOL	570692	Repair & Maintenance Supplies
	21-520-000-0000-6590		20.66	CLEANER, SEAFOAM	571033	Repair & Maintenance Supplies
	21-520-000-0000-6590		39.09	FIBERLOCK GSX REPAIR	571117	Repair & Maintenance Supplies
4070	Riley Auto Supply		87.73		3 Transactions	
4800	Tamarack Sno-Flyers 21-520-000-0000-6802		15,665.10	GIA payment-2nd Benchmark		Trail Grants-State
4800	Tamarack Sno-Flyers		15,665.10		1 Transactions	
6128	Tire Barn 21-520-000-0000-6590		97.22	foam fill tire	15818	Repair & Maintenance Supplies
6128	Tire Barn		97.22		1 Transactions	
4927	Turnock/Franklin Allen					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		21-520-000-0000-6350			35.00	PARKS MEETING		2/16/16		Per Diem	
		21-520-000-0000-6330			32.40	mileage for canceled mtg	01/26/2016 01/26/2016	60@.54		Transportation & Travel	
		21-520-000-0000-6330			32.40	Parks Comm. Mileage	02/16/2016 02/16/2016	60@.54		Transportation & Travel	
4927	Turnock/Franklin Allen				99.80					3 Transactions	
10168	Yellowstone Track Systems, Inc.	21-520-000-0000-6590			485.00	Ski drag actuator		5115		Repair & Maintenance Supplies	
10168	Yellowstone Track Systems, Inc.				485.00					1 Transactions	
520	DEPT Total:				56,634.56	Parks		18 Vendors		31 Transactions	
21	Fund Total:				56,634.56	Parks				31 Transactions	
	Final Total:				270,919.24			311 Vendors		578 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	127,525.11	General Fund
	3	55,135.20	Road & Bridge
	5	8,711.67	Health & Human Services
	9	90.00	State
	10	15,634.08	Trust
	11	1,082.18	Forest Development
	19	6,106.44	Long Lake Conservation Center
	21	56,634.56	Parks
	All Funds	270,919.24	Total

Approved by,

.....

.....

2D

DKB1
2/11/16 2:20PM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

January Sales & Use Tax

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>Accr</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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank						
1 01-040-000-0000-5517			0.19	Receipt Nbr 1256 01/08/2016		Fees For Services
2 01-040-000-0000-5517			0.19	Receipt Nbr 1258 01/12/2016		Fees For Services
3 01-040-000-0000-5517			0.58	Receipt Nbr 1260 01/19/2016		Fees For Services
4 01-040-000-0000-5517			0.19	Receipt Nbr 1261 01/20/2016		Fees For Services
5 01-040-000-0000-5840			0.02	Receipt Nbr 1262 01/26/2016		Misc Receipts
6 01-040-021-0000-5840			0.61	Receipt Nbr 1080 01/19/2016		Misc Receipts
7 01-040-021-0000-5840			2.25	Receipt Nbr 1080 01/19/2016		Misc Receipts
8 01-042-000-0000-5840			0.13	Receipt Nbr 3930 01/07/2016		Misc Receipts
9 01-042-000-0000-5840			0.13	Receipt Nbr 3935 01/15/2016		Misc Receipts
10 01-042-000-0000-5840			12.87	Receipt Nbr 3940 01/21/2016		Misc Receipts
11 01-044-000-0000-5840			1.93	Receipt Nbr 807 01/14/2016		Misc Receipts
12 01-090-000-0000-5840			2.57	Receipt Nbr 1694 01/04/2016		Misc Receipts
13 01-090-000-0000-5840			0.64	Receipt Nbr 1696 01/07/2016		Misc Receipts
14 01-090-000-0000-5840			0.64	Receipt Nbr 1698 01/11/2016		Misc Receipts
15 01-090-000-0000-5840			0.64	Receipt Nbr 1699 01/11/2016		Misc Receipts
16 01-090-000-0000-5840			0.64	Receipt Nbr 1701 01/14/2016		Misc Receipts
17 01-090-000-0000-5840			0.64	Receipt Nbr 1703 01/19/2016		Misc Receipts
18 01-090-000-0000-5840			0.64	Receipt Nbr 1704 01/19/2016		Misc Receipts
19 01-090-000-0000-5840			0.64	Receipt Nbr 1705 01/19/2016		Misc Receipts
20 01-090-000-0000-5840			0.64	Receipt Nbr 1707 01/25/2016		Misc Receipts
21 01-090-000-0000-5840			1.93	Receipt Nbr 1708 01/27/2016		Misc Receipts
22 01-252-252-0000-5872			32.55	Receipt Nbr 2834 01/20/2016		Phone Card Prisoner Welfare(Taxable)
23 01-252-252-0000-5872			152.26	Receipt Nbr 2839 01/28/2016		Phone Card Prisoner Welfare(Taxable)
24 01-252-252-0000-5885			21.39	Receipt Nbr 2827 01/12/2016		Commissary Sales Taxable
25 01-252-252-0000-5885			19.68	Receipt Nbr 2834 01/20/2016		Commissary Sales Taxable
26 01-252-252-0000-5885			10.90	Receipt Nbr 2839 01/28/2016		Commissary Sales Taxable
56 01-040-000-0000-6405			1.00	January Sales Tax Adjustment		Office & Computer Supplies
54 01-100-000-0000-6311			91.44	January sales tax on copies		Sales Tax
53 01-100-000-0000-6312			0.44	Jan Sales Tax Adjustment		Sales Tax Adjustment
89991 Bremer Bank			357.49	29 Transactions		
1 Fund Total:			357.49	General Fund	1 Vendors	29 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/11/16 2:20PM
3 Road & Bridge

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
55	8410 Bremer Bank		1,444.38	January Diesel Tax	Motor Fuel & Lubricants
	8410 Bremer Bank		1,444.38	1 Transactions	
	89991 Bremer Bank				
27	03-000-000-0000-5840		0.51	Receipt Nbr 909 01/19/2016	Misc Receipts
28	03-000-000-0000-5840		28.15	Receipt Nbr 911 01/29/2016	Misc Receipts
29	03-000-000-0000-5855		1.93	Receipt Nbr 2537 01/07/2016	Charges- Individuals
30	03-000-000-0000-5855		1.93	Receipt Nbr 2543 01/11/2016	Charges- Individuals
31	03-000-000-0000-5855		1.93	Receipt Nbr 908 01/15/2016	Charges- Individuals
32	03-000-000-0000-5855		3.44	Receipt Nbr 908 01/15/2016	Charges- Individuals
33	03-000-000-0000-5855		1.93	Receipt Nbr 2571 01/29/2016	Charges- Individuals
34	03-000-000-0000-5855		7.72	Receipt Nbr 911 01/29/2016	Charges- Individuals
	89991 Bremer Bank		47.54	8 Transactions	
3 Fund Total:			1,491.92	Road & Bridge	2 Vendors 9 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/11/16 2:20PM
9 State

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>						<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4580 Mn Dept Of Finance							
44 09-000-000-0000-2022			100.00	January Birth			Birth/Death Surcharges
45 09-000-000-0000-2022			368.00	January Death			Birth/Death Surcharges
46 09-000-000-0000-2024			75.00	January Children's			St Share Of Birth Cert.- Children
47 09-000-000-0000-2031			6.00	January Torrens			Real Estate Assurance (Was 5874 And 627
50 09-000-000-0000-2031			225.00	Jan Tax Forfeit			Real Estate Assurance (Was 5874 And 627
48 09-000-000-0000-2036			3,843.00	January State General Fund			Recording Surcharges (Was 5871 & 6281)
49 09-000-000-0000-2036			250.00	Jan.State Gen Fund Surcharge			Recording Surcharges (Was 5871 & 6281)
4580 Mn Dept Of Finance			4,867.00		7 Transactions		
3375 Mn Dept Of Health							
43 09-000-000-0000-2027			637.50	January State Well			State Well Cert Fees (Was 5097 & 6203)
3375 Mn Dept Of Health			637.50		1 Transactions		
9 Fund Total:			5,504.50	State		2 Vendors	8 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/11/16 2:20PM
10 Trust

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>						<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank							
51 10- 923- 000- 0000- 6311			31.20	Jan Sales Tax			Sales Tax
89991 Bremer Bank			31.20		1 Transactions		
10 Fund Total:			31.20	Trust		1 Vendors	1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/11/16 2:20PM
11 Forest Development

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
52	89991 Bremer Bank 11-925-000-0000-6312		0.20-	Jan Sales Tax Adjustment	Sales Tax Adjustment
	89991 Bremer Bank		0.20-	1 Transactions	
11 Fund Total:			0.20-	Forest Development	1 Vendors 1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/11/16 2:20PM
19 Long Lake Conservation C

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
35	89991 Bremer Bank 19- 521- 000- 0000- 5885		0.77	Receipt Nbr 1162 01/20/2016	Commissary Sales Taxable
	89991 Bremer Bank		0.77	1 Transactions	
19 Fund Total:			0.77	Long Lake Conservation Center	1 Vendors 1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/11/16 2:20PM
21 Parks

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank				
36 21- 520- 000- 0000- 5510		2.89 Receipt Nbr 2542 01/11/2016		Co. Parks Campground Fees
37 21- 520- 000- 0000- 5510		3.86 Receipt Nbr 2542 01/11/2016		Co. Parks Campground Fees
38 21- 520- 000- 0000- 5510		2.57 Receipt Nbr 2551 01/21/2016		Co. Parks Campground Fees
39 21- 520- 000- 0000- 5510		2.57 Receipt Nbr 2553 01/26/2016		Co. Parks Campground Fees
40 21- 520- 000- 0000- 5510		9.01 Receipt Nbr 2554 01/26/2016		Co. Parks Campground Fees
41 21- 520- 000- 0000- 5510		5.15 Receipt Nbr 2556 01/27/2016		Co. Parks Campground Fees
42 21- 520- 000- 0000- 5510		5.15 Receipt Nbr 2556 01/27/2016		Co. Parks Campground Fees
89991 Bremer Bank		31.20	7 Transactions	
21 Fund Total:		31.20	Parks	1 Vendors 7 Transactions
Final Total:		7,416.88	9 Vendors	56 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	357.49	General Fund	
	3	1,491.92	Road & Bridge	
	9	5,504.50	State	
	10	31.20	Trust	
	11	-0.20	Forest Development	
	19	0.77	Long Lake Conservation Center	
	21	31.20	Parks	
	All Funds	7,416.88	Total	Approved by,
			
			

DKB1
2/16/16 9:24AM

Aitkin County

2E



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Town Road Auto Payments - Gas Tax

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/16/16 9:24AM
3 Road & Bridge

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>
303 DEPT			R&B Highway Maintenance	
7000 Town Of Aitkin Treasurer 03-303-000-0000-6830	0	18,643.57	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
7000 Town Of Aitkin Treasurer		18,643.57	1 Transactions	
7001 Town Of Ball Bluff Treasurer 03-303-000-0000-6830	0	8,690.11	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
7001 Town Of Ball Bluff Treasurer		8,690.11	1 Transactions	
7002 Town Of Balsam Treasurer 03-303-000-0000-6830	0	3,210.71	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
7002 Town Of Balsam Treasurer		3,210.71	1 Transactions	
7003 Town Of Beaver Treasurer 03-303-000-0000-6830	0	6,091.09	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
7003 Town Of Beaver Treasurer		6,091.09	1 Transactions	
7004 Town Of Clark Treasurer 03-303-000-0000-6830	0	9,330.97	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
7004 Town Of Clark Treasurer		9,330.97	1 Transactions	
7005 Town Of Cornish Treasurer 03-303-000-0000-6830	0	3,747.73	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
7005 Town Of Cornish Treasurer		3,747.73	1 Transactions	
7006 Town Of Farm Island Treasurer 03-303-000-0000-6830	0	21,969.40	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
7006 Town Of Farm Island Treasurer		21,969.40	1 Transactions	
7007 Town Of Fleming Treasurer 03-303-000-0000-6830	0	11,503.48	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
7007 Town Of Fleming Treasurer		11,503.48	1 Transactions	
7008 Town Of Glen Treasurer 03-303-000-0000-6830	0	14,737.82	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
7008 Town Of Glen Treasurer		14,737.82	1 Transactions	
7009 Town Of Haugen Treasurer 03-303-000-0000-6830	0	7,847.45	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/16/16 9:24AM
3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
7009 Town Of Haugen Treasurer		7,847.45		1 Transactions	
7010 Town Of Hazelton Treasurer					
03-303-000-0000-6830	0	17,484.96	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7010 Town Of Hazelton Treasurer		17,484.96		1 Transactions	
4879 Town Of Hill Lake Clerk- Treas					
03-303-000-0000-6830	0	10,732.63	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
4879 Town Of Hill Lake Clerk- Treas		10,732.63		1 Transactions	
7011 Town Of Idun Treasurer					
03-303-000-0000-6830	0	7,627.03	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7011 Town Of Idun Treasurer		7,627.03		1 Transactions	
7012 Town Of Jevne Treasurer					
03-303-000-0000-6830	0	10,061.94	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7012 Town Of Jevne Treasurer		10,061.94		1 Transactions	
7013 Town Of Kimberly Treasurer					
03-303-000-0000-6830	0	9,428.98	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7013 Town Of Kimberly Treasurer		9,428.98		1 Transactions	
7014 Town Of Lakeside Treasurer					
03-303-000-0000-6830	0	14,751.38	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7014 Town Of Lakeside Treasurer		14,751.38		1 Transactions	
7015 Town Of Lee Treasurer					
03-303-000-0000-6830	0	4,071.72	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7015 Town Of Lee Treasurer		4,071.72		1 Transactions	
7016 Town Of Libby Treasurer					
03-303-000-0000-6830	0	3,033.87	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7016 Town Of Libby Treasurer		3,033.87		1 Transactions	
7017 Town Of Logan Treasurer					
03-303-000-0000-6830	0	9,522.88	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7017 Town Of Logan Treasurer		9,522.88		1 Transactions	
7018 Town Of Macville Treasurer					

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/16/16 9:24AM
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
7018 Town Of Macville Treasurer	0	7,610.71	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
		7,610.71	1 Transactions	
7019 Town Of Malmo Treasurer	0	10,357.35	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
		10,357.35	1 Transactions	
7020 Town Of Mcgregor - Treasurer	0	4,137.36	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
		4,137.36	1 Transactions	
7021 Town Of Millward Treasurer	0	4,535.08	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
		4,535.08	1 Transactions	
7022 Town Of Morrison Treasurer	0	8,402.07	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
		8,402.07	1 Transactions	
7023 Town Of Nordland Treasurer	0	23,014.38	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
		23,014.38	1 Transactions	
7024 Town Of Pliny Treasurer	0	4,577.71	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
		4,577.71	1 Transactions	
7025 Town Of Rice River Treasurer	0	7,530.04	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
		7,530.04	1 Transactions	
7026 Town Of Salo Treasurer	0	7,065.44	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
		7,065.44	1 Transactions	
7027 Town Of Seavey Treasurer	0	4,351.42	Gas Tax Paid in 2016	Twp Road Allotment Gas Tax
		4,351.42	1 Transactions	

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/16/16 9:24AM
3 Road & Bridge

<u>Vendor Name</u>		<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
7028	Town Of Shamrock Treasurer 03-303-000-0000-6830	0	28,718.53	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7028	Town Of Shamrock Treasurer		28,718.53		1 Transactions	
7029	Town Of Spalding Treasurer 03-303-000-0000-6830	0	8,399.27	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7029	Town Of Spalding Treasurer		8,399.27		1 Transactions	
7030	Town Of Spencer Treasurer 03-303-000-0000-6830	0	12,743.77	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7030	Town Of Spencer Treasurer		12,743.77		1 Transactions	
7031	Town Of Turner Treasurer 03-303-000-0000-6830	0	5,910.99	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7031	Town Of Turner Treasurer		5,910.99		1 Transactions	
7032	Town Of Verdon Treasurer 03-303-000-0000-6830	0	4,893.79	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7032	Town Of Verdon Treasurer		4,893.79		1 Transactions	
7033	Town Of Wagner Treasurer 03-303-000-0000-6830	0	9,428.54	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7033	Town Of Wagner Treasurer		9,428.54		1 Transactions	
7034	Town Of Waukenabo Treasurer 03-303-000-0000-6830	0	9,036.90	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7034	Town Of Waukenabo Treasurer		9,036.90		1 Transactions	
7035	Town Of Wealthwood Treasurer 03-303-000-0000-6830	0	7,303.64	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7035	Town Of Wealthwood Treasurer		7,303.64		1 Transactions	
7036	Town Of White Pine Treasurer 03-303-000-0000-6830	0	2,670.29	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7036	Town Of White Pine Treasurer		2,670.29		1 Transactions	
7037	Town Of Williams Treasurer 03-303-000-0000-6830	0	7,093.16	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax

DKB1
 2/16/16 9:24AM
 3 Road & Bridge

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Vendor Name</u>		<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
7037	Town Of Williams Treasurer		7,093.16		1 Transactions	
7038	Town Of Workman - Treasurer 03-303-000-0000-6830	0	8,036.33	Gas Tax Paid in 2016		Twp Road Allotment Gas Tax
7038	Town Of Workman - Treasurer		8,036.33		1 Transactions	
303	DEPT Total:		378,304.49	R&B Highway Maintenance	40 Vendors	40 Transactions
3	Fund Total:		378,304.49	Road & Bridge		40 Transactions
	Final Total:		378,304.49	40 Vendors	40 Transactions	

DKB1
2/16/16

9:24AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	378,304.49	Road & Bridge
All Funds	378,304.49	Total

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

Aitkin County

WARRANT REGISTER



2F

January

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
1326	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	934.87	CLAIMS PAID	01-044-904-0000-6360	38110071	0
		Warrant # 1326 Total	934.87	Date 1/6/16		1/4/16	1/4/16
1327	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431	0.13	DEC DEED TAX ADJUSTMENT	01-042-000-0000-5079		0
			23,303.94	DEC DEED TAX	09-000-000-0000-2025		0
			18,330.57	DEC MTG REG	09-000-000-0000-2026		0
		Warrant # 1327 Total	41,634.64	Date 1/8/16			
1328	13421	United States Dept of Health & Human Svc	8,498.60	ACA transitional reinsurance	01-044-000-0000-6231		0
		Warrant # 1328 Total	8,498.60	Date 1/11/16			
1329	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	61.10	monthly CC processing fee	19-522-000-0000-6217		0
		Warrant # 1329 Total	61.10	Date 1/11/16			
1330	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	19.98	monthly CC machine lease fee	19-522-000-0000-6217		0
		Warrant # 1330 Total	19.98	Date 1/11/16			
1338	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	695.85	CLAIMS PAID	01-044-904-0000-6360	38112943	0
						1/11/16	1/11/16

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>			<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	1338		Total	695.85	Date 1/13/16		
1339	5462	Bremer Bank (Elan ACH)					
		ELAN ACH AITKIN, MN 56431					
			325.00	Gov Em Mgmt Conf- White	01- 280- 003- 0000- 6241		0
			325.00	Gov Em Mgmt Conf- Erickson	01- 280- 003- 0000- 6241	2/9/16	2/11/16
			375.00	Booth Rental- Mankato Show	01- 700- 909- 0000- 6800	2/9/16	2/11/16
			550.00	Booth Rental- St Cloud Sports	01- 700- 909- 0000- 6800	2/26/16	2/28/16
			89.50	Fraudulent Charges	05- 400- 440- 0410- 6231		0
			198.48	Hotel- New Worker CP Training	05- 430- 700- 4800- 6332		0
			132.44	Hotel - Client Visit w/ Child	05- 430- 710- 3930- 6020	1/3/16	1/4/16
			14.95	Wix.com (Website Domain)	19- 521- 000- 0000- 6230	1/1/16	1/1/16
			194.00	Wix.com (eCommerce Website)	19- 521- 000- 0000- 6230		0
			30.00	Critter Food	19- 522- 000- 0000- 6416		0
			71.64	Melamine Serving Bowls	19- 523- 000- 0000- 6420		0
			44.85	Flags	03- 301- 000- 0000- 6400	Am.Legion	0
			70.68	Panduit 2 port Mounting boxes	01- 049- 000- 0000- 6402	Amazon	0
						1/7/16	1/7/16
			217.00	Spec Books	03- 302- 000- 0000- 6449	MN Bookstore	0
			79.11	Hotel- MRCC Mtg- Don Niemi	01- 001- 000- 0000- 6332	Ottertail	0
						1/3/16	1/3/16
			77.40	Initial Clothing	05- 430- 710- 3810- 6057	SA#54926846	0
			116.76	Initial Clothing	05- 430- 710- 3810- 6057	SA#54926883	0
			135.16	Initial Clothing	05- 430- 710- 3810- 6057	SA#54926896	0
			105.88	Fan Heater, Microwave	01- 252- 000- 0000- 6405	Walmart	0
						1/2/16	1/2/16
			32.88	Towels	01- 252- 000- 0000- 6424	Walmart	0
						1/2/16	1/2/16
	1339		Total	3,185.73	Date 1/14/16		
1369	8410	Bremer Bank					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
		101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 1369 Total	64,949.73	STATE GENERAL TAX Date 1/19/16	09-000-000-0000-2058		0
1370	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 1370 Total	2,958.98	CLAIMS PAID Date 1/20/16	01-044-904-0000-6360	38118753 1/18/16	0 1/18/16
1371	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 1371 Total	95.60	29-0-037600 NSF Per 1	12-000-000-0000-2280	Hendrickson	0
			754.40	29-0-037600 NSF Per 1	13-943-000-0000-2004	Hendrickson	0
			850.00	Date 1/26/16			
1377	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 1377 Total	5,247.42	CLAIMS PAID Date 1/27/16	01-044-904-0000-6360	38121904 1/25/16	0 1/25/16
1378	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431					
			40.62	ACA/ARDC DINNER (2)	01-001-000-0000-6340		0
			64.11	ANNUAL KASPERSKY RENEW	01-049-000-0000-6402		0
			20.30	ACA/ARDC DINNER	01-052-000-0000-6340		0
						1/20/16	1/20/16
			299.00	Renewal for MN Lawyer	01-090-000-0000-6406		0
			33.02	Water Evap Pad & Frame	01-120-000-0000-6405		0
			-11.45	- tote purchase sales tax credit	01-200-000-0000-6409		0
			15.99	ultraslim wireless keyboard- SD	05-400-440-0410-6402		0
			17.41	Microsoft keyboard 800- BS	05-400-440-0410-6402		0

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
			<u>Amount</u>	<u>OBO#</u> <u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			5.34	2 Wireless Keyboards- Pool 05- 400- 440- 0410- 6402		0
			11.36	2 Wireless Keyboards- Pool 05- 420- 600- 4800- 6402		0
			16.70	2 Wireless Keyboards- Pool 05- 430- 700- 4800- 6402		0
			100.00	Hotel Fees- client visit w/ chi 05- 430- 710- 3930- 6020		0
					1/1/16	1/1/16
			70.00	SAF MTG REG- JACOBS 10- 923- 000- 0000- 6208		0
			70.00	SAF MTG REG- COURTEMANCHE 10- 923- 000- 0000- 6208		0
			15.88	MEMORY CARDS FOR GARMIN 11- 925- 000- 0000- 6406		0
			29.99	SAT.IMAGERY- GPS KANGAS 11- 925- 000- 0000- 6406		0
			29.99	SAT.IMAGERY- GPS CODY 11- 925- 000- 0000- 6406		0
			64.00	Master Nat Training 19- 521- 000- 0000- 6208		0
			36.00	Critter Food 19- 522- 000- 0000- 6416		0
			53.85	Educ. Supplies 19- 522- 000- 0000- 6416		0
			19.24	Educ. Supplies 19- 522- 000- 0000- 6416		0
			7.99	IPHONE CASE- TR 05- 430- 700- 4800- 6405	AMAZON	0
					1/18/16	1/18/16
			132.49	Black Toner Cartridge 01- 043- 000- 0000- 6405	Amazon	0
			100.00	Gift card- Kangas yrs svc 01- 044- 000- 0000- 6299	Amazon	0
			56.94	Cable Matters display adapters 01- 049- 000- 0000- 6402	Amazon	0
			23.45	Panuit Connectors 01- 049- 000- 0000- 6402	Amazon	0
			57.45	6- outlet surge protectors 01- 049- 000- 0000- 6402	Amazon	0
			23.94	auto power adapter # 222 01- 200- 000- 0000- 6405	Amazon	0
			491.52	2 GARMINS 10- 923- 000- 0000- 6406	AMAZON	0
					1/12/16	1/12/16
			325.98	Timeclock 19- 521- 000- 0000- 6405	Amazon	0
			100.00	MAAO MEMBERSHIP RENEW 01- 043- 000- 0000- 6240	BURMAN	0
			142.50	Gift card- Voller yrs svc 01- 044- 000- 0000- 6299	Cabella's	0
			215.06	Hotel- ACA Meeting- Niemi 01- 001- 000- 0000- 6332	Duluth	0
					1/21/16	1/21/16
			100.00	MAAO MEMBERSHIP RENEW 01- 043- 000- 0000- 6240	HICKS	0
			130.00	STORMWATER TRAINING 21- 520- 000- 0000- 6208	JOHNSON	0
					3/22/16	3/22/16
			100.00	MAAO MEMBERSHIP RENEW 01- 043- 000- 0000- 6240	MOORE	0
			188.54	HOTEL- CP TRNG 05- 430- 700- 4800- 6332	OWATONNA	0
					1/18/16	1/19/26
			50.00	Gift card- Hatfield yrs svc 01- 044- 000- 0000- 6299	Paulbecks	0
			100.00	MAAO MEMBERSHIP RENEW 01- 043- 000- 0000- 6240	SANBECK	0
			16.00	Gas- EM Mgmt Training 01- 280- 003- 0000- 6511	Superamerica	0

Aitkin County

WARRANT REGISTER



Manual Warrants

Warr #	Vendor #	Vendor Name	Description		Account Number	Invoice #	PO #
			Amount	OBO#	On- Behalf- of- Name	From Date	To Date
			100.00	MAAO MEMBERSHIP RENEW	01- 043- 000- 0000- 6240	TIBBETTS	0
			130.00	STORMWATER TRAINING	21- 520- 000- 0000- 6208	VOLLER	0
			50.28	JAIL SUPPLIES	01- 252- 000- 0000- 6405	3/22/16	3/22/16
			17.12	GROCERIES	01- 252- 000- 0000- 6418	WALMART	0
			29.33	POPCORN & POPPER	01- 252- 252- 0000- 6405	1/21/16	1/21/16
			27.86	POPCORN & POPPER	01- 252- 252- 0000- 6405	WALMART	0
			50.88	COFFEE FOR STS CREW	01- 253- 000- 0000- 6405	WALMART	0
			9.00	PARKING/EM MGMT TRNG	01- 280- 003- 0000- 6330	WALMART	0
			50.00	Diesel Fuel new truck	03- 303- 000- 0000- 6513	WHITE	0
			3,827.68	Date 1/28/16		1/20/16	1/20/16
		Warrant # 1378 Total				Zarns Oil	0
44762	8499	R.C. Habeck Excavating, LLC 3714 HWY 27 Wahkon, MN 56386	65,416.52	CONTRACT PAYMENT	03- 307- 000- 0000- 6262		0
		Warrant # 44762 Total	65,416.52	Date 1/13/16			
44763	13894	CLERK OF COURT PRICE COUNTY CLERK OF COURT 126 CHERRY ST PHILLIPS, WI 54555	31.25	certified copies on Rochelle	01- 090- 000- 0000- 6234		0
		Warrant # 44763 Total	31.25	Date 1/13/16			
44764	7050	Anderson Bros Construction Co PO BOX 668 BRAINERD, MN 56401	239,126.17	CONTRACT PAYMENT	03- 307- 000- 0000- 6262		0
		Warrant # 44764 Total	239,126.17	Date 1/19/16			
44765	8194	Gladen Construction Inc 40739 US 71 LAPORTE, MN 56461	2,321.33	CONTRACT PAYMENT	03- 307- 000- 0000- 6262		0
		Warrant # 44765 Total	2,321.33	Date 1/19/16			

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
44766	13713	Young Excavating PO Box 400 Hackensack, MN 56452					
	Warrant #	44766	Total	2,882.18 CONTRACT PAYMENT 2,882.18 Date 1/19/16	03-307-000-0000-6262		0
44767	13864	Sandberg/Kristi 40464 348th Lane Aitkin, MN 56431					
	Warrant #	44767	Total	1,000.00 Sandberg surviving spouse Ins. 1,000.00 Date 1/19/16	01-200-000-0000-6150		0
44768	13722	Neo Funds by Neopost PO BOX 30193 Tampa, FL 33630-3193					
	Warrant #	44768	Total	4,000.00 POSTAGE 4,000.00 Date 1/19/16	01-044-048-0000-6301		0
44769	170	Aitkin Motor Company 108 2ND ST NE AITKIN, MN 56431					
	Warrant #	44769	Total	21,104.45 2016 Ford Escape S 21,024.57 2016 Ford Escape S 42,129.02 Date 1/27/16	01-045-000-0000-6621 01-045-000-0000-6621	99006 99103	0 0
104119	90785	C&H Distributors LLC 770 South 70th Street PO Box 14770 Milwaukee, WI 53214					
	Warrant #	104119	Total	-177.74 - 4 SECURE SHREDDING BINS -414.74 - 4 SECURE SHREDDING BINS -592.49 - 4 SECURE SHREDDING BINS 1,184.97- Date 1/21/16	05-400-440-0410-6405 05-420-600-4800-6405 05-430-700-4800-6405		0 0 0

DKB1
02/08/2016

11:39AM

Aitkin County

WARRANT REGISTER



Page 7

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		Final Total...	488,586.08	94	Transactions		

Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	69,307.57	General Fund
3	310,058.05	Road & Bridge
5	71.90 -	Health & Human Services
9	106,584.24	State
10	631.52	Trust
11	75.86	Forest Development
12	95.60	Agency
13	754.40	Taxes & Penalties
19	890.74	Long Lake Conservation Center
21	260.00	Parks
	488,586.08	TOTAL



Board of County Commissioners Agenda Request

26

Agenda Item #

Requested Meeting Date: 02/23/16

Title of Item: STS Donation

<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* <small>*provide copy of hearing notice that was published</small>
Submitted by: Sheriff Scott Turner		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Scott Turner		Estimated Time Needed:
Summary of Issue: In appreciation for the assistance they provided with deer hides, the Riceland Chapter of Minnesota Deer Hunters Association has made a generous donation of \$100.00 to the Aitkin County STS program.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Accept donation.		
Financial Impact: Is there a cost associated with this request? <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 Please Explain:		



Board of County Commissioners Agenda Request

2H
Agenda Item #

Requested Meeting Date: 02/23/16

Title of Item: STS 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* <i>*provide copy of hearing notice that was published</i>

Submitted by: Sheriff Scott Turner	Department: Sheriff's Office
--	--

Presenter (Name and Title): Sheriff Scott Turner	Estimated Time Needed:
--	-------------------------------

Summary of Issue:

The Moose Lodge, Aitkin, has made a generous donation of \$200.00 to the Aitkin County STS program.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Accept donation.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

21
Agenda Item #

Requested Meeting Date: 2/23/16

Title of Item: Mille Lacs Trails snowmobile club - F RTP grant application

<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: Land Commissioner	Department: Land Department
---	---------------------------------------

Presenter (Name and Title): Mark Jacobs	Estimated Time Needed:
---	-------------------------------

Summary of Issue:
The Mille Lacs Trails snowmobile club is applying for a Federal Recreation Trail Program (F RTP) grant to purchase trail grooming equipment. The application requires a resolution from the trail sponsor; which is Aitkin County.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve resolution of support for the F RTP grant application.

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

By Commissioner: xx

20160223-0xx

Mille Lacs Snowmobile Club F RTP Grant Application

WHEREAS, the Mille Lacs Trails Snowmobile Club is applying for a Federal Recreational Trail Program grant for purchasing a Rubber tracked skid steer loader with bucket and forks to groom snowmobile trails in the Aitkin County area, and

WHEREAS, Aitkin County contracts with the Mille Lacs Trails to groom approx. 109 miles of snowmobile trails in Aitkin County through the Grants in Aide snowmobile trail funds, and

WHEREAS, Aitkin County feels that no undue environmental impact will be created by the purchase of a new skid steer loader.

THEREFORE, BE IT RESOLVED, that Aitkin County supports the Mille Lacs Trails Snowmobile Club's application for the \$48,000.00 Federal Recreational Trail Program grant, and recognizes the matching requirement on this grant which will be the club's responsibility.

The fiscal agent for this grant will be the Aitkin County Land Department, Mark Jacobs, Land Commissioner, at 209 2nd St. NW Room 206 Aitkin, Mn. 56431.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 23rd day of February 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 23rd day of February 2016

Nathan Burkett
County Administrator



Board of County Commissioners Agenda Request

25

Agenda Item #

Requested Meeting Date: 2/23/16

Title of Item: Berg easement request 25-47-25

<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: Land Commissioner		Department: Land Department
Presenter (Name and Title): Mark Jacobs		Estimated Time Needed: n/a
Summary of Issue: The estate of Rose Berg - 39771 342nd Lane Aitkin, MN 56431 has requested an easement across tax-forfeited land in the SW-SW Section 24 Township 47 Range 25 (Kimberly) to gain legal access to property in NE-NE 25-47-25; per MN Statue 282.041 and County policy.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: The fee has been paid per County policy and I recommend approval of the easement.		
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 February 23, 2016

By Commissioner: xx

20160223-0xx

Berg Easement 25-47-25

WHEREAS, the Estate of Rose Berg of 39771 342nd Lane Aitkin, Mn. 56431 has made application for a residential easement to his property, as follows:

Northeast Quarter of the Northeast Quarter of Section Twenty-five (25) Township forty-seven (47) Range Twenty-five (25)

over and across the following tax forfeited land to wit:

The east 33 feet of the south 100 feet of the Southeast Quarter of the Southeast Quarter (SE-SE) of Section Twenty-four (24) Township Forty-seven (47) Range Twenty-five (25)

WHEREAS, said applicant will be charged \$400.00 for the easement as appraised by the County Land Commissioner, and

WHEREAS, the Aitkin County Land Commissioner, after making an investigation of such application, has advised that he finds no objection to granting such permit and easement.

NOW THEREFORE, BE IT RESOLVED, that pursuant to Minnesota Statutes, Section 282.04, Subdivision 4, the County Auditor is hereby authorized to issue a recreational easement to use said strip of land for a recreational easement into their properties, if consistent with the law, and the special conditions set forth on the recorded easement, over and across the above described property.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 23rd day of February 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 23rd day of February 2016

Nathan Burkett
County Administrator



Request for Access Across Tax-Forfeited Lands In Aitkin County

August 29, 2006

Before completing this request, read the accompanying instructions to determine the type of easement that you are requesting. Please attach a map showing the proposed easement that you are requesting. A non-refundable application fee of \$400.00 must accompany this application. If approved, the application fee will be applied to the easement fee.

① Easement:

- Utility easement only
 Recreational road easement – no utilities are allowed, for recreation use only
 Residential road easement – includes utility easement, for year round use

See the instruction sheet for better definitions of the types of easements

② Applicant Information (please print or type)

The Estate of Rose Berg

Name of applicant	Company name		
39771 342nd Lane	Aitkin	MN	56431
Mailing address	City	State	Zip Code
218-866-0406	rberg365@gmail.com		
Daytime phone number	E-mail address		

③ Please answer the following with regards to **YOUR** parcel being accessed:

Tax Parcel Number 15-0-042600 Acreage 40
Location of Parcel: Legal Description : NE 1/4 of NE 1/4 Sec. 25, Twp. 47, Range 25
Section 25 Township 47 Range 25

Do you own the property? yes no fee owner contract for deed purchaser

Do you have any other access into this property? yes no

Will the proposed easement route cross property other than Aitkin County tax forfeited lands?: yes no

If yes, has legal access been acquired from these other properties? yes no

④ Please write a brief note on why you are requesting an easement:

The parcel is landlocked and must have access to be sold.

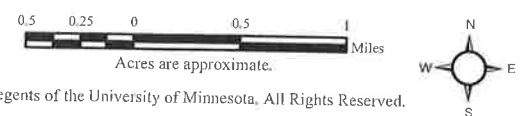
⑤ Signature of applicant or authorized representative

Robert F. Berg
12-28-15
Date

⑥ Please return the completed form, and map along with the nonrefundable application fee of \$400.00 to:
Aitkin County Land Department
209 2nd St. NW Room 206
Aitkin, Mn. 56431
218-927-7364



KIMBERLY T47N-R25W

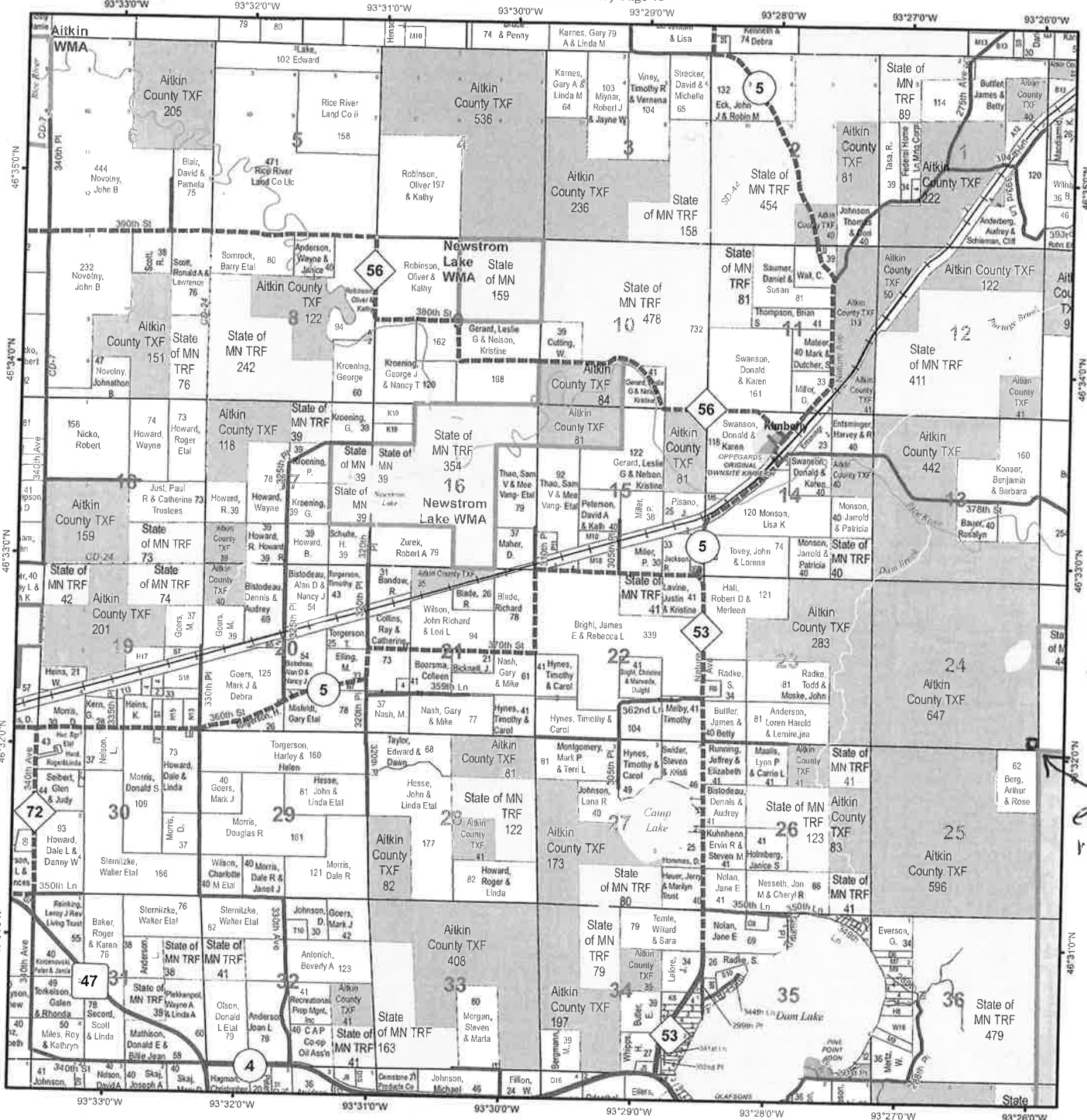


©2013, Regents of the University of Minnesota. All Rights Reserved.

See (FLEMING T48N-R25W) Page 40

See (SPENCER T47N-R26W) Page 33

See (UNORGANIZED T47N-R24W) Page 35



See (GLEN T46N-R25W) Page 28



American Peat Technology, LLC
36203 350th Avenue
Aitkin, MN 56431
www.americanpeattech.com
218.927.1888

Peat is a renewable natural resource with great potential, having inherent characteristics that make it suitable for various applications in the agricultural industry and in environmental applications..



Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: February 22, 2016

Title of Item: Fire Protection Contract-City of McGrath

<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: Kirk Peysar, County Auditor		Department: County Auditor
Presenter (Name and Title): Kirk Peysar, County Auditor		Estimated Time Needed: n/a
Summary of Issue: Approve and authorize signatures to the 2016 Fire Protection Contract for the Unorganized Town of 45-24 (Jewett) with McGrath Fire Department.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve and authorize signatures to the contract with Ball Bluff Township for 2015 <i>City of McGrath for 2016</i>		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ as attached Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

February 16, 2016

To: Board of Commissioners

From: Kirk Peysar, County Auditor

Re: 2016 Fire Protection contract with City of McGrath

City of McGrath has submitted a renewal contract to provide fire protection to the unorganized township 45-24 (Jewett). The allocation of fire protection cost is as follows:
45-24 \$478.70

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

CONTRACT FOR TOWNSHIP FIRE PROTECTION

This agreement, made and entered into this 1ST day of JAN 2016 by and between the City of McGrath, Aitkin County, Minnesota and the township of UNORGANIZED, Aitkin County, Minnesota.
45-24

Whereas, the second party, deeming it advisable to have available for the benefit of the residents of said Township, services of the McGrath Fire Department and electors of Township have pursuant to law, provided a fund for furnishing of such services and

Whereas, City by appropriate action authorized it's Mayor and Clerk to enter into contract with Township.

Now, therefore; it is mutually agreed between parties, that for a period of 1 year from and after the date hereof, the Fire Department of McGrath will answer any and all fire calls of the residents in the following sections 45-24 of Township and will respond to such calls with suitable firefighting apparatus to render all assistance possible in the saving of life and property. In the event of two calls, the first call shall have priority and the second call shall be answered as soon as possible, it being understood that McGrath has other contracts, and it being further understood that the property within City limits shall have first call on the services of the Fire Department.

In consideration of such services, second party agrees to pay the sum of \$ 478.70, payable in advance.

It is understood and agreed however that in the event that the road and weather conditions be such that the fire run cannot be made with reasonable safety to men and equipment, the decision of the Fire Chief or other Fire Department official being final in such event, that said City shall not be liable in any way to Township, or to any person, firm or corporation for failure of the department to attend a fire or to extinguish a fire or for damage to or loss of goods.

In consideration of such services, parties served agreed to pay \$250.00 per fire run.

It is understood and agreed that this contract shall continue in effect for a period of not more than 1 year with the privilege of cancelling by either party with a written notice within thirty days.

CONTRACT DATE JAN 1 2016 to JAN 1 2017

In witness thereof, the respective parties have caused this instrument to be executed by the respective officers thereof.

CITY OF MCGRATH

TOWNSHIP

MAYOR

CHAIRMAN

CLERK

CLERK



Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: February 23, 2016

Title of Item: Fire Protection Contract with Ball Bluff

<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: Kirk Peysar, County Auditor		Department: County Auditor
Presenter (Name and Title): Kirk Peysar, County Auditor		Estimated Time Needed: n/a
Summary of Issue: Approve and authorize signatures to the 2016 Fire Protection Contract for the Unorganized Towns of 51-22, 52-22, and 52-24 with Ball Bluff Township.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve and authorize signatures to the contract with Ball Bluff Township for 2015 2016		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ as attached Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

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

February 16, 2016

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: 2016 Fire Protection contract with Ball Bluff Township

Ball Bluff Township has submitted a renewal contract to provide fire protection to the 3 neighboring unorganized townships. The allocation of fire protection costs are as follows: 51-22 \$131.90; 52-22 \$9,433.07; and 52-24 \$1,244.78.

Request to authorize signatures to the 2016 Fire Protection contract with Ball Bluff Township for the unorganized townships.

**Jacobson Volunteer Fire Department
Fiduciary Agent: Ball Bluff Township
Fire Protection Agreement
with Aitkin County Fiduciary Agent for:
Unorg. Townships: 51-22, 52-22, 52-24
Effective January 1, 2016**

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

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

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

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

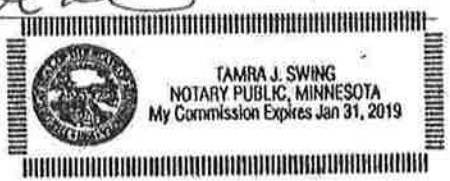
1. The Jacobson Volunteer Fire Department shall provide fire protection and emergency medical response services to those properties in 51-22, 52-22, 52-24 Township lying within the areas outlined in red on the attached map. Such fire protection and emergency medical response services shall be provided from **January 1, 2016 through December 31, 2016** with the existing and any newly-obtained fire, medical equipment, apparatus and with members of the Jacobson Volunteer Fire Department.
2. Jacobson Volunteer Fire Department agrees to provide fire protection and emergency medical response services as described above to 51-22, 52-22, 52-24 Township in exchange for payment of the portion of the budget that would be equal to the portion of 51-22, 52-22, 52-24's tax capacity in relation to the tax capacity of the fire departments total coverage area. **The portions are as follows 51-22 \$131.90, 52-22 \$9,433.07, 52-24 \$1,244.78, which will provide coverage from January 1, 2016 to December 31, 2016.** Payment arrangements should be made with the clerk of Ball Bluff Township (fiduciary agent of the Jacobson Volunteer Fire Department), 68368 198th Ave., Jacobson, MN 55752.
3. The Jacobson Volunteer Fire Department's obligation to provide fire protection service and emergency medical response shall be subject to the following:
 - a. If road and weather conditions at the time of the call are such that the fire/medical run cannot be made with reasonable safety to men and equipment, and the decision of the Fire Chief or his Assistant or Captains in charge shall be final in such matter, no obligation arises under this agreement on the part of the Jacobson Volunteer Fire Department to answer such call.
 - b. In the event that a sufficient amount of the fire fighting/medical equipment and number of volunteer firemen, or both, are committed at the time of which another fire call comes in from the dispatcher of Aitkin County, in the sole judgment of the Fire Chief, his Assistant or Captains, to fighting pre-existing fires or attending pre-existing medical emergencies, so as to render the available equipment and manpower inadequate to answer a fire or medical call from the dispatcher of Aitkin County, no obligation shall arise under this agreement to answer such call. A pre-existing fire/medical emergency for the purposes of this agreement shall be a fire/medical emergency to which the Jacobson Volunteer Fire Department is called previous to receiving the call from the dispatcher of Aitkin County and which fire is still being fought or medical emergency is still being attended to by the Jacobson Volunteer Fire Department at the time the call from the dispatcher of Aitkin County is received.

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

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 8th day of October, 2015.

Township of **Ball Bluff Township**
by Steven J. Seaver
Chairman
Attest: Sammy Suu
Township Clerk
by [Signature]
Fire Chief

Township of **Unorganized 51-22, 52-22, 52-24**
by _____
Chairman
Attest: _____
Township Clerk





Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: 2/23/2016

Title of Item: Job Description Updates

- REGULAR AGENDA
- CONSENT AGENDA
- INFORMATION ONLY

Action Requested:

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

- Direction Requested
- Discussion Item
- Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:

Bobbie Danielson

Department:

Administration/HR

Presenter (Name and Title):

Bobbie Danielson, HR Director or Nate Burkett, County Administrator

Estimated Time Needed:

n/a

Summary of Issue:

The following job descriptions were updated and re-evaluated as follows:

- Assistant VSO, Grade 4 (new position)
- LLCC Business Manager, Grade 10 (formerly Administrative Coord, Grade 5), Pay Increase to \$53,352 1/1/2016.
- LLCC Education Manager, Grade 10 (formerly Instruction Coordinator, Grade 10). No change to grade.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

- 1) Motion to approve the three job descriptions listed above.
- 2) Motion to implement the annual salary of \$53,352 for the current LLCC Business Manager incumbent, effective 1/1/2016.

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:

The LLCC Business & Marketing Manager position was Grade 12. Prior incumbent was at \$58,864. Increase current incumbent (Admin Coord \$21.57/hour) to \$53,352 annual salary, effective retro to 1/1/2016.



Position Description

ASSISTANT VETERANS SERVICES OFFICER

Department Administration
Grade Grade 4
Reports to County Veterans Service Officer
FLSA Status Exempt
Union Status Non-union Position

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To provide assistance to the County Veterans Service Officer, and to assume his/her duties and responsibilities in the event of his/her prolonged absence. To advise, assist, and advocate for veterans, their dependents, and survivors (clients) in evaluating and applying for a wide variety of available federal, state, and other benefits and services. To develop community awareness and outreach programs for veterans by providing on-site service at nursing homes, hospitals, satellite office(s), and making house calls when necessary for homebound veterans and survivors (clients) throughout the county.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.

1. Advises, assists, and advocates for Veterans, their dependents, and survivors in obtaining and maximizing receipt of any available federal, state, and local services, assistance, and grants available.
2. Advises, assists, and advocates for clients in appealing denied claims; attends hearings as requested on behalf of veteran.
3. Develops and maintains effective working relationships with veterans, their families, and survivors as well as service providers, other County departments, other government and non-government organizations to maintain effective levels of service for clients.



Position Description

4. Assists in development and implementation of community awareness and outreach programs to inform veterans and the public on benefits and services available by providing on-site service at nursing homes, hospitals, satellite office(s), and making house calls when necessary for homebound veterans and survivors (clients) throughout the county. Fulfills periodic requests for public speaking engagements for County veterans' organizations, County organizations, or community service groups.
5. Responsible for records management including all applicable data retention and data privacy regulations.
6. Maintains current knowledge of county, state, and federal statutes, as well as rules, regulations, and policies regarding veterans' programs, and interprets and applies these to the office's operations.
7. Attends training as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Must be a Veteran as defined in Minnesota Statute 197.447. Requires two years post-secondary education, or two years of full-time work experience providing services to Veterans; OR an equivalent combination of education and work experience sufficient to perform the essential functions of the job. A valid driver's license is required. Bachelor's Degree in social work, psychology, sociology, business administration, public administration, or related field is preferred, but not required. First Aid and CPR Certifications preferred.

Maintains State of Minnesota County Veterans Service Office (CVSO) Certification annually as required by Minnesota Statute 197.605.

Must be able to access the Veterans Benefits Management System. Training and VA background must be completed within 2 years of hire.

Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including rulings of the US Veteran Administration.
3. Veterans' programs, benefits, and community resources including government, non-profit agencies, and private sector.
4. Medical conditions and terminology.

Skill in:

1. Public relations skills in dealing with the public to communicate, process, and disseminate information and to explain laws and/or departmental operations and rules.



Position Description

2. Communication and interpersonal skills as applied to interaction with coworkers and supervisor sufficient to exchange or convey information and to receive work direction.
3. Typing skill sufficient to complete 45 net words per minute without errors.
4. Preparing and making presentations to groups.
5. Reading, writing, and speaking English proficiently.
6. Independently organizing and prioritizing work.
7. Strong computer skills including Microsoft Word, Excel, and Outlook.
8. Interpreting statutes.
9. Developing and implementing effective office procedures.
10. Math sufficient to evaluate budget information, determine need and eligibility for benefit programs, and calculate assistance levels.

Ability to:

1. Develop and maintain effective working relationships with County staff, members of the public, federal, state, and local government staff and elected officials, and clients and members of the public who are under stress, who may have mental illness and/or disabilities, and who may be emotionally charged over an issue.
2. Maintain confidentiality, exercise good judgment, and meet deadlines.
3. Work independently.
4. Travel and work in excess of standard hours when necessary.
5. Interpret complex laws, rules, regulations, and court opinions.
6. Analyze and organize information and materials in a clear and logical form for oral and written presentation.
7. Understand and carry out oral and written instructions.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

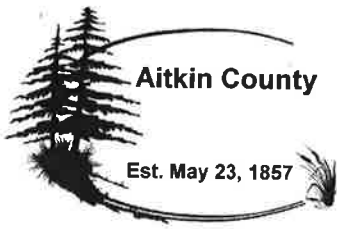
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software.



Position Description

County Payroll Software/E-time, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Veterans Information Management System (VIMS) and other job-related software programs.

Ability to Travel

Local driving is required to satellite office(s), nursing homes, hospitals, and clients' homes. Clients' homes may present a variety of unpleasant or potentially hazardous conditions. Travel is also required to attend local meetings and events, out-of-town meetings and training sessions, and to visit the Minneapolis and St. Cloud VA Medical Centers, and the St. Paul VA Regional Office, as necessary.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, delegation, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, innovation, and crisis management.

Work Environment

The noise level in the work environment is usually quiet. Regular computer use is required. The job may involve dealing with and calming individuals who are emotionally charged over an issue, suffering from acute mental health issues, and contagious diseases. There is considerable attention to detail and deadlines. Periodically requires working beyond normal business hours, including attendance at County service organization meetings. See also ability to travel section above.

Equipment and Tools

Standard office equipment including computer, calculator, copier, telephone, and other job-related equipment.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions.

Must have the ability to lift and/or carry up to 20 pounds. While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Note: Exerting up to 50 pounds of force is done occasionally to load and unload materials for outreach events.

Working safety is a condition of employment. Aitkin County is a drug-free workplace.



Position Description

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”



EDUCATION MANAGER, LONG LAKE CONSERVATION CENTER

Department Land Department, Long Lake Conservation Center
Grade Grade 10
Reports to Land Commissioner
FLSA Status Exempt
Union Status Non-union Position
Special Note Residence on LLCC campus required

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

Develop and conduct business practices on behalf of Long Lake, consistent with its mission and goal of being a self-funded organization. Manage education program functions and curriculum of Long Lake Conservation Center, including training, scheduling and supervising instructors.

Supervision Received

Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

Supervision Exercised

Manages education division staff including Program Coordinator, Permanent Naturalists, Seasonal Naturalists, Summer Instructors/Counselors, and other seasonal staff and volunteers.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, suspension, termination, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.

1. Under the direction of the Land Commissioner, and in collaboration with the Business Manager, manages, plans and evaluates the overall operations of Long Lake Conservation Center; provides input to the LLCC Budget and manages assigned budgets.
2. Leads the collaborative development and implementation of education curriculum, programs, policies and procedures, provides input to development and implementation of operational plans.
3. Leads the collaborative development and implementation of marketing and sales plans.



Position Description

4. Ensures ongoing accreditation of Long Lake Conservation Center as a special purpose school including, planning, implementation, reporting and evaluation.
 5. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 6. Attend meetings, conferences, and trainings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in Natural Science, Environmental Education, Recreation or a related field. Teaching experience in formal or informal settings, plus three or more years related experience; or an equivalent combination of education and experience sufficient to perform the essential functions of the position.

5+years of experience in management and team leadership.

First Aid/CPR Certified.

MN Teaching license preferred, but not required.

On-site housing is required and provided for by Aitkin County.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check (including FBI fingerprint check).

Superior oral and written communication skills, public speaking skills, advanced technology skills, and a very strong work ethic are required. Prior experience with Residential Environmental Learning Center operations is beneficial. Must be able to work flexible hours, including some evenings and weekends.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Basic knowledge of natural science, environmental education, recreation or related fields.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Teaching and Public Speaking
3. First aid and CPR/AED skills.
4. Leading outdoor activities.
5. Using audio visual equipment, computers, and other office equipment.



Position Description

6. Care and handling of live specimens including: snakes, frogs, salamanders, mice, and crickets.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and guests with respect, honesty, and consideration.
2. Lead, instruct and evaluate programs and activities to carry out the objectives and goals of the Conservation Center.
3. Deal tactfully, but firmly, while supervising students.
4. Employ positive public relations both on and off the Conservation Center.
5. Maintain confidentiality.
6. Communicate with co-workers, students and the general public.
7. Establish and maintain effective working relationship with co-workers, supervisors, students and the general public.
8. Create, evaluate, and update curriculum.
9. Issue and follow oral and written instructions.
10. Endure adverse weather conditions and hazardous and annoying insects.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software, E-time, Microsoft Word, Excel, Outlook, PowerPoint, Internet, and other job-related software.

Ability to Travel

Occasional travel in and out of Aitkin County is required for attending conferences, meetings, and when visiting other sites (schools, potential clients, etc.).

Competencies



Position Description

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate.

This position requires both indoor and outdoor work in all types of weather, including hot summer and cold winter temperatures. Outdoors may be exposed to bees, flies, mosquitoes, ticks, and poison ivy. May occasionally be exposed to blood or other body fluids from guest illness or injury.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, shredder, county-owned vehicles, and personal vehicle (requires proof of insurance on file). May also use a variety of recreational and educational tools and equipment.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 40 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Position Description

BUSINESS MANAGER

Department Land Department, Long Lake Conservation Center
Grade Grade 10
Reports to Land Commissioner
FLSA Status Exempt
Union Status Non-union Position

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

Develop and conduct business practices on behalf of Long Lake, consistent with its mission and goal of being a self-funded organization. Manage maintenance and food service functions of Long Lake Conservation Center, to ensure all facilities are clean and safe for all guests; and to ensure all meals meet nutritional needs, while remaining affordable and appealing.

Supervision Received

Employees working in this job class work under Aitkin County administrative direction. They plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

Supervision Exercised

Manages all Food Service staff and Maintenance staff.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, suspension, termination, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Under the direction of the Land Commissioner, and in collaboration with the Education Manager, manages, plans and evaluates the overall operations of Long Lake Conservation Center; coordinates the development of the LLCC Budget and manages assigned budgets.
2. Manages the day to day administration of LLCC including accounting, scheduling, IT, HR, customer service, general communications and coordination.



Position Description

3. Leads the collaborative development and implementation of facilities, maintenance, food services, and general amenities plans.
 4. Assists in researching, designing and implementing marketing and sales plans as needed.
 5. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 6. Attend meetings, conferences, and trainings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Requires a Bachelor's degree in Business Management, Accounting, Marketing or a related field, plus three or more years related experience; or an equivalent combination of education and experience sufficient to perform the essential functions of the position.

Environmental studies and/or teaching background beneficial.

Superior oral and written communication skills, public speaking skills, advanced technology skills, and a very strong work ethic are required. Prior fundraising experience is beneficial. Must be able to work flexible hours, including some evenings and weekends.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check, including fingerprinting, will be performed as part of the pre-employment process.

On-site housing is an option for incumbent, spouse, and child(ren), if desired. This is voluntary. If interested, candidates may inquire about details at time of interview.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and Local laws, rules, and regulations relevant to the work performed in this position, in addition to departmental policies sufficient to promote business and to interpret and explain policy, regulations and operating procedures to the general public.
3. Budgeting, accounting, and bookkeeping practices sufficient to track expenses and revenues.
4. Word processing, database, spreadsheet, and financial management programs.
5. Business English, spelling, grammar and punctuation.
6. Modern office procedures, practices and equipment.
7. The MN Government Data Practices Act requirements.

Skill in:



Position Description

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Leadership skills that include communication, marketing, promotion, and accessibility.
3. Grantwriting and fundraising skills and techniques.
4. Superior oral and written communication skills.
5. Outstanding computer skills and proficiency at using a variety of software programs.
6. Reading, writing, and speaking English proficiently.
7. Organizing and prioritizing work.
8. Typing skill sufficient to complete 35 net words per minute or higher.
9. Current computer and technology skills sufficient to produce correspondence, create interactive forms, professional brochures, spreadsheets, perform internet research, and efficiently utilize a variety of social media outlets for marketing purposes. Ability to learn new software quickly and adapt to ever-evolving technology.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and ability to treat all county staff and guests with respect, honesty, and consideration.
2. Establish and maintain effective working relationships with coworkers, supervisors, and subordinates; and a willingness to get involved with the community to work together for the benefit of all.
3. Work independently and exercise good judgment, demonstrating a high degree of self-motivation.
4. Attention to detail and ability to review and/or complete a variety of forms properly.
5. Exercise independent judgment, effective organization and time management as it relates to office procedures.
6. Must be able to travel and work in excess of standard hours when necessary, as well as be able to operate a vehicle safely in all types of weather.
7. Maintain confidentiality.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, financial reports, legal documents, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Reasoning Skills



Position Description

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following:

County Payroll Software, E-time, Microsoft Word, Excel, Outlook, Publisher, PowerPoint, Publisher, Internet, Facebook, Instagram, other media outlets, as well as other job-related programs and software.

Ability to Travel

Occasional travel is required for errands, trainings, meetings, business at the courthouse, conferences, trade shows, fairs, etc.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually quiet to moderate. Must have the ability to focus and concentrate despite being subject to repeated interruptions.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, shredder, scanner, county-owned vehicles, and personal vehicle (requires proof of insurance on file). May also use a variety of recreational and educational tools and equipment.

Physical Activities/Requirements

Stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, daily lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Standing and bending to respond to inquiries and to obtain information is required. Must have the ability to lift and/or carry up to 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.



Position Description

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: 2/23/2016

Title of Item: Contract for phone lines

<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: Steve Bennett	Department: IT	
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Request authorization to sign a 24 month contract with Century Link for the PRI lines which provide telephone service to the County offices. The expiring contract rate is \$644 per month and the new rate will be \$725 per month.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve signing the contract.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ \$725/mo. Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: February 23, 2016

Title of Item: Accept Blandin Foundation Grant to extend Web Diagnostics Program

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input 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: Ross Wagner	Department: Economic Development & Forest Ind
-------------------------------------	---

Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator	Estimated Time Needed: 10 Minutes
---	---

Summary of Issue:
Aitkin County has recently completed the Aitkin County Web Diagnostics for Small Businesses program. We were able to help 11 businesses with the limited amount of funding we had. Overall the program was very successful with many positive comments received. Initially we started with a \$1,312.50 contribution from Aitkin County and a \$3,938.00 grant from the Blandin Foundation. Due to the success of the initial program, the Central Woodlands Blandin Broadband Community, would like to take the model developed by Aitkin County and offer this program to businesses within the Central Woodlands, which includes Aitkin County. The funding would be a \$25,000.00 grant from the Blandin Foundation with the match provided by the East Central Regional Development Commission. I would administer the program through my office as I have the experience from our earlier project. This would allow us to continue to offer this program with no cost to the county other than my time.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve

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:*
 Match for grant is provided by the East Central Regional Development Commission

Aitkin County Web Diagnostics for Small Business Owners
Application Form

Business Name: _____

Contact: _____

Phone, e-mail: _____

Address: _____

State Business ID#: _____

Brief Description of what you want to do, check boxes below: _____

Through the Aitkin County Web Diagnostics for Small Business Owners, any business located in Aitkin County is eligible to receive up to 4 hours of free, web based marketing assistance.

Guidelines:

- The program provides up to 4 hours of free consultation on web based marketing or social media. Specific areas of assistance that is available through the program are listed below.
- You may check any and all programs you feel most beneficial to your business, however, the 4 hour time limit applies, so be sure to prioritize the assistance you are looking for.
- Aitkin County estimates that approximately 31 businesses will be able to receive this free assistance, if there is sufficient demand, we will look at the program again in 2016.

This service would be tailored to web location services such as Google and yelp, basics of Search Engine Optimization (SEO), using web analytics and social media. If a business is already using these services the program would provide an update or refresher session to make sure the business is utilizing these web tools to their maximum capacity. The person doing the web diagnostics would not be a web designer or provide content for a business's website. However, within the 4 hours of time, basic instructions on starting, designing and hosting a website would be allowable.

- Managing online Reviews
 - Managing an online presence is now an essential business practice. This includes monitoring and responding to reviews posted on social media sites such as Yelp and Trip Advisor.
- Mobile eMarketing
 - Mobile devices like iPhones and Androids generate the bulk of internet traffic now. Having a mobile version of a business website and being accessible through multiple mobile search engines is considered essential by many businesses.
- Location based services
 - From Google Maps to Yelp, people now rely on location based services to find goods and services.
- Getting high on Google (search engine optimization)
 - Getting to the top of Google's search results is a marketing priority of many businesses. Making sure that your website represents all that your business has to offer is the primary way to get the top search rankings.

- Using analytics to inform business decisions
 - Analytics is the recorded data of how many visitors come to your website, what pages they went to, and what content they engaged with. Most business websites have analytic data available for the website but do not have a clear idea of how to use it to make decisions.

- Social media for business
 - Facebook, many who have Facebook business pages or a Twitter account struggle to make good use of them. Explore strategies and tactics small businesses are using to engage with customers using social media. Small businesses are increasingly, successfully using social media to engage with the customers and improving their bottom line.
 - Branding is an area where some businesses could use assistance – or just advice on being consistent across all their social media and web outlets with logos and messaging. Another possible service to consider would be video marketing -- a lot of smaller companies can use YouTube videos to drive traffic to their websites.



Board of County Commissioners Agenda Request

3B

Agenda Item #

Requested Meeting Date: February 23, 2016

Title of Item: Accept Blandin Foundation Broadband Vision Statement

<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: Ross Wagner		Department: Economic Development & Forest Ind
Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator		Estimated Time Needed: 5 Minutes
Summary of Issue: Following is the Broadband Vision Statement as adopted at the MN DEED and Blandin Foundation Border to Border Broadband Conference of which Nate and I attended. Counties, Cities and other jurisdictions are being asked to adopt the vision to help foster broadband development across the state of Minnesota. Everyone in Minnesota will be able to use convenient, affordable world-class broadband networks that enable us to survive and thrive in our communities and across the globe. Attached, As of February 10th, are the jurisdictions that have adopted the vision.		
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 checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

Everyone in Minnesota will be able to use convenient, affordable world-class broadband networks that enable us to survive and thrive in our communities and across the globe.

The Blandin Foundation is working hard to garner as many endorsements of this vision as possible. Our hope is that the vision and the many endorsements will help our elected officials at the legislature understand the importance of this infrastructure to vital rural communities as they consider broadband investments during the session. To date, the vision has received nearly 30 endorsements (see below for a list of endorsements to date). Endorsers include cities, counties, foundations, co-ops, NGOs, and associations.

Endorsing organizations (as of February 10, 2016):

Statewide Advocacy Organizations:

Economic Development Association of Minnesota (EDAM): *a statewide association of professionals specializing in the field of economic development.*

Greater Minnesota Partnership (GMP): *a nonprofit corporation devoted to advocating for state economic development policies and resources that benefit Greater Minnesota*

Minnesota Association of Community Telecommunications Administrators (MACTA): *originally formed to address issues that impact cable television and franchise development, MACTA has evolved into an advocacy organization to help shape the rapidly changing telecommunications landscape as it affects cities*

Minnesota Association of Professional County Economic Developers (MAPCED): *promotes the role of counties in fostering economic growth, expanding the tax base, and enhancing quality of life*

Minnesota Association of Townships: *a nonprofit corporation representing 1,779 of Minnesota's 1,782 townships*

MN Library Association Legislative Committee: *the committee is charged with recommending a legislative platform and program to the MLA board of directors each year and to lobby on behalf of MLA*

Minnesota Municipal Utilities Association (MMUA): *a nonprofit corporation representing the interests of the state's 100+ municipal electric and natural gas utilities*

Minnesota Rural Education Association (MREA): *the only advocacy organization devoted exclusively to Greater Minnesota schools*

Minnesota Service Cooperatives: *a Joint Powers organization comprised of nine educational service agencies*

Educational Institutions

Minnesota State Community and Technical College: *with campuses in Detroit Lakes, Fergus Falls, Moorhead and Wadena and online, M State's mission is to provide education for dynamic learning, living, working and serving*

Telecommunications Organizations

East Central MN Educational Cable Cooperative (ECMECC): *a joint-powers association of schools in east central Minnesota that provides interactive TV programming to its members*

Leech Lake Telecommunications Company: *a department of Leech Lake MIS Division, the telecommunications company is charged with providing and maintaining telephone communications to over 2000 desktops and modems on the reservation*

Place-based Development Organizations

Chisago County HRA-EDA

Ortonville EDA

Minnesota Initiative Foundations: *established in the early 1980's, these are strong, independent entities that are built to respond to regional needs and opportunities*

- Northwest Minnesota Foundation
- West Central Initiative

Regional Development Commissions: *established in 1969 to provide technical assistance to the local units of government in their region*

- Headwaters Regional Development Commission
- Mid-Minnesota Development Commission
- Region Five Development Commission
- Region Nine Development Commission
- Upper Minnesota Valley Regional Development Commission

Counties

Carlton County

Chippewa County

Nobles County

Sherburne County

Winona County

Cities

City of Big Lake

City of Elk River

City of Grand Rapids

City of Lafayette

City of Stewart

City of Winthrop

Utility Companies

Agralite Electric Cooperative: *a locally owned progressive utility providing dependable electric service and other consumer related products to improve the quality of life in the Benson area*

Nonprofit Organizations and Community Groups

Cloquet Valley Internet Initiative (CVII): *a multi-township effort to improve the options residents have for high-speed internet service*

EnSearch: *located in the Brainerd Lakes Area, EnSearch provides research and evaluation services to support the growth of a variety of businesses and industries*

Project FINE: *a nonprofit organization whose mission is to strengthen and enrich the Winona area by facilitating the integration of people who are ethnically diverse*

Resilient Region Champions of Region Five: *a group of citizens working together to realize the Resilient Region mission of planning sustainable regions that integrate the disciplines of housing, transportation, natural environment and economic development that will encompass in-reach strategies through HIGHLY involved civic engagement in efforts to build an inclusive region that will provide opportunities, be free from discrimination and improve the quality of life of ALL residents*



Board of County Commissioners Agenda Request

3C

Agenda Item #

Requested Meeting Date: February 23, 2016

Title of Item: Aitkin County as Fiscal Agent for the McGregor Walleye Tank

<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: Ross Wagner		Department: Economic Development & Forest Ind
Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator		Estimated Time Needed: 10 Minutes
Summary of Issue: I am requesting that Aitkin County act as Fiscal Agent for the McGregor Walleye Tank project. The McGregor Walleye Tank is a combination of the TV Show Shark Tank and an Inventors Competition. It is designed to encourage entrepreneurship in Aitkin County. As the project lead person, I will be the one soliciting donations so it would be easier and more efficient for Aitkin County to be the fiscal agent. I would expect very little activity, a few donors and payouts. An informational sheet with more details is attached.		
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 checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

Welcome to the McGregor Walleye Tank

McGregor Walleye Tank; an exciting new venture for the McGregor and Aitkin County area to identify potential new ideas and products that can lead to economic development opportunities in our community.

What is it? The McGregor Walleye Tank is a combination Inventors Fair and the TV Show *Shark Tank* in that exhibitor's will be given a chance to display and demonstrate new products or business ideas. Cash prizes will be awarded to the products or ideas that have the best chance to lead to economic development opportunities in the McGregor area or in Aitkin County.

How does it work? The McGregor Walleye Tank will be open to the public. Exhibitors will be provided a space to show and demonstrate their new inventions, new or improved versions of existing products or an idea/concept for a business or product.

- A panel of judges or "Walleyes" made up of business professionals and consultants will meet with *each* exhibitor, hear the exhibitor's presentation or demonstration and then offer advice and comments designed to help the exhibitor take their idea to fruition.
- The Walleyes will then select the top 3 - 5 exhibitors based on their ability to have a successful product or idea. Those top exhibitors will then give a presentation on stage to the audience and Walleyes. As with the initial presentations, the Walleyes will provide critique and suggestions for improvements as well as any other advice or comments intended to improve the invention or help the exhibitor bring the idea to the market. From those final presentations', the Walleyes will choose the First and Second place winners as soon as possible after the presentations have all been given.
- Two separate awards for exhibitors 21 years of age and under will be given. The same criteria for the other exhibitors will apply. Walleyes will choose the two winners and both will give a presentation on stage. The two under 21 category winners will each receive \$250.00.
- A People's Choice prize will also be awarded. The Award winner will be the invention or idea that gets the most votes from the public. Votes will be in the form of One Dollar bills given to each exhibitor by the public, the exhibitor with the most money will win the people's choice award. Each exhibitor will keep their own votes, or dollars.
- In addition to presentations, booths or tables will be set up for representatives from such organizations as the Small Business Administration, Financial resources and other business help organizations. In addition to competing for cash prizes, exhibitors, or future exhibitors, will be able to receive assistance in an informal setting.
- The McGregor Fab Lab and other manufacturing and trade groups will be there for demonstrations and a resource for contestants.
- There is a \$25.00 application fee for all exhibitors and contestants.

How will my idea be judged? There are five criteria used by the McGregor Walleye Tank judging panel.

- *Business opportunity:* A strong business opportunity is one which effectively addresses a real customer need or problem and which has a strong likelihood of becoming profitable.
- *Business model:* A well-articulated business model clearly explains how the business will generate revenue, i.e., how customer transactions will occur.
- *Strength of financials:* A financial model that is based on solid assumptions, and shows a clear path to revenue, and ultimately, profitability.
- *Strength of marketing plan:* A strong marketing plan includes strategy founded on good market research, shows understanding of the target customer, identifies who will be responsible for what, and is tied to timelines.
- *Strength of entrepreneur and/or entrepreneur team:* A strong entrepreneur team is one in which key leaders are available to fill key positions to execute the operations plans.

When and Where? Saturday, August 20th in McGregor, MN. Inventors display area opens at 10:00 AM and goes to 2:00 PM. Final presentations to the Walleye's will begin at 1:00. Judges will announce the top finalists in each category as soon as possible thereafter. People Choice winners will be announced at 1:00.

How does this help the economy of the McGregor area? By bringing people with new ideas and inventions or products to our community. Judging will be done with a perspective of "how will this work" in the McGregor area or in Aitkin County. Audience members, judges and anybody with an interest will be given an opportunity to meet with contestants to discuss potential partnership or investment opportunities.

Who will be the judges or walleyes? Judges will be people with a background in entrepreneurship, inventing/patenting products, marketing, business management and financing. Judges will be mostly local area folks along with others to make sure a variety of interests are represented on the panel of judges.

Where can I get more information? For additional information or if you would be interested in being a sponsor or judge, please contact:

Ross Wagner
Economic Development & Forest Industry Coordinator
Aitkin County
217 2nd Street NW #131
Aitkin, MN 56431
218-927-7305 Fax 218-927-7374
rwagner@co.aitkin.mn.us



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: 2/23/16

Title of Item: Investment Report

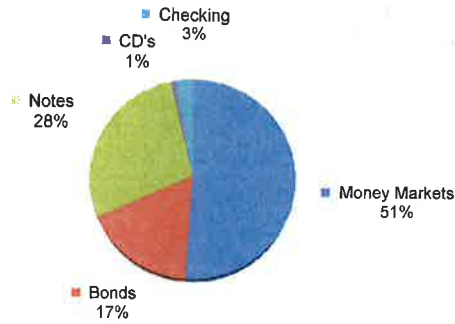
<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): Lori Grams-County Treasurer		Estimated Time Needed: 10 minutes
Summary of Issue: 4th Quarter 2015 Investment Report		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
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>		

December 2015

INVESTMENT PORTFOLIO DIVERSIFICATION

PORTFOLIO

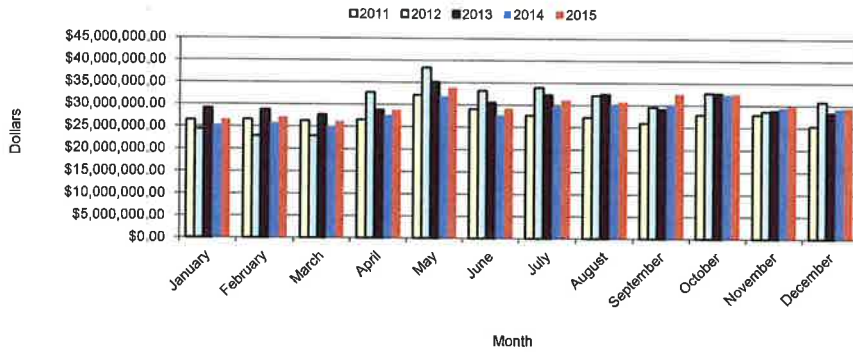
Money Markets	\$15,048,727.55
Bonds	\$5,090,176.31
Notes	\$8,280,876.39
CD's	\$225,000.00
Checking	\$873,008.40
Total	\$29,517,788.65



PORTFOLIO BALANCE

	2011	2012	2013	2014	2015
January	\$26,414,041.13	\$24,367,549.40	\$29,088,294.41	\$25,412,093.97	\$26,612,279.57
February	\$26,547,115.00	\$22,873,046.63	\$28,763,352.90	\$25,861,121.83	\$27,155,630.95
March	\$26,288,864.37	\$22,854,934.11	\$27,609,036.85	\$25,149,483.96	\$26,218,443.65
April	\$26,536,253.86	\$32,720,309.44	\$28,787,188.45	\$27,598,300.21	\$28,744,085.23
May	\$32,170,929.96	\$38,314,598.16	\$35,123,488.24	\$31,918,369.74	\$33,856,148.33
June	\$29,058,120.68	\$33,155,604.57	\$30,534,488.26	\$27,734,491.87	\$29,203,774.06
July	\$27,638,077.10	\$33,946,246.47	\$32,269,580.09	\$29,807,467.71	\$31,133,075.27
August	\$27,200,515.06	\$32,141,928.59	\$32,424,958.90	\$30,319,081.32	\$30,827,856.78
September	\$25,975,141.17	\$29,568,924.83	\$29,111,435.84	\$30,375,578.52	\$32,589,735.30
October	\$27,828,872.25	\$32,703,656.18	\$32,689,893.97	\$32,542,627.19	\$32,646,664.14
November	\$27,828,872.25	\$28,619,875.28	\$28,738,753.69	\$29,564,837.09	\$29,937,105.23
December	\$25,325,566.17	\$30,798,195.43	\$28,332,441.56	\$29,375,220.36	\$29,517,788.65
Average Balance	\$27,401,030.75	\$30,172,072.42	\$30,289,409.43	\$28,804,889.48	\$29,870,215.60

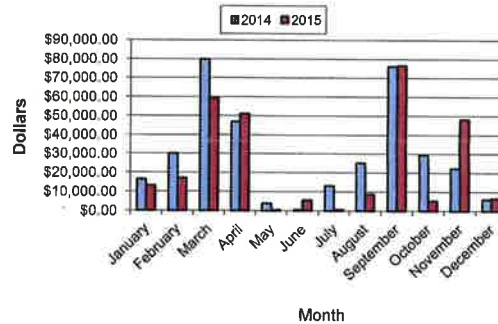
PORTFOLIO BALANCE



INTEREST EARNED

	2014	2015
January	\$16,360.81	\$13,218.32
February	\$30,049.56	\$17,173.38
March	\$79,889.99	\$59,380.97
April	\$46,783.36	\$51,054.69
May	\$3,917.20	\$468.57
June	\$452.46	\$5,590.61
July	\$13,153.39	\$735.31
August	\$25,051.22	\$8,822.00
September	\$75,995.07	\$76,483.42
October	\$29,479.75	\$5,283.05
November	\$22,310.15	\$48,217.44
December	\$5,987.02	\$6,674.55
Total	\$349,429.98	\$293,102.31

INTEREST EARNED



Interest Earned

2013	\$314,830.42
2012	\$314,893.06
2011	\$322,490.59

Lori Grams, County Treasurer

Bank #	Bank	Type of Investment	Purchase Date	Maturity Date	Interest Rate	Total
8	Grand Timber Bank	Money Market	-	-	0.15	\$7,557.68
15	Federal Reserve	Bond	4/20/1987	4/1/2017	8.00	\$22.85
104	Magic-General	Money Market	-	-	0.23	\$12,838,814.62
108	Wells Fargo	Money Market	-	-	0.01	\$24,848.90
109	Security State	Checking	-	-	0.05	\$22,613.70
110	Bremer	Checking	-	-	0.01	\$658,458.26
111	Bremer Premium Account	Checking	-	-	0.00	\$191,936.44
147	Magic-Ditch 2	Money Market	-	-	0.23	\$12,332.66
148	Magic-Ditch 30	Money Market	-	-	0.23	\$28,009.68
177	Magic-Envir Trust	Money Market	-	-	0.23	\$26,707.40
189	Bremer	Money Market	-	-	0.05	\$1,260,261.79
323	WFA	Money Market	-	-	0.01	\$0.00
363	Security State Bank	Money Market	-	-	0.25	\$850,194.82
414	Magic	Note	3/30/2011	3/9/2018	3.25	\$2,530,876.39
442	WFA	Note	8/28/2012	8/28/2019	1.65	\$2,250,000.00
444	WFA	Note	10/4/2012	10/4/2019	1.72	\$1,000,000.00
446	WFA	Bond	10/3/2012	10/3/2019	1.65	\$2,000,000.00
445	WFA	Bond	10/11/2012	10/11/2019	1.69	\$869,565.22
447	WFA	Bond	10/15/2012	10/15/2019	1.63	\$220,588.24
448	Grand Timber Bank	CD	1/11/2015	1/11/2017	1.25	\$200,000.00
449	WFA	Bond	1/30/2013	1/30/2020	1.64	\$1,000,000.00
450	WFA	Note	2/12/2013	2/12/2020	1.67	\$1,000,000.00
451	WFA	Bond	2/13/2013	2/13/2020	1.73	\$1,000,000.00
452	WFA	Note	4/17/2013	4/17/2020	1.80	\$1,000,000.00
453	WFA	Note	6/26/2013	6/26/2020	2.04	\$500,000.00
456	Neighborhood National Bank	CD	2/11/2015	2/11/2016	0.35	\$25,000.00
						<u>\$29,517,788.65</u>

Unrestricted Funds as of 12/31/15

Fund 1-General	\$9,127,533.15
Fund 3-R & B	\$4,103,645.21
Fund 3 #232	\$6,520,148.06
Fund 5-HHS	\$4,544,194.41
	<u>\$24,295,520.83</u>
Fund 3 #232	<u>(\$6,520,148.06)</u>
	<u>\$17,775,372.77</u>



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: February 23, 2016

Title of Item: 2015 Year-End Financial Review

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Nathan Burkett		Department: Administration
Presenter (Name and Title): Nathan Burkett, County Administrator		Estimated Time Needed:
Summary of Issue: At Tuesday's meeting I will review the 2015 Year-End finances with the Board.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: February 23, 2016

Title of Item: Community Corrections

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

Submitted by: Nathan Burkett	Department: Administration
--	--------------------------------------

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

Summary of Issue:

At Tuesday's meeting I will give the Board an update on Community Corrections, and may also have a proposed resolution to consider.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No Please Explain:



Aitkin County Board of Commissioners Agenda Request Form

6

Agenda Item #

Requested Meeting Date: February 23, 2016
Title of Item: Committee Reports

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