

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS November 22, 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 November 8, 2016 to November 21, 2016
  - B) Approve November 8, 2016 County Board Minutes
  - C) Approve Commissioner Warrants
  - D) Approve October Manual Warrants
  - E) Approve Auditor Warrants - October Sales & Use Tax
  - F) Approve Auditor Warrants - 2016 Period 2 RE Tax Settlement Payments
  - G) Approve Highway Department Contract Payment
  - H) Adopt Resolution: Request for Reimbursement of Property Tax Relief
    - I) Approve Public Hearing Date for Amendments to the General Zoning & Shoreland Management Ordinances
  - J) Adopt Resolution: 2016 Federal Boating Supplemental Equipment Grant Agreement
  - K) Adopt Resolution: All Terrain Vehicle Trail Funding
  - L) Approve Release of Combination Mortgage - Quadna Mountain
  - M) Approve Personnel Committee Recommendations
- 10:17 3) Lori Grams, Treasurer
- A) 2016 Third Quarter Investment Report
- 10:30 4) Patrick Wussow, Interim County Administrator
- A) 2015 Audit Summary
  - B) Approve Aitkin County CARE 2017 Funding Request
  - C) Potential Action Related to Employment of Individual Subject to the Board's Authority

- 11:15 5) Ross Wagner, Economic Development & Forest Industry Coordinator**  
**A) Broadband Discussion**  
    1. Discussion on Draft of Aitkin County Broadband Development Grant  
    2. Aitkin County Blandin Broadband Community Update  
**B) Building Addition Discussion**  
**C) Hydroponics Study Proposals**

**12:00 6) Committee Updates**

**12:30 Lunch**

- 1:30 7) Patrick Wussow, Interim County Administrator**  
**A) County Administrator Interviews**  
    1. 1:30 - Scott Peters  
    2. 2:30 - Kathleen Ryan  
    3. 3:30 - Jessica Seibert

**Adjourn**

# AITKIN COUNTY BOARD

**November 8, 2016**

<p>The Aitkin County Board of Commissioners met this 8<sup>th</sup> day of November, 2016 at 9:01 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Don Niemi, Laurie Westerlund, Brian Napstad, Anne Marcotte, Interim County Administrator Patrick Wussow and Administrative Assistant Sue Bingham.</p>	<b>CALL TO ORDER</b>
<p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the November 8, 2016 agenda.</p>	<b>APPROVED AGENDA</b>
<p>Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: October 25, 2016 to November 7, 2016; B) Approve County Board Minutes: October 25, 2016; C) Approve Highway Department Contract Payment: \$563,355.57 – Road &amp; Bridge; D) Approve Commissioner Warrants: General Fund \$85,648.09, Road &amp; Bridge \$71,379.91, Health &amp; Human Services \$1,809.34, Trust \$6,453.92, Forest Development \$7,597.42, Long Lake Conservation Center \$13,138.20, Parks \$6,080.84 for a total of \$192,107.72; E) Approve Appointment to Corrections Advisory Board; F) Approve 2017 Newspaper Bid Specifications; G) Approve 2017 Fire Protection Contract – Ball Bluff Twp.; H) Accept \$400 Donation to STS from Fleming United Methodist Church</p>	<b>CONSENT AGENDA</b>
<p>Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to appoint Stacy Riedel, Victim Services Coordinator to fill the Victim Services vacancy on the Aitkin County Community Corrections Advisory Board.</p>	<b>COMMUNITY CORRECTIONS ADVISORY BOARD APPOINTMENT</b>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve \$86,712.00 roof proposal for North Star Lodge, Long Lake Conservation Center from Matt Lueck Construction.</p>	<b>NORTH STAR LODGE LLCC ROOF</b>
<p>John Welle, County Engineer updated the Board on the 2016 and 2017 Construction Projects.</p>	<b>HIGHWAY DEPT CONSTRUCTION PROJECTS</b>
<p>Bobbie Danielson, Human Resources Director presented Personnel Recommendations to the Board.</p>	<b>PERSONNEL COMMITTEE RECOMMENDATIONS</b>
<p>Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to adopt the 2017-2018 non-union wages as recommended, consistent with the wage pattern settlement.</p>	<b>2017-2018 NON-UNION WAGES</b>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to authorize Administration to update the Personnel Policy consistent with the health insurance, HSA contributions and related changes that will be effective on January 1, 2017.</p>	<b>PERSONNEL POLICY UPDATES</b>
<p>Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Administrative Assistant to the County Administrator job classification at Grade 6, and the corresponding 75 cent per hour wage increase for the current incumbent, effective November 8, 2016.</p>	<b>ADMINISTRATIVE ASSISTANT RECLASSIFICATION</b>

Motion by Commissioner Westerlund to approve keeping County offices open on December 23, 2016, and to offer the non-union staff an alternate day off, with pay, as AFSCME union employees have December 23rd off. Motion failed due to lack of a second.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried (4-1 Westerlund), to keep the County offices open on December 23, 2016 and to deny non-union employees the day off with pay.

Patrick Wussow, Interim County Administrator and Paul Steinman, Vice President of Springsted Incorporated discussed the proposed Agreement for Municipal Advisor Services with the Board. Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the agreement and to authorize signatures.

Patrick Wussow, Interim County Administrator presented the Finance Committee's recommendation for 2017 and 2018 Aitkin County annual audits to the Board. Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to accept the CliftonLarsonAllen quote of \$52,000.00 for 2017 and \$53,800.00 for 2018, for a total of \$105,800.00.

The Board discussed the following: McGregor Airport, 4H, Jacobson Community Event, HRA, Aitkin Airport, Historical Society, and Community Corrections Advisory Board.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to close the meeting at 11:32 a.m. under Minnesota Statutes 13D.05 for preliminary consideration of allegations against an individual subject to the Board's authority.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to reopen the meeting at 12:57 p.m.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to adjourn the meeting at 12:57 p.m. until Tuesday, November 22, 2016 at 9:00 a.m.

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

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Patrick Wussow, Interim County Administrator

**CHRISTMAS EVE****MUNICIPAL ADVISOR  
SERVICES  
AGREEMENT****2017 AND 2018  
AITKIN COUNTY  
ANNUAL AUDITS****BOARD DISCUSSION****CLOSED SESSION****REOPEN MEETING****ADJOURN**



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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

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Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

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1 General Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name		Rpt	Amount	Warrant Description		Invoice #		Account/Formula Description	
	No.	Account/Formula			Service Dates		Paid On Bhf #		On Behalf of Name	
1	DEPT				Commissioners					
	86222	Aitkin Independent Age								
		01- 001- 000- 0000- 6230		95.00	Synopsis 9/13		1479		Printing, Publishing & Adv	
		01- 001- 000- 0000- 6230		62.50	Synopsis 9/27		1479		Printing, Publishing & Adv	
		01- 001- 000- 0000- 6230		27.50	Request for Quotes/Audit		1479		Printing, Publishing & Adv	
	86222	Aitkin Independent Age		185.00	3 Transactions					
	10452	AT&T Mobility								
		01- 001- 000- 0000- 6250		69.98	wireless charges		287259994975		Telephone	
					09/18/2016 10/17/2016		0			
	10452	AT&T Mobility		69.98	1 Transactions					
	3590	Niemi/Donald								
		01- 001- 000- 0000- 6340		18.43	Meals/AMC distict 1 Mtg		10/13		Meals (Overnight)	
		01- 001- 000- 0000- 6340		40.00	Meals/AMC distict 1 Mtg		10/13		Meals (Overnight)	
		01- 001- 000- 0000- 6330		160.38	Mileage/AMC distict 1 Mtg		297@.54		Transportation & Travel & Parking	
	3590	Niemi/Donald		218.81	3 Transactions					
1	DEPT Total:			473.79	Commissioners		3 Vendors		7 Transactions	
40	DEPT				Auditor					
	86222	Aitkin Independent Age								
		01- 040- 021- 0000- 6230		36.00	license ctr		1014		Printing, Publishing & Adv	
	86222	Aitkin Independent Age		36.00	1 Transactions					
	2214	Holder/Maryann								
		01- 040- 021- 0000- 6301		750.00	December Rent				Rentals	
	2214	Holder/Maryann		750.00	1 Transactions					
	2386	Information Systems Corp								
		01- 040- 000- 0000- 6231		503.04	Nexsan Assureon Support		24298		Services, Labor, Contracts	
					01/07/2017 01/07/2018		0			
	2386	Information Systems Corp		503.04	1 Transactions					
	86235	The Office Shop Inc								
		01- 040- 000- 0000- 6405		64.78	9.2x12 Envelopes		1014587- 0		Office & Computer Supplies	
		01- 040- 000- 0000- 6405		20.51	6x9 Envelopes		1014587- 0		Office & Computer Supplies	
		01- 040- 000- 0000- 6405		17.19	sheet protectors		1014947- 0		Office & Computer Supplies	

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Vendor Name	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Paid On Bhf #</u>	<u>Account/Formula Description</u>	<u>On Behalf of Name</u>
86235 The Office Shop Inc					102.48						
							3 Transactions				
40 DEPT Total:					1,391.52	Auditor		4 Vendors		6 Transactions	
42 DEPT						Treasurer					
208 American Solutions For Business											
01- 042- 000- 0000- 6405					652.90	TNT Form- Laser Cut Sheet		02781545		Office & Computer Supplies	
208 American Solutions For Business					652.90		1 Transactions				
4173 Grams/Lori											
01- 042- 000- 0000- 6330					68.36	Meeting Duluth- 10/28/16		126.6@.54		Transportation & Travel	
4173 Grams/Lori					68.36		1 Transactions				
2386 Information Systems Corp											
01- 042- 000- 0000- 6231					503.04	Nexsan Assureon Support		24298		Services, Labor, Contracts	
						01/07/2017	01/07/2018	0			
2386 Information Systems Corp					503.04		1 Transactions				
42 DEPT Total:					1,224.30	Treasurer		3 Vendors		3 Transactions	
43 DEPT						Assessor					
89471 Aitkin Co 4- H Council											
01- 043- 000- 0000- 6405					320.00	8 Plat books		Assessors		Office, Film & Computer Supplies	
89471 Aitkin Co 4- H Council					320.00		1 Transactions				
10452 AT&T Mobility											
01- 043- 000- 0000- 6250					209.94	Monthly wireless statement		287250162187		Telephone	
						09/18/2016	10/17/2016	0			
10452 AT&T Mobility					209.94		1 Transactions				
10330 Dangers/Mike											
01- 043- 000- 0000- 6511					26.69	Fuel for County Vehicle- MAAO		10/28/16		Gas And Oil	
10330 Dangers/Mike					26.69		1 Transactions				
2155 Hicks/James											
01- 043- 000- 0000- 6340					29.43	Meals/USPAP course		11/25- 11/26		Meals (Overnight)	
01- 043- 000- 0000- 6330					79.64	Miles/USPAP course		181@.44		Transportation & Travel & Parking	

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
2155 Hicks/James		109.07	2 Transactions	
86235 The Office Shop Inc				
01- 043- 000- 0000- 6405		65.24	AA batteries, Pens, #10 envelo	1014212- 0 Office, Film & Computer Supplies
86235 The Office Shop Inc		65.24	1 Transactions	
43 DEPT Total:		730.94	Assessor	5 Vendors 6 Transactions
44 DEPT			Central Services	
3336 Office Of MN. IT Services				
01- 044- 000- 0000- 6231		1,300.00	October Useage	DV16100396 Services, Labor, Contracts
3336 Office Of MN. IT Services		1,300.00	1 Transactions	
9261 RTVision, Inc.				
01- 044- 000- 0000- 6231		400.00-	Time off request Credit Memo	12301 Services, Labor, Contracts
9261 RTVision, Inc.		400.00-	1 Transactions	
86235 The Office Shop Inc				
01- 044- 000- 0000- 6231		305.93	Quarterly copy charges B&W	288672- 0 Services, Labor, Contracts
01- 044- 000- 0000- 6231		101.71	Quarterly copy charges Color	288672- 0 Services, Labor, Contracts
86235 The Office Shop Inc		407.64	2 Transactions	
44 DEPT Total:		1,307.64	Central Services	3 Vendors 4 Transactions
45 DEPT			Motor Pool	
170 Aitkin Motor Company				
01- 045- 000- 0000- 6302		46.75	Oil change, rotate #31 Escape	11075 Car Maintenance
01- 045- 000- 0000- 6302		45.76	Oil change, rotate #3 Escape	11125 Car Maintenance
170 Aitkin Motor Company		92.51	2 Transactions	
45 DEPT Total:		92.51	Motor Pool	1 Vendors 2 Transactions
49 DEPT			Information Technologies	
11406 Innovative Office Solutions				
01- 049- 000- 0000- 6405		9.09	2017 Pocket calendar for Steve	IN1364948 Office Supplies (Non Computer)
11406 Innovative Office Solutions		9.09	1 Transactions	
11158 Solarwinds Inc				

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
11158	Solarwinds Inc	409.00	Maintenance renewal	IN297937	Programming, Services, Contracts
		409.00		1 Transactions	
6097	Verizon Wireless				
	01- 049- 000- 0000- 6231	61.03	Renewal November 2016	386695110	Programming, Services, Contracts
			10/02/2016 11/01/2016	0	
6097	Verizon Wireless	61.03		1 Transactions	
49	DEPT Total:	479.12	Information Technologies	3 Vendors	3 Transactions
52	DEPT		Administration/Personnel Dept		
86222	Aitkin Independent Age				
	01- 052- 000- 0000- 6230	70.50	position vacancies 10/5/16	1483	Printing, Publishing & Adv
	01- 052- 000- 0000- 6230	80.66	position vacancies 10/12/16	1483	Printing, Publishing & Adv
	01- 052- 000- 0000- 6230	114.38	position vacancies 10/19/16	1483	Printing, Publishing & Adv
86222	Aitkin Independent Age	265.54		3 Transactions	
10452	AT&T Mobility				
	01- 052- 000- 0000- 6250	49.64	wireless charges	287259994975	Telephone
			09/18/2016 10/17/2016	0	
10452	AT&T Mobility	49.64		1 Transactions	
88880	Datacomm Computers & Networks Inc				
	01- 052- 000- 0000- 6625	885.00	computer system for Sue B	9242	Office Equipment
88880	Datacomm Computers & Networks Inc	885.00		1 Transactions	
11293	League Of Minnesota Cities				
	01- 052- 000- 0000- 6230	225.00	Web Advert. 3 wks County admin	244701	Printing, Publishing & Adv
11293	League Of Minnesota Cities	225.00		1 Transactions	
86235	The Office Shop Inc				
	01- 052- 000- 0000- 6405	0.65	binder clips	1013906- 0	Office & Computer Supplies
	01- 052- 000- 0000- 6405	9.59	Calculator	1014427- 0	Office & Computer Supplies
	01- 052- 000- 0000- 6405	1.29	Staples	1014440- 0	Office & Computer Supplies
	01- 052- 000- 0000- 6405	90.99	Laser Toner	1014861- 0	Office & Computer Supplies
86235	The Office Shop Inc	102.52		4 Transactions	

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
52	DEPT Total:		1,527.70	Administration/Personnel Dept	5 Vendors	10 Transactions
60	DEPT			Elections		
	86222 Aitkin Independent Age					
	01-060-000-0000-6230		488.40	(8) AB Notices	1014	Printing, Publishing & Adv
	01-060-000-0000-6230		52.80	public accuracy test	1014	Printing, Publishing & Adv
	86222 Aitkin Independent Age		541.20	2 Transactions		
	2099 Harmon/Elizabeth					
	01-060-000-0000-6405		161.49	Election night supplies		Office & Computer Supplies
	01-060-000-0000-6330		37.40	Election mileage	85@.44	Transportation & Travel
	2099 Harmon/Elizabeth		198.89	2 Transactions		
	10689 Roden/Becky					
	01-060-000-0000-6330		21.60	Mileage/Nordland Roster	40@.54	Transportation & Travel
	10689 Roden/Becky		21.60	1 Transactions		
	13129 SeaChange					
	01-060-000-0000-6406		162.46	Add'l General election ballots	10818	Ballots & Programming
	01-060-000-0000-6406		162.46	Add'l General election ballots	10842	Ballots & Programming
	01-060-000-0000-6406		362.46	Add'l General election ballots	10851	Ballots & Programming
	13129 SeaChange		687.38	3 Transactions		
	86235 The Office Shop Inc					
	01-060-000-0000-6405		89.96	Dymo Labels	1014587-0	Office & Computer Supplies
	01-060-000-0000-6405		19.17	moisteners, letter openers	1014947-0	Office & Computer Supplies
	86235 The Office Shop Inc		109.13	2 Transactions		
60	DEPT Total:		1,558.20	Elections	5 Vendors	10 Transactions
90	DEPT			Attorney		
	89471 Aitkin Co 4- H Council					
	01-090-000-0000-6405		160.00	4 Aitkin County Plat Books	Attorney's	Office & Computer Supplies
	89471 Aitkin Co 4- H Council		160.00	1 Transactions		
	117 Aitkin County Sheriff					
	01-090-000-0000-6250		21.10	Ratz- Cellular Charges	16-1010	Telephone
				09/18/2016 10/17/2016	0	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
117	Aitkin County Sheriff		21.10	1 Transactions	
485	Beltrami Co Sheriff's Office				
	01-090-000-0000-6234		60.00	Subpoena 01CR1646	4535 Co Sheriff Services
485	Beltrami Co Sheriff's Office		60.00	1 Transactions	
1180	Crow Wing Co Sheriff's Office				
	01-090-000-0000-6234		75.00	Subpoena 01CR15655	3465 Co Sheriff Services
1180	Crow Wing Co Sheriff's Office		75.00	1 Transactions	
6039	Motherway/Michele				
	01-090-000-0000-6240		85.50	Dues for voting member	Paralegal Asso Dues & Registration Fee
6039	Motherway/Michele		85.50	1 Transactions	
5970	Pine County Sheriff's Office				
	01-090-000-0000-6234		56.65	Subpoena 01CR16484	1610782 Co Sheriff Services
5970	Pine County Sheriff's Office		56.65	1 Transactions	
9489	Redwood Toxicology Laboratory, Inc				
	01-090-000-0000-6213		42.14	testing for pretrial defendant	122891201610 Drug & Forfeiture Ms387.213
9489	Redwood Toxicology Laboratory, Inc		42.14	1 Transactions	
86235	The Office Shop Inc				
	01-090-000-0000-6405		36.80	Mailing envelopes	1014503-0 Office & Computer Supplies
86235	The Office Shop Inc		36.80	1 Transactions	
90	DEPT Total:		537.19	Attorney	8 Vendors 8 Transactions
100	DEPT			Recorder	
2386	Information Systems Corp				
	01-100-196-0000-6231		1,605.00	Maint.agreem on Microfilm read	0000008408 Services, Labor, Contracts- Recorder's
	01-100-195-0000-6231		335.35	Nexsan Assureon Support	24298 Services, Labor, Contracts- Land Records
				01/07/2017 01/07/2018	0
	01-100-196-0000-6231		838.39	Nexsan Assureon Support	24298 Services, Labor, Contracts- Recorder's
				01/07/2017 01/07/2018	0
2386	Information Systems Corp		2,778.74	3 Transactions	
10795	Moriarty/Michael				
	01-100-000-0000-6330		32.28	Overnight parking	11/2-3 Transportation & Travel

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	01- 100- 000- 0000- 6332		304.52	Hotel/2015 Real Property Inst.	11/2- 3	Hotels / Motels
	01- 100- 000- 0000- 6330		119.68	mileage/Real property institut	272@.44	Transportation & Travel
10795	Moriarty/Michael		456.48	3 Transactions		
3951	Pro West & Associates, Inc					
	01- 100- 195- 0000- 6231		2,000.00	LINK Maintenance	000948	Services, Labor, Contracts- Land Records
				12/01/2016 11/30/2017	0	
3951	Pro West & Associates, Inc		2,000.00	1 Transactions		
86235	The Office Shop Inc					
	01- 100- 000- 0000- 6405		90.78	Legal Copy paper	1014795- 0	Office & Computer Supplies
86235	The Office Shop Inc		90.78	1 Transactions		
100	DEPT Total:		5,326.00	Recorder	4 Vendors	8 Transactions
110	DEPT			Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services					
	01- 110- 000- 0000- 6422		36.72	tissue,multi- towels,mop	2200841336	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		36.72	1 Transactions		
88628	Dalco					
	01- 110- 000- 0000- 6422		258.45	toilet tissue, hardroll towels	3094898	Janitorial Supplies
88628	Dalco		258.45	1 Transactions		
1754	Garrison Disposal Company, Inc					
	01- 110- 000- 0000- 6255		583.47	Waste removal services	8232608	Garbage
1754	Garrison Disposal Company, Inc		583.47	1 Transactions		
89765	Minnesota Elevator, Inc					
	01- 110- 000- 0000- 6231		165.27	November monthly service	683086	Services, Labor, Contracts
89765	Minnesota Elevator, Inc		165.27	1 Transactions		
110	DEPT Total:		1,043.91	Courthouse Maintenance	4 Vendors	4 Transactions
120	DEPT			Service Officer		
10452	AT&T Mobility					
	01- 120- 000- 0000- 6250		62.05	wireless charges	287270539560	Telephone
				09/18/2016 10/17/2016	0	



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# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
10452 AT&T Mobility		62.05	1 Transactions	
10981 Bakken/Glen A.J.				
01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	MPLS
			10/14/2016	10/14/2016 0
10981 Bakken/Glen A.J.		50.00	1 Transactions	Per Diem
4641 Holiday Credit Office				
01- 120- 000- 0000- 6511		281.11	October Vet Van gas	1400000136034
4641 Holiday Credit Office		281.11	1 Transactions	Gas And Oil
13602 Hughley/Josh				
01- 120- 000- 0000- 6330		15.84	Mileage- AL mtg in Hill City	36@.44
			10/26/2016	10/26/2016 0
13602 Hughley/Josh		15.84	1 Transactions	Transportation & Travel
2448 Janzen/Carroll Mark				
01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	MPLS
			10/26/2016	10/26/2016 0
2448 Janzen/Carroll Mark		50.00	1 Transactions	Per Diem
3093 Jones/Stanley Carter				
01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	ST CLOUD
			10/13/2016	10/13/2016 0
3093 Jones/Stanley Carter		50.00	1 Transactions	Per Diem
5767 Lamke/Dennis				
01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	ST CLOUD
			10/31/2016	10/31/2016 0
5767 Lamke/Dennis		50.00	1 Transactions	Per Diem
10677 Olsen/Gerald D				
01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	ST CLOUD
			10/25/2016	10/25/2016 0
10677 Olsen/Gerald D		50.00	1 Transactions	Per Diem
3912 Peterson/Richard				
01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	MPLS
			10/06/2016	10/06/2016 0

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	ST CLOUD	Per Diem
				10/27/2016	10/27/2016	0
3912	Peterson/Richard		100.00		2 Transactions	
11362	Roscoe/Bernie					
	01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	MPLS	Per Diem
				10/12/2016	10/12/2016	0
11362	Roscoe/Bernie		50.00		1 Transactions	
86235	The Office Shop Inc					
	01- 120- 000- 0000- 6405		49.45	VM logs,correction tape,pens	1014590- 0	Office & Computer Supplies
86235	The Office Shop Inc		49.45		1 Transactions	
6097	Verizon Wireless					
	01- 120- 000- 0000- 6250		14.62	Vet van cell phone	880690364	Telephone
				09/21/2016	10/20/2016	0
6097	Verizon Wireless		14.62		1 Transactions	
11970	Wikelius/Charles					
	01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	ST CLOUD	Per Diem
				10/17/2016	10/17/2016	0
11970	Wikelius/Charles		50.00		1 Transactions	
5960	Wilmo/Wesley S.					
	01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	ST CLOUD	Per Diem
				10/11/2016	10/11/2016	0
5960	Wilmo/Wesley S.		50.00		1 Transactions	
9255	Witt/Warren					
	01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	BRAINERD	Per Diem
				10/05/2016	10/05/2016	0
	01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	MPLS	Per Diem
				10/24/2016	10/24/2016	0
9255	Witt/Warren		100.00		2 Transactions	
120	DEPT Total:		1,023.07	Service Officer	15 Vendors	17 Transactions
122	DEPT			Planning & Zoning		
86222	Aitkin Independent Age					

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
86222 Aitkin Independent Age	01- 122- 000- 0000- 6230 57.50	BOA hearing 11/2	1482	Printing, Publishing & Adv
	57.50	1 Transactions		
13066 Hargrave/Bryan	01- 122- 000- 0000- 6231 3,500.00	Contract Inspections	10@350.00	Services, Labor, Contracts, Programming
13066 Hargrave/Bryan	3,500.00	1 Transactions		
2386 Information Systems Corp	01- 122- 000- 0000- 6231 1,173.75	Nexsan Assureon Support	24298	Services, Labor, Contracts, Programming
		01/07/2017 01/07/2018	0	
2386 Information Systems Corp	1,173.75	1 Transactions		
5516 Paquette/Jeremy M	01- 122- 000- 0000- 6350 50.00	BOA Meeting	11/2/16	Per Diem
	20.00	ONSITES	11/2/16	Per Diem
	82.08	Boa/Onsites mileage	152@.54	Boa/Pc Mileage
5516 Paquette/Jeremy M	152.08	3 Transactions		
4010 Rasley Oil Company	01- 122- 000- 0000- 6511 33.03	October Gas	AITCOZOS	Gas And Oil
4010 Rasley Oil Company	33.03	1 Transactions		
14176 Shermer/Rick	01- 122- 000- 0000- 6820 50.00	partial refund- App#2016- 001214		Refunds & Reimbursements
14176 Shermer/Rick	50.00	1 Transactions		
10028 Spiel/Edward	01- 122- 000- 0000- 6350 50.00	Boa meeting	11/2/16	Per Diem
	20.00	ONSITES	11/2/16	Per Diem
	69.12	BOA/Onsites mileage	128@.54	Boa/Pc Mileage
10028 Spiel/Edward	139.12	3 Transactions		
86235 The Office Shop Inc	01- 122- 000- 0000- 6231 749.63	Copy Contract- #of copies	288673- 0	Services, Labor, Contracts, Programming
86235 The Office Shop Inc	749.63	1 Transactions		
10017 Tveit/Galen	01- 122- 000- 0000- 6350 50.00	BOA Meeting	11/2/16	Per Diem
	20.00	Onsites	11/2/16	Per Diem

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01- 122- 038- 0000- 6330	68.58	BOA/Onsites mileage	127@.54	Boa/Pc Mileage
10017 Tveit/Galen	138.58	3 Transactions		
122 DEPT Total:	5,993.69	Planning & Zoning	9 Vendors	15 Transactions
123 DEPT		Coroner		
2939 McGee P.A./M.B.				
01- 123- 000- 0000- 6231	500.00	ME 16- 1416	2596	Coroner Fees
01- 123- 000- 0000- 6231	500.00	ME 16- 1642	2596	Coroner Fees
01- 123- 000- 0000- 6231	500.00	ME 16- 1531	2596	Coroner Fees
01- 123- 000- 0000- 6231	500.00	ME 16- 1535	2596	Coroner Fees
01- 123- 000- 0000- 6231	500.00	ME 16- 1689	2596	Coroner Fees
01- 123- 000- 0000- 6231	500.00	ME 16- 1741	2596	Coroner Fees
01- 123- 000- 0000- 6231	500.00	ME 16- 1634	2596	Coroner Fees
01- 123- 000- 0000- 6231	500.00	ME 16- 1776	2596	Coroner Fees
01- 123- 000- 0000- 6231	500.00	ME 16- 1273	2596	Coroner Fees
01- 123- 000- 0000- 6231	500.00	ME 16- 1387	2596	Coroner Fees
01- 123- 000- 0000- 6231	500.00	ME 16- 1805	2596	Coroner Fees
01- 123- 000- 0000- 6231	500.00	ME 16- 2097	2596	Coroner Fees
2939 McGee P.A./M.B.	6,000.00	12 Transactions		
123 DEPT Total:	6,000.00	Coroner	1 Vendors	12 Transactions
200 DEPT		Enforcement		
170 Aitkin Motor Company				
01- 200- 000- 0000- 6302	506.16	#224 replace DTC sensors	10761	Car Maintenance
01- 200- 000- 0000- 6302	45.76	oil change #223 Explorer	11129	Car Maintenance
170 Aitkin Motor Company	551.92	2 Transactions		
10452 AT&T Mobility				
01- 200- 000- 0000- 6250	1,063.35	wireless charges	287258495419	Telephone
		09/18/2016 10/17/2016	0	
10452 AT&T Mobility	1,063.35	1 Transactions		
12445 Brandl Chevrolet, Buick GMC				
01- 200- 000- 0000- 6302	141.37	diagnose exhaust,LOF #200	225804	Car Maintenance
12445 Brandl Chevrolet, Buick GMC	141.37	1 Transactions		

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
783	Canon Financial Services, Inc					
	01- 200- 000- 0000- 6231		164.95	Copier Contract- 001	16640042	Services & Labor (Incl Contracts)
783	Canon Financial Services, Inc		164.95	1 Transactions		
964	Chief Supply Corp					
	01- 200- 000- 0000- 6405		131.09	gloves, battery	282165	Office Supplies
964	Chief Supply Corp		131.09	1 Transactions		
3494	Everson/Richard					
	01- 200- 000- 0000- 6330		101.20	LEMA mileage- Blaine	230@.44	Transportation & Travel & Parking
3494	Everson/Richard		101.20	1 Transactions		
4641	Holiday Credit Office					
	01- 200- 000- 0000- 6511		154.67	Gas Commercial Account	1400000288942	Gas And Oil
4641	Holiday Credit Office		154.67	1 Transactions		
6121	Identisys					
	01- 200- 039- 0000- 6425		193.35	printer ribbon	319717	Gun Permit Expenses
6121	Identisys		193.35	1 Transactions		
3263	K&M Signs Inc.					
	01- 200- 000- 0000- 6302		100.00	#222, #211 squad numbers	11358	Car Maintenance
3263	K&M Signs Inc.		100.00	1 Transactions		
5756	KEEPRS, Inc					
	01- 200- 000- 0000- 6410		133.74	uniform clothes #211	321117	Clothing Allowance
5756	KEEPRS, Inc		133.74	1 Transactions		
252	Lynn Peavey Company					
	01- 200- 000- 0000- 6405		151.20	evidence gathering supplies	323984	Office Supplies
	01- 200- 000- 0000- 6405		106.00	evidence gathering supplies	324344	Office Supplies
252	Lynn Peavey Company		257.20	2 Transactions		
3371	Minnesota Sheriffs' Association					
	01- 200- 003- 0000- 6241		250.00	MSA Winter Conf.Reg#223	125490	Registration Fee
3371	Minnesota Sheriffs' Association		250.00	1 Transactions		
3255	Mn Counties Intergovernmental Trust					
	01- 200- 000- 0000- 6352		1,813.06	deductible(Mitchell- DVS)	13PE0103	Insurance

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3255	Mn Counties Intergovernmental Trust		1 Transactions		
4010	Rasley Oil Company				
	01- 200- 000- 0000- 6511	124.50	October Gas	AITCOSHES	Gas And Oil
4010	Rasley Oil Company	124.50	1 Transactions		
12110	Revelin Vehicle Solutions, LLC				
	01- 200- 000- 0000- 6314	2,220.00	install equip new #216	162	Radio Maint
	01- 200- 000- 0000- 6314	130.00	replace #217 computer mount	163	Radio Maint
	01- 200- 000- 0000- 6314	130.00	#224 switch box & siren	163	Radio Maint
12110	Revelin Vehicle Solutions, LLC	2,480.00	3 Transactions		
84172	Riverwood Healthcare Center				
	01- 200- 000- 0000- 6272	880.00	Pre- employ physical tests	Parenteau	Physical Examinations
84172	Riverwood Healthcare Center	880.00	1 Transactions		
4681	Streichers				
	01- 200- 000- 0000- 6410	39.98	return flashlight holder	CM274627	Clothing Allowance
	01- 200- 000- 0000- 6410	145.00	return vest carrier	CM274628	Clothing Allowance
	01- 200- 000- 0000- 6410	299.94	uniform pants #221, spare	I1228946	Clothing Allowance
	01- 200- 000- 0000- 6410	49.98	flashlights #204, #211	I1229627	Clothing Allowance
	01- 200- 000- 0000- 6410	90.00	vest carrier #221	I1232298	Clothing Allowance
	01- 200- 000- 0000- 6410	139.99	uniform shirts #224	I1233677	Clothing Allowance
4681	Streichers	394.93	6 Transactions		
86235	The Office Shop Inc				
	01- 200- 000- 0000- 6405	384.83	office supplies	1014713- 0	Office Supplies
	01- 200- 000- 0000- 6405	3.99	battery	288565- 0	Office Supplies
	01- 200- 000- 0000- 6231	858.00	service contract Deputy copier	288696- 0	Services & Labor (Incl Contracts)
	01- 200- 000- 0000- 6405	22.98	SDHD micro card	288761- 0	Office Supplies
86235	The Office Shop Inc	1,269.80	4 Transactions		
13848	WYATT'S TOWING				
	01- 200- 000- 0000- 6590	205.00	tow 1998 Millenia 16- 3335	10/28/16	Repair & Maintenance Supplies
	01- 200- 000- 0000- 6590	185.00	tow 2002 Century 16- 3594	10/30/16	Repair & Maintenance Supplies
13848	WYATT'S TOWING	390.00	2 Transactions		
200	DEPT Total:	10,595.13	Enforcement	19 Vendors	32 Transactions

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Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
202	DEPT			Boat & Water			
1754	Garrison Disposal Company, Inc						
	01- 202- 000- 0000- 6231		10.00	disposal of buoys	61516		Services & Labor (Incl Contracts)
1754	Garrison Disposal Company, Inc		10.00	1 Transactions			
202	DEPT Total:		10.00	Boat & Water	1 Vendors		1 Transactions
204	DEPT			ATV			
10452	AT&T Mobility						
	01- 204- 000- 0000- 6250		56.09	wireless charges	287258495419		Telephone
				09/18/2016 10/17/2016	0		
10452	AT&T Mobility		56.09	1 Transactions			
204	DEPT Total:		56.09	ATV	1 Vendors		1 Transactions
206	DEPT			Forfeitures			
657	Aitkin Glass Service						
	01- 206- 000- 0000- 6409		740.50	Pathfinder door glass 16- 3014	13282		Forfeiture Supplies
657	Aitkin Glass Service		740.50	1 Transactions			
206	DEPT Total:		740.50	Forfeitures	1 Vendors		1 Transactions
252	DEPT			Corrections			
9868	Aitkin Co Jail Inmate Account						
	01- 252- 252- 0000- 6405		51.50	checking acct deposit slips			Prisoner Welfare
	01- 252- 252- 0000- 6405		51.50	checks charge- inmate Acct			Prisoner Welfare
9868	Aitkin Co Jail Inmate Account		103.00	2 Transactions			
14005	American Tower Corporation						
	01- 252- 000- 0000- 6231		316.69	Jacobson tower rent	403650588		Services & Labor (Incl Contracts)
14005	American Tower Corporation		316.69	1 Transactions			
10452	AT&T Mobility						
	01- 252- 000- 0000- 6250		56.38	wireless charges	287258495419		Telephone
				09/18/2016 10/17/2016	0		
10452	AT&T Mobility		56.38	1 Transactions			
86467	Auto Value Aitkin						

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
01- 252- 252- 0000- 6405		60.00	40092118	Prisoner Welfare
86467 Auto Value Aitkin		60.00	1 Transactions	
964 Chief Supply Corp				
01- 252- 000- 0000- 6405		131.09	gloves, battery	282165 Office & Computer Supplies
964 Chief Supply Corp		131.09	1 Transactions	
5583 Crawford Supply Company				
01- 252- 252- 0000- 6408		280.80	Commissary supplies	756344 Commissary Supplies
5583 Crawford Supply Company		280.80	1 Transactions	
88628 Dalco				
01- 252- 000- 0000- 6422		712.66	Jail paper products	3094897 Janitorial Supplies
88628 Dalco		712.66	1 Transactions	
88880 Datacomm Computers & Networks Inc				
01- 252- 000- 0000- 6625		65.00	replacement battery	9262 Office Equipment
88880 Datacomm Computers & Networks Inc		65.00	1 Transactions	
11715 Granite Electronics				
01- 252- 000- 0000- 6231		400.00	repair #207 XTS 2500	153002855- 1 Services & Labor (Incl Contracts)
11715 Granite Electronics		400.00	1 Transactions	
1012 Hazelden Publishing				
01- 252- 252- 0000- 6405		180.68	24 Hour Institutional Med book	8293082 Prisoner Welfare
1012 Hazelden Publishing		180.68	1 Transactions	
2186 Hillyard Inc - Kansas City				
01- 252- 000- 0000- 6422		961.87	Janitorial	602292595 Janitorial Supplies
2186 Hillyard Inc - Kansas City		961.87	1 Transactions	
5503 Keefe Supply Company				
01- 252- 252- 0000- 6408		105.60	commissary supplies	756345 Commissary Supplies
5503 Keefe Supply Company		105.60	1 Transactions	
5756 KEEPRS, Inc				
01- 252- 000- 0000- 6410		350.81	uniform clothes karla,dylan,ti	321117 Clothing Allowance
5756 KEEPRS, Inc		350.81	1 Transactions	



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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13691 MEnD Correctional Care, PLLC				
01- 252- 000- 0000- 6262		5,601.50	November health care services	1592
13691 MEnD Correctional Care, PLLC		5,601.50	1 Transactions	Medical Expenses & Supplies - Inmates
89765 Minnesota Elevator, Inc				
01- 252- 000- 0000- 6231		165.27	November monthly service	683088
89765 Minnesota Elevator, Inc		165.27	1 Transactions	Services & Labor (Incl Contracts)
8694 Mn Department of Transportation				
01- 252- 000- 0000- 6231		300.00	W.Pine Towr Facility user agree	110022
01- 252- 000- 0000- 6231		400.00	Glen Tower Facility user agree	110148
01- 252- 000- 0000- 6231		300.00	Lawl Tower Facility user agree	110195
01- 252- 000- 0000- 6231		300.00	Logan Tower Facility user agree	110235
01- 252- 000- 0000- 6231		300.00	Quadn Tower Facility user agree	110339
01- 252- 000- 0000- 6231		300.00	S.Lake Towr Facility user agree	110352
8694 Mn Department of Transportation		1,900.00	6 Transactions	Services & Labor (Incl Contracts)
3789 Pan- O- Gold Baking Company				
01- 252- 000- 0000- 6418		158.46	groceries	010024630132
01- 252- 000- 0000- 6418		158.46	Groceries	010024630822
3789 Pan- O- Gold Baking Company		316.92	2 Transactions	Groceries
11947 Phoenix Supply				
01- 252- 000- 0000- 6424		697.20	inmate supplies	10207
01- 252- 000- 0000- 6424		39.80	inmate supplies	10520
11947 Phoenix Supply		737.00	2 Transactions	Inmate Supplies
84172 Riverwood Healthcare Center				
01- 252- 000- 0000- 6262		963.65	inmate medical	80002813
01- 252- 000- 0000- 6272		100.00	Pre- employment physical	Chandler
01- 252- 000- 0000- 6272		200.00	Pre- employment physical	Houde
84172 Riverwood Healthcare Center		1,263.65	3 Transactions	Medical Expenses & Supplies - Inmates
4761 Sysco Minnesota Inc				
01- 252- 000- 0000- 6418		55.40-	Credit	609160612
01- 252- 000- 0000- 6420		8.85-	Credit	610070030
01- 252- 000- 0000- 6418		2,998.40	Groceries	610270668
01- 252- 000- 0000- 6418		3,568.24	Groceries	611030685
01- 252- 000- 0000- 6420		59.12	Supplies	611040306
				Groceries
				Kitchen Supplies
				Groceries
				Groceries
				Kitchen Supplies

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4761	Sysco Minnesota Inc		6,561.51		5 Transactions	
86235	The Office Shop Inc					
	01- 252- 000- 0000- 6231		163.09	copy reading	288667- 0	Services & Labor (Incl Contracts)
86235	The Office Shop Inc		163.09		1 Transactions	
11608	Thrifty White Pharmacy- McGregor					
	01- 252- 000- 0000- 6262		4,346.29	October prescriptions	52914536063080	Medical Expenses & Supplies - Inmates
11608	Thrifty White Pharmacy- McGregor		4,346.29		1 Transactions	
252	DEPT Total:		24,779.81	Corrections	22 Vendors	36 Transactions
253	DEPT			Sentence to Serve		
170	Aitkin Motor Company					
	01- 253- 000- 0000- 6302		7.04	{part} retainer STS	11917	Car Maintenance
170	Aitkin Motor Company		7.04		1 Transactions	
10452	AT&T Mobility					
	01- 253- 000- 0000- 6250		34.99	wireless charges	287258495419	Telephone
				09/18/2016	10/17/2016	0
10452	AT&T Mobility		34.99		1 Transactions	
12844	Department of Corrections					
	01- 253- 003- 0000- 6241		240.00	2016 STS Conference Registrati	375174	Registration Fee
12844	Department of Corrections		240.00		1 Transactions	
12927	Midwest Machinery Co.					
	01- 253- 000- 0000- 6405		10.98	2 13/64 boxes	1370748	Operating Supplies
12927	Midwest Machinery Co.		10.98		1 Transactions	
4010	Rasley Oil Company					
	01- 253- 000- 0000- 6511		299.10	October Gas	AITCOSHES	Gas And Oil
4010	Rasley Oil Company		299.10		1 Transactions	
4761	Sysco Minnesota Inc					
	01- 253- 000- 0000- 6405		22.23	Supplies	609200745	Operating Supplies
	01- 253- 000- 0000- 6405		26.75-	Credit	609230255	Operating Supplies
4761	Sysco Minnesota Inc		4.52-		2 Transactions	

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Vendor	Name		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
253	DEPT Total:		587.59	Sentence to Serve	6 Vendors	7 Transactions
255	DEPT			General Crime Victim Grant		
14160	Riedel/Stacey					
	01- 255- 000- 0000- 6330		51.21	MNVAA meals&gas		Transportation/Travel/Parking (Own Aut
14160	Riedel/Stacey		51.21		1 Transactions	
255	DEPT Total:		51.21	General Crime Victim Grant	1 Vendors	1 Transactions
257	DEPT			Community Corrections		
14089	DeRuyck/Liz					
	01- 257- 251- 0000- 6339		17.22	Meal/MACCAC Directors Mtg		Meals (Overnight)
	01- 257- 251- 0000- 6330		114.40	mileage/MACCAC Directors Mtg	260@.44	Mileage
14089	DeRuyck/Liz		131.62		2 Transactions	
4641	Holiday Credit Office					
	01- 257- 257- 0000- 6335		80.52	Gas Fuel Charges	1400000155373	Gas/Vehicle Fuel Charges
4641	Holiday Credit Office		80.52		1 Transactions	
13056	McKenzie/Jill					
	01- 257- 022- 0000- 6406		5.00	gift card/Grad Treatment		Sobriety Crt Expenses
	01- 257- 022- 0000- 6406		2.99	water for graduations		Sobriety Crt Expenses
13056	McKenzie/Jill		7.99		2 Transactions	
14088	Patras/Michael R.					
	01- 257- 257- 0000- 6330		55.88	Oct mileage/Mille Lacs Jail	127@.44	Mileage
14088	Patras/Michael R.		55.88		1 Transactions	
3810	Paulbeck's County Market					
	01- 257- 022- 0000- 6406		85.41	Charcoal/pig roast- 0073	927- 7299	Sobriety Crt Expenses
	01- 257- 022- 0000- 6406		5.49	Sales tax adjustment	927- 7299	Sobriety Crt Expenses
	01- 257- 022- 0000- 6406		35.31	Grad cake/cards- 0023	927- 7299	Sobriety Crt Expenses
	01- 257- 022- 0000- 6406		0.34	Sales tax adjustment	927- 7299	Sobriety Crt Expenses
	01- 257- 022- 0000- 6406		0.96	Sales tax adjustment	927- 7299	Sobriety Crt Expenses
	01- 257- 022- 0000- 6406		7.75	Late Fees Adjustment	927- 7299	Sobriety Crt Expenses
	01- 257- 022- 0000- 6406		2.00	Late charge	927- 7299	Sobriety Crt Expenses
3810	Paulbeck's County Market		108.18		7 Transactions	

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9489	Redwood Toxicology Laboratory, Inc					
	01- 257- 267- 0000- 6274		147.00	Urinalysis testing	022399201610	Drug Testing Fee
9489	Redwood Toxicology Laboratory, Inc		147.00	1 Transactions		
11030	Tougas/Janet					
	01- 257- 257- 0000- 6330		52.80	October mileage	120@.44	Mileage
11030	Tougas/Janet		52.80	1 Transactions		
6097	Verizon Wireless					
	01- 257- 257- 0000- 6215		54.29	Verizon Cellular Phone	842105699	Wireless Telephone Services
				09/24/2016 10/23/2016	0	
6097	Verizon Wireless		54.29	1 Transactions		
257	DEPT Total:		638.28	Community Corrections	8 Vendors	16 Transactions
391	DEPT			Solid Waste		
1754	Garrison Disposal Company, Inc					
	01- 391- 060- 0000- 6360		5,818.35	August Recycling Contract		Recycling Contract
	01- 391- 060- 0000- 6360		9,519.38	September Recycling Contract		Recycling Contract
1754	Garrison Disposal Company, Inc		15,337.73	2 Transactions		
391	DEPT Total:		15,337.73	Solid Waste	1 Vendors	2 Transactions
392	DEPT			Water Wells		
13679	THOMAS SCIENTIFIC					
	01- 392- 000- 0000- 6405		524.12	Electrode Reference Double	995006	Office & Film Supplies
13679	THOMAS SCIENTIFIC		524.12	1 Transactions		
392	DEPT Total:		524.12	Water Wells	1 Vendors	1 Transactions
1	Fund Total:		82,030.04	General Fund		213 Transactions

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name
301	DEPT				R&B Administration		
89541	Culligan						
	03- 301- 000- 0000- 6400			35.00	WATER 102616	411426	Supplies And Materials
	03- 301- 000- 0000- 6400			10.50	NOV EQUIP RENTAL 103116	STMT	Supplies And Materials
89541	Culligan			45.50	2 Transactions		
11406	Innovative Office Solutions						
	03- 301- 000- 0000- 6400			101.62	OFFICE SUPPLIES 102716	IN1322065	Supplies And Materials
11406	Innovative Office Solutions			101.62	1 Transactions		
9261	RTVision, Inc.						
	03- 301- 000- 0000- 6300			1,728.34	ANNUAL SUPPORT- TIMECARD 110216	12547	Service Contracts
9261	RTVision, Inc.			1,728.34	1 Transactions		
301	DEPT Total:			1,875.46	R&B Administration	3 Vendors	4 Transactions
302	DEPT				R&B Engineering/Construction		
2340	Hyytinen Hardware Hank						
	03- 302- 000- 0000- 6449			2.99	ENGINEERING SUPPLIES 100516	1358463	Rd/Br Engr. Supplies
	03- 302- 000- 0000- 6449			31.66	ENGINEERING SUPPLIES 103116	1363673	Rd/Br Engr. Supplies
2340	Hyytinen Hardware Hank			34.65	2 Transactions		
302	DEPT Total:			34.65	R&B Engineering/Construction	1 Vendors	2 Transactions
303	DEPT				R&B Highway Maintenance		
9760	Advanced Diesel Service						
	03- 303- 000- 0000- 6590			483.77	REPAIR SUPPLIES 110316	23655	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590			841.75	REPAIR LABOR 110316	23655	Repair & Maintenance Supplies
9760	Advanced Diesel Service			1,325.52	2 Transactions		
170	Aitkin Motor Company						
	03- 303- 000- 0000- 6590			82.50	TOWING 101116	10829	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590			4,487.28	REPAIR PARTS 101116	10829	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590			2,043.00	REPAIR LABOR 101116	10829	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590			397.97	REPAIR PARTS 102516	11121	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590			72.00	REPAIR LABOR 102516	11121	Repair & Maintenance Supplies
170	Aitkin Motor Company			7,082.75	5 Transactions		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
13649 Aitkin Rental Center		CONCRETE BIT 102716	10100	Shop Maintenance
03- 303- 000- 0000- 6298	63.35			
13649 Aitkin Rental Center	63.35	1 Transactions		
195 Aitkin Tire Shop		TIRES 101716	0- 056389	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	1,145.00			
03- 303- 000- 0000- 6590	70.00	REPAIR LABOR 101716	0- 056389	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	168.00	REPAIR PARTS 101716	0- 056389	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	126.00	TIRES 101716	0- 056436	Repair & Maintenance Supplies
195 Aitkin Tire Shop	1,509.00	4 Transactions		
7050 Anderson Bros Construction Co		CL6 GRAVEL 100316	13450	Asphalt,Crackfiller,Tack Oil,Etc
03- 303- 000- 0000- 6517	30,032.60			
7050 Anderson Bros Construction Co	30,032.60	1 Transactions		
10452 AT&T Mobility		PAULS IPAD SVC 102516	287266104878X1	Utilities
03- 303- 000- 0000- 6254	34.99			
10452 AT&T Mobility	34.99	1 Transactions		
86467 Auto Value Aitkin		AITKIN SHOP SUPPLIES 092716	40090261	Shop Maintenance
03- 303- 000- 0000- 6298	3.49			
03- 303- 000- 0000- 6590	58.99	REPAIR PARTS 092716	40090303	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	270.08	FILTERS 092916	40090426	Repair & Maintenance Supplies
03- 303- 000- 0000- 6298	71.82	AITKIN SHOP SUPPLIES 102016	40091415	Shop Maintenance
86467 Auto Value Aitkin	404.38	4 Transactions		
7053 Bill's Sportsman's Service		WADERS/SUSPENDERS 111016	6561	Shop Maintenance
03- 303- 000- 0000- 6298	139.98			
7053 Bill's Sportsman's Service	139.98	1 Transactions		
12445 Brandl Chevrolet, Buick GMC		REPAIR PARTS 102816	9322	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	31.50			
12445 Brandl Chevrolet, Buick GMC	31.50	1 Transactions		
8544 Brock White Construction Materials		MORTAR 102516	12733019- 00	Maintenance Supplies
03- 303- 000- 0000- 6521	22.49			
8544 Brock White Construction Materials	22.49	1 Transactions		
8048 Cemstone Products Co				

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03- 303- 000- 0000- 6524	2,667.60	SALT SAND 102516	A6070142	Winter Sand
03- 303- 000- 0000- 6524	3,212.87	SALT SAND 102616	A6070238	Winter Sand
03- 303- 000- 0000- 6524	1,644.26	SALT SAND 102716	A6070340	Winter Sand
03- 303- 000- 0000- 6524	1,594.84	SALT SAND 103016	A6070441	Winter Sand
03- 303- 000- 0000- 6524	5,476.61	SALT SAND 103116	A6070561	Winter Sand
03- 303- 000- 0000- 6524	3,833.14	SALT SAND 110116	A6070697	Winter Sand
03- 303- 000- 0000- 6524	2,299.93	SALT SAND 110216	A6070779	Winter Sand
<b>8048 Cemstone Products Co</b>	<b>20,729.25</b>	<b>7 Transactions</b>		
<b>7935 East Central Energy</b>				
03- 303- 000- 0000- 6254	131.44	SEPT- OCT POWER- MCGRATH 101316	70415419	Utilities
<b>7935 East Central Energy</b>	<b>131.44</b>	<b>1 Transactions</b>		
<b>8622 Frontier</b>				
03- 303- 000- 0000- 6254	60.53	JACOBSON 102216	218- 752- 6591	Utilities
03- 303- 000- 0000- 6254	60.53	MCGREGOR 102216	218- 768- 4481	Utilities
03- 303- 000- 0000- 6254	60.53	PALISADE 102216	218- 845- 2607	Utilities
03- 303- 000- 0000- 6254	60.53	MCGRATH 102216	320- 592- 3580	Utilities
<b>8622 Frontier</b>	<b>242.12</b>	<b>4 Transactions</b>		
<b>13468 G &amp; K Services</b>				
03- 303- 000- 0000- 6298	18.93	SHOP LAUNDRY 103116	1043611064	Shop Maintenance
03- 303- 000- 0000- 6298	18.93	SHOP LAUNDRY 110716	1043616685	Shop Maintenance
<b>13468 G &amp; K Services</b>	<b>37.86</b>	<b>2 Transactions</b>		
<b>1754 Garrison Disposal Company, Inc</b>				
03- 303- 000- 0000- 6254	78.69	MCGREGOR SHOP 103116	8232888	Utilities
03- 303- 000- 0000- 6254	18.00	ROAD CLEAN UP 101716	960966	Utilities
<b>1754 Garrison Disposal Company, Inc</b>	<b>96.69</b>	<b>2 Transactions</b>		
<b>4641 Holiday Credit Office</b>				
03- 303- 000- 0000- 6513	25.93-	FEDERAL TAX ADJUSTMENT 103116		Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	4.25-	REBATE 103116		Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	50.00	GASOLINE 101816	0- 80027019	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	41.00	GASOLINE 110116	0- 85102068	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	63.00	GASOLINE 102116	0- 95352084	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	52.50	GASOLINE 102516	102307084	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	31.20	GASOLINE 100416	105733038	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	70.00	GASOLINE 100616	124207100	Motor Fuel & Lubricants

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
4641	Holiday Credit Office			8 Transactions	
7525	Hometown Bldg Supply				
	03- 303- 000- 0000- 6298	26.90	AITKIN SHOP SUPPLIES 101316	88410	Shop Maintenance
7525	Hometown Bldg Supply	26.90	1 Transactions		
2340	Hyytinen Hardware Hank				
	03- 303- 000- 0000- 6298	29.39	AITKIN SHOP SUPPLIES 100516	1358330	Shop Maintenance
	03- 303- 000- 0000- 6590	3.00	REPAIR PARTS 101216	1360013	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6516	4.89	SIGN SUPPLIES 101216	1360056	Signs & Posts
	03- 303- 000- 0000- 6298	16.88	AITKIN SHOP SUPPLIES 101816	1361140	Shop Maintenance
	03- 303- 000- 0000- 6298	7.48	AITKIN SHOP SUPPLIES 102616	1362816	Shop Maintenance
	03- 303- 000- 0000- 6298	8.99	AITKIN SHOP SUPPLIES 102716	1362976	Shop Maintenance
2340	Hyytinen Hardware Hank	70.63	6 Transactions		
2763	J & H Transfer Station- Lakes Sanitary				
	03- 303- 000- 0000- 6254	93.89	AITKIN 110116	111872	Utilities
	03- 303- 000- 0000- 6254	57.65	PALISADE 110116	111873	Utilities
2763	J & H Transfer Station- Lakes Sanitary	151.54	2 Transactions		
91187	Lake Country Power				
	03- 303- 000- 0000- 6254	71.08	OCT- NOV JACOBSON SHOP 110416	1400073000	Utilities
	03- 303- 000- 0000- 6254	58.36	SEPT- OCT CSAH 14 102516	141979801	Utilities
	03- 303- 000- 0000- 6254	56.77	SEPT- OCT CSAH 6 102516	141979901	Utilities
91187	Lake Country Power	186.21	3 Transactions		
2831	Little Falls Machine Inc				
	03- 303- 000- 0000- 6298	52.68	AITKIN SHOP SUPPLIES 110316	0- 0058851	Shop Maintenance
2831	Little Falls Machine Inc	52.68	1 Transactions		
7899	Locators & Supplies, Inc				
	03- 303- 000- 0000- 6298	69.14	SAFTEY SUPPLIES 102516	0- 250642- IN	Shop Maintenance
7899	Locators & Supplies, Inc	69.14	1 Transactions		
14038	Lube- Tech & Partners, LLC				
	03- 303- 000- 0000- 6298	35.00-	AITKIN SHOP SUPPLIES 103116	848827	Shop Maintenance
	03- 303- 000- 0000- 6513	2,228.75	MOTOR OIL 103116	848827	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6590	159.13	REPAIR PARTS 103116	848827	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590	159.13	REPAIR PARTS 103116	848827	Repair & Maintenance Supplies



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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03- 303- 000- 0000- 6298	25.00	AITKIN SHOP SUPPLIES 110716	852070	Shop Maintenance
03- 303- 000- 0000- 6513	389.55	MOTOR OIL 110716	852070	Motor Fuel & Lubricants
14038 Lube- Tech & Partners, LLC	2,926.56	6 Transactions		
13841 Lundquist/Al				
03- 303- 000- 0000- 6411	141.88	WORK BOOTS REIMBURSEMENT 101616	59360166	Safety Footwear
13841 Lundquist/Al	141.88	1 Transactions		
2941 M R Sign Co Inc				
03- 303- 000- 0000- 6516	102.68	WEIGHT LIMIT SIGN 103116	193265	Signs & Posts
2941 M R Sign Co Inc	102.68	1 Transactions		
2991 Malmo Market				
03- 303- 000- 0000- 6513	25.85	GASOLINE 101116	34964	Motor Fuel & Lubricants
2991 Malmo Market	25.85	1 Transactions		
10824 Maney International Inc				
03- 303- 000- 0000- 6590	1,391.09	REPAIR PARTS 102716	738487	Repair & Maintenance Supplies
10824 Maney International Inc	1,391.09	1 Transactions		
5917 Mike's Bobcat Service				
03- 303- 000- 0000- 6825	200.00	SEPT- OCT BLADING 110116	NOV 2016	Maintenance Agreements
5917 Mike's Bobcat Service	200.00	1 Transactions		
9692 Minnesota Energy Resources Corporation				
03- 303- 000- 0000- 6297	223.84	NAT GAS: AITKIN SHOP 110216	OCTOBER	Shop Fuel
9692 Minnesota Energy Resources Corporation	223.84	1 Transactions		
8436 Northland Parts				
03- 303- 000- 0000- 6590	84.62	REPAIR PARTS 101116	329724	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	10.78	REPAIR PARTS 102716	330623	Repair & Maintenance Supplies
8436 Northland Parts	95.40	2 Transactions		
10720 Nuss Truck & Equipment				
03- 303- 000- 0000- 6590	56.82	FILTERS 102816	3159505P	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	665.16	REPAIR PARTS 110416	3159797P	Repair & Maintenance Supplies
10720 Nuss Truck & Equipment	721.98	2 Transactions		
3760 Palisade Cooperative Oil Assoc				

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Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		03- 303- 000- 0000- 6513			37.00	GASOLINE 093016		348763		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			53.00	GASOLINE 093016		348787		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			61.00	GASOLINE 100316		348992		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			36.00	GASOLINE 100316		348997		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			31.16	GASOLINE 100416		349114		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			30.26	GASOLINE 100616		349287		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			29.35	GASOLINE 101016		349560		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			52.96	GASOLINE 101216		349704		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			27.94	GASOLINE 101716		350043		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			43.97	GASOLINE 101816		350103		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			34.81	GASOLINE 101916		350187		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			33.77	GASOLINE 102716		350828		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			31.95	GASOLINE 102916		351069		Motor Fuel & Lubricants	
3760	Palisade Cooperative Oil Assoc				503.17		13 Transactions				
3950	Public Utilities										
		03- 303- 000- 0000- 6254			46.92	HWY 210 W & CR 28 102116		02- 00059455- 00		Utilities	
		03- 303- 000- 0000- 6254			71.73	AITKIN SHOP: WATER 102116		02- 00063335- 00		Utilities	
		03- 303- 000- 0000- 6254			51.51	HWY 210/169 E & CR 12 102116		02- 00063388- 00		Utilities	
		03- 303- 000- 0000- 6254			73.47	HWY 47 & CR 12 102116		02- 00064092- 00		Utilities	
3950	Public Utilities				243.63		4 Transactions				
13116	Rally Snares										
		03- 303- 000- 0000- 6521			1,600.00	BEAVER REMOVAL 102816				Maintenance Supplies	
		03- 303- 000- 0000- 6521			1,560.00	STORM CLEAN UP 102816				Maintenance Supplies	
13116	Rally Snares				3,160.00		2 Transactions				
4010	Rasley Oil Company										
		03- 303- 000- 0000- 6513			53.61	GASOLINE 100316		13071		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			41.05	GASOLINE 100316		13096		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			18.25	GASOLINE 100416		13113		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			36.60	GASOLINE 100416		13116		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			26.52	GASOLINE 100516		13158		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6298			9.39	AITKIN SHOP SUPPLIES 100516		13163		Shop Maintenance	
		03- 303- 000- 0000- 6513			36.87	GASOLINE 100516		13163		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			39.34	GASOLINE 100616		13200		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			40.98	GASOLINE 100616		13204		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			38.55	GASOLINE 100616		13207		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			55.85	GASOLINE 100616		13209		Motor Fuel & Lubricants	

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Vendor Name		Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6513		27.52	GASOLINE 101016	13334	Motor Fuel & Lubricants
	03-303-000-0000-6513		78.96	GASOLINE 101016	13347	Motor Fuel & Lubricants
	03-303-000-0000-6513		51.28	GASOLINE 101016	13352	Motor Fuel & Lubricants
	03-303-000-0000-6513		41.26	GASOLINE 101116	13383	Motor Fuel & Lubricants
	03-303-000-0000-6513		24.40	GASOLINE 101116	13388	Motor Fuel & Lubricants
	03-303-000-0000-6513		28.97	GASOLINE 101116	13404	Motor Fuel & Lubricants
	03-303-000-0000-6513		44.03	GASOLINE 101216	13435	Motor Fuel & Lubricants
	03-303-000-0000-6513		22.68	GASOLINE 101216	13439	Motor Fuel & Lubricants
	03-303-000-0000-6513		33.02	GASOLINE 101216	13466	Motor Fuel & Lubricants
	03-303-000-0000-6513		50.90	GASOLINE 101316	13477	Motor Fuel & Lubricants
	03-303-000-0000-6513		42.76	GASOLINE 101416	13544	Motor Fuel & Lubricants
	03-303-000-0000-6513		46.79	GASOLINE 101716	13634	Motor Fuel & Lubricants
	03-303-000-0000-6513		27.67	GASOLINE 101716	13652	Motor Fuel & Lubricants
	03-303-000-0000-6513		60.54	GASOLINE 101816	13666	Motor Fuel & Lubricants
	03-303-000-0000-6513		23.10	GASOLINE 101816	13671	Motor Fuel & Lubricants
	03-303-000-0000-6513		22.92	GASOLINE 101816	13696	Motor Fuel & Lubricants
	03-303-000-0000-6513		29.35	GASOLINE 101816	13709	Motor Fuel & Lubricants
	03-303-000-0000-6513		35.14	GASOLINE 101916	13714	Motor Fuel & Lubricants
	03-303-000-0000-6513		46.71	GASOLINE 102016	13765	Motor Fuel & Lubricants
	03-303-000-0000-6513		29.88	GASOLINE 102016	13769	Motor Fuel & Lubricants
	03-303-000-0000-6513		48.47	GASOLINE 102016	13787	Motor Fuel & Lubricants
	03-303-000-0000-6513		43.06	GASOLINE 102116	13819	Motor Fuel & Lubricants
	03-303-000-0000-6513		27.39	GASOLINE 102416	13902	Motor Fuel & Lubricants
	03-303-000-0000-6513		54.31	GASOLINE 102416	13939	Motor Fuel & Lubricants
	03-303-000-0000-6513		37.43	GASOLINE 102516	13947	Motor Fuel & Lubricants
	03-303-000-0000-6513		46.46	GASOLINE 102516	13951	Motor Fuel & Lubricants
	03-303-000-0000-6513		32.87	GASOLINE 102516	13953	Motor Fuel & Lubricants
	03-303-000-0000-6513		51.25	GASOLINE 102516	13965	Motor Fuel & Lubricants
	03-303-000-0000-6513		45.64	GASOLINE 102616	13996	Motor Fuel & Lubricants
	03-303-000-0000-6513		30.59	GASOLINE 102616	13998	Motor Fuel & Lubricants
	03-303-000-0000-6513		37.55	GASOLINE 102616	14011	Motor Fuel & Lubricants
	03-303-000-0000-6513		64.30	GASOLINE 102516	14013	Motor Fuel & Lubricants
	03-303-000-0000-6513		26.48	GASOLINE 102716	14037	Motor Fuel & Lubricants
	03-303-000-0000-6513		42.92	GASOLINE 102716	14042	Motor Fuel & Lubricants
	03-303-000-0000-6513		20.80	GASOLINE 102716	14046	Motor Fuel & Lubricants
	03-303-000-0000-6513		31.04	GASOLINE 102816	14081	Motor Fuel & Lubricants
	03-303-000-0000-6513		43.95	GASOLINE 102816	14105	Motor Fuel & Lubricants
	03-303-000-0000-6513		34.06	GASOLINE 102816	14106	Motor Fuel & Lubricants
	03-303-000-0000-6513		54.56	GASOLINE 103116	14187	Motor Fuel & Lubricants

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03- 303- 000- 0000- 6513	48.38	GASOLINE 103116	14199	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	29.85	GASOLINE 103116	14202	Motor Fuel & Lubricants
4010 Rasley Oil Company	2,016.25	52 Transactions		
4070 Riley Auto Supply				
03- 303- 000- 0000- 6590	111.65	REPAIR PARTS 100416	580198	Repair & Maintenance Supplies
03- 303- 000- 0000- 6298	167.97	AITKIN SHOP SUPPLIES 100516	580236	Shop Maintenance
03- 303- 000- 0000- 6590	298.58	REPAIR PARTS 100516	580247	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	133.35	REPAIR PARTS 100616	580303	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	259.97	REPAIR PARTS 100716	580325	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	42.75	REPAIR PARTS 101016	580401	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	24.99	REPAIR PARTS 101116	580457	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	42.97	REPAIR PARTS 101216	580510	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	71.98	REPAIR PARTS 101316	580540	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	120.11	REPAIR PARTS 101316	580554	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	11.97	REPAIR PARTS 101816	580721	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	167.76	REPAIR PARTS 102016	580785	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	408.79	REPAIR PARTS 102016	580806	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	75.78	REPAIR PARTS 102116	580824	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	19.37	REPAIR PARTS 102416	580868	Repair & Maintenance Supplies
03- 303- 000- 0000- 6298	111.46	AITKIN SHOP SUPPLIES 102416	580888	Shop Maintenance
03- 303- 000- 0000- 6298	95.88	AITKIN SHOP SUPPLIES 102416	580889	Shop Maintenance
03- 303- 000- 0000- 6298	22.95	AITKIN SHOP SUPPLIES 102516	580935	Shop Maintenance
03- 303- 000- 0000- 6298	22.95	AITKIN SHOP SUPPLIES 102616	580975	Shop Maintenance
03- 303- 000- 0000- 6298	234.62	AITKIN SHOP SUPPLIES 102716	581030	Shop Maintenance
03- 303- 000- 0000- 6298	9.80	AITKIN SHOP SUPPLIES 102816	581092	Shop Maintenance
03- 303- 000- 0000- 6298	11.96	AITKIN SHOP SUPPLIES 102816	581093	Shop Maintenance
03- 303- 000- 0000- 6590	178.00	REPAIR PARTS 103116	581131	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	2.00	REPAIR PARTS 103116	581132	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	13.99	REPAIR PARTS 103116	581138	Repair & Maintenance Supplies
4070 Riley Auto Supply	2,572.10	25 Transactions		
84172 Riverwood Healthcare Center				
03- 303- 000- 0000- 6296	100.00	Pre-employment physical	Washburn	Meeting Expense/Physicals
84172 Riverwood Healthcare Center	100.00	1 Transactions		
4711 Sunnys Citgo				
03- 303- 000- 0000- 6513	34.95	GASOLINE 102416	1013916	Motor Fuel & Lubricants

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4711	Sunnys Citgo		34.95	1 Transactions		
90805	Temco					
	03- 303- 000- 0000- 6521		7.70	BEAVER GATE SUPPLIES 103116	20715	Maintenance Supplies
	03- 303- 000- 0000- 6590		81.96	REPAIR PARTS 103116	20716	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		81.96	REPAIR PARTS 103116	20716	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		81.96	REPAIR PARTS 103116	20716	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6521		25.30	BEAVER GATE SUPPLIES 110216	20734	Maintenance Supplies
90805	Temco		278.88	5 Transactions		
8364	Towmaster, Inc					
	03- 303- 000- 0000- 6590		293.23	REPAIR PARTS 102416	385798	Repair & Maintenance Supplies
8364	Towmaster, Inc		293.23	1 Transactions		
10431	Verizon Business					
	03- 303- 000- 0000- 6254		22.86	HWY OFFICE 110116	4227948181610	Utilities
10431	Verizon Business		22.86	1 Transactions		
6097	Verizon Wireless					
	03- 303- 000- 0000- 6254		341.79	DEPT CELL PHONES 110116	9774617419	Utilities
6097	Verizon Wireless		341.79	1 Transactions		
8671	Village Laundromat & Car Wash, Inc					
	03- 303- 000- 0000- 6298		42.00	RAGS 102716	841486	Shop Maintenance
8671	Village Laundromat & Car Wash, Inc		42.00	1 Transactions		
8605	Wayne's Sanitation Llc					
	03- 303- 000- 0000- 6254		26.25	GARBAGE: MCGRATH 101316	264613	Utilities
8605	Wayne's Sanitation Llc		26.25	1 Transactions		
303	DEPT Total:		78,182.93	R&B Highway Maintenance	44 Vendors	183 Transactions
307	DEPT			R&B Capital Infrastructure		
5484	Darlow Excavating					
	03- 307- 000- 0000- 6260		78.00	TREATED TIMBERS 101716	7046- 3	Professional Services
5484	Darlow Excavating		78.00	1 Transactions		
10285	Duluth Archaeology Center					
	03- 307- 000- 0000- 6260		1,187.63	ADMIN/FIELD WORK 101916	2016- 59	Professional Services

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Vendor	<u>Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Paid On Bhf #</u>	<u>Account/Formula Description</u>	<u>On Behalf of Name</u>
	No. Account/Formula									
	03- 307- 000- 0000- 6260			2,636.37	ADMIN/FIELD WORK 101916		2016- 60		Professional Services	
10285	Duluth Archaeology Center			3,824.00		2 Transactions				
4300	Sathers Gateway Lumber									
	03- 307- 000- 0000- 6260			33.99	MAILBOX 110716		108384		Professional Services	
4300	Sathers Gateway Lumber			33.99		1 Transactions				
307	DEPT Total:			3,935.99	R&B Capital Infrastructure		3 Vendors		4 Transactions	
3	Fund Total:			84,029.03	Road & Bridge				193 Transactions	

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
400	DEPT		Public Health Department		
	2386 Information Systems Corp				
	05- 400- 440- 0410- 6300		160.97	Nexsan Assureon Support	24298
				01/07/2017 01/07/2018	0
	2386 Information Systems Corp		160.97	1 Transactions	
400	DEPT Total:		160.97	Public Health Department	1 Vendors 1 Transactions
420	DEPT		Income Maintenance		
	2386 Information Systems Corp				
	05- 420- 600- 4800- 6300		342.06	Nexsan Assureon Support	24298
				01/07/2017 01/07/2018	0
	2386 Information Systems Corp		342.06	1 Transactions	
420	DEPT Total:		342.06	Income Maintenance	1 Vendors 1 Transactions
430	DEPT		Social Services		
	2386 Information Systems Corp				
	05- 430- 700- 4800- 6300		503.04	Nexsan Assureon Support	24298
				01/07/2017 01/07/2018	0
	2386 Information Systems Corp		503.04	1 Transactions	
	84172 Riverwood Healthcare Center				
	05- 430- 700- 4800- 6272		100.00	Pre- employment physical	Anderson
	84172 Riverwood Healthcare Center		100.00	1 Transactions	
430	DEPT Total:		603.04	Social Services	2 Vendors 2 Transactions
5	Fund Total:		1,106.07	Health & Human Services	4 Transactions

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	<u>Vendor Name</u>		<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No.</u>	<u>Account/Formula</u>			<u>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		300.00	October marriage lic. fees		State Fees, Assessments & Surcharges
	4580	Mn Dept Of Finance		300.00	1 Transactions		
0	DEPT Total:			300.00	Undesignated	1 Vendors	1 Transactions
9	Fund Total:			300.00	State		1 Transactions



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
900	DEPT		Timber Permit Bonds		
12589	Haapoja/George				
	10- 900- 000- 0000- 2300		timber permit refund R#2864	12589	Timber Permit Bonds
12589	Haapoja/George		1 Transactions		
5791	Sappi				
	10- 900- 000- 0000- 2300		timber permit refund R#2733	13817	Timber Permit Bonds
5791	Sappi		1 Transactions		
900	DEPT Total:	4,504.19	Timber Permit Bonds	2 Vendors	2 Transactions
921	DEPT		Co. Development		
5845	Goble Portable Toilets				
	10- 921- 000- 0000- 6231	155.00	pump Blind Lake portable	17969	Services, Labor, Contracts
	10- 921- 000- 0000- 6231	120.00	pump Swatara portable toilet	17969	Services, Labor, Contracts
5845	Goble Portable Toilets	275.00	2 Transactions		
1958	Haasken/Daniel D.				
	10- 921- 000- 0000- 6332	95.66	hotel/GIS Conference	10/27	Hotel/Motel Lodging
	10- 921- 000- 0000- 6340	24.37	meals/GIS Conference	10/27- 28	Meals Reimbursed Non- Taxable
1958	Haasken/Daniel D.	120.03	2 Transactions		
13602	Hughley/Josh				
	10- 921- 000- 0000- 6231	550.00	11 beaver @\$50.00		Services, Labor, Contracts
13602	Hughley/Josh	550.00	1 Transactions		
2386	Information Systems Corp				
	10- 921- 000- 0000- 6405	167.68	Nexsan Assureon Support	24298	Office Supplies
			01/07/2017 01/07/2018	0	
	10- 921- 000- 0000- 6405	167.68	Nexsan Assureon Support	24298	Office Supplies
			01/07/2017 01/07/2018	0	
2386	Information Systems Corp	335.36	2 Transactions		
921	DEPT Total:	1,280.39	Co. Development	4 Vendors	7 Transactions
923	DEPT		Forfeited Tax Sales		
89471	Aitkin Co 4- H Council				
	10- 923- 000- 0000- 6406	400.00	10 Plat Books	Land Dept	Field Supplies

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Vendor	Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89471	Aitkin Co 4- H Council				
		400.00	1 Transactions		
170	Aitkin Motor Company				
	10- 923- 000- 0000- 6590	67.69	oil change	10893	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	336.40	replace oil cooler	10969	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	298.57	running rough	11081	Repair & Maintenance Supplies
170	Aitkin Motor Company	702.66	3 Transactions		
10452	AT&T Mobility				
	10- 923- 000- 0000- 6254	71.42	cell phone charges	287257204209	Utilities
			09/18/2016 10/17/2016	0	
10452	AT&T Mobility	71.42	1 Transactions		
91022	Courtemanche/Richard				
	10- 923- 000- 0000- 6208	11.88	refreshments for Congressional	10/27/16	Training/Education
91022	Courtemanche/Richard	11.88	1 Transactions		
12589	Haapoja/George				
	10- 923- 000- 0000- 6820	692.58	overappraised refund	12589	Refunds & Reimbursements
12589	Haapoja/George	692.58	1 Transactions		
2340	Hyytinen Hardware Hank				
	10- 923- 000- 0000- 6450	29.99	pliers	1359418	Small Tools
	10- 923- 000- 0000- 6450	13.27	drill, hardware	1360069	Small Tools
	10- 923- 000- 0000- 6450	3.89	staples	1360942	Small Tools
	10- 923- 000- 0000- 6450	25.98	gloves	1361375	Small Tools
	10- 923- 000- 0000- 6450	92.99	extension cord	1362525	Small Tools
	10- 923- 000- 0000- 6450	7.49	hitchpin	1363669	Small Tools
2340	Hyytinen Hardware Hank	173.61	6 Transactions		
2410	Jacobs/Mark H				
	10- 923- 000- 0000- 6330	46.64	mileage/GRFA meeting 10/28/16	106@.44	Transportation & Travel
2410	Jacobs/Mark H	46.64	1 Transactions		
3984	Pylvanen/Darryl				
	10- 923- 000- 0000- 6820	1,110.00	overappraised refund	13372	Refunds & Reimbursements
3984	Pylvanen/Darryl	1,110.00	1 Transactions		
11187	Regents Of The University of Minnesota				

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
11187	10- 923- 000- 0000- 6240 Regents Of The University of Minnesota		875.00 875.00	2017 SFEC membership dues 1 Transactions	0230023175	Dues
84172	10- 923- 000- 0000- 6272 Riverwood Healthcare Center		100.00	Pre- employment physical 1 Transactions	Bochow	Physical Examinations
84172	10- 923- 000- 0000- 6272 Riverwood Healthcare Center		100.00			
5791	10- 923- 000- 0000- 6820 Sappi		5,320.75	overappraised refund 1 Transactions	13817	Refunds & Reimbursements
5791	10- 923- 000- 0000- 6820 Sappi		5,320.75			
86235	10- 923- 000- 0000- 6405 The Office Shop Inc		41.16	pens 1014837- 0		Office Supplies
	10- 923- 000- 0000- 6405		547.71	copies on copier 288666- 0		Office Supplies
	10- 923- 000- 0000- 6405		49.95	paper 11x17 288810- 0		Office Supplies
	10- 923- 000- 0000- 6405		33.92	envelopes 288811- 0		Office Supplies
	10- 923- 000- 0000- 6405		49.95	paper 11x17 288835- 0		Office Supplies
86235	10- 923- 000- 0000- 6405 The Office Shop Inc		722.69	5 Transactions		
923	DEPT Total:		10,227.23	Forfeited Tax Sales	12 Vendors	23 Transactions
926	DEPT			Law Library		
5173	10- 926- 000- 0000- 6408 THOMSON REUTERS- WEST PUBLISHING		1,222.37	Information charges 09/01/2016 09/30/2016	834800439 0	Law Books
	10- 926- 000- 0000- 6408		825.92	Library Subscription 09/05/2016 10/04/2016	834882054 0	Law Books
	10- 926- 000- 0000- 6408		1,222.37	Information charges 10/01/2016 10/31/2016	834981883 0	Law Books
5173	10- 926- 000- 0000- 6408 THOMSON REUTERS- WEST PUBLISHING		3,270.66	3 Transactions		
926	DEPT Total:		3,270.66	Law Library	1 Vendors	3 Transactions
10	Fund Total:		19,282.47	Trust		35 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
10452	AT&T Mobility					
	11- 924- 000- 0000- 6250		133.92	cell phone charges	287257204209	Telephone
				09/18/2016	10/17/2016	0
				1 Transactions		
10452	AT&T Mobility		133.92			
2340	Hyytinen Hardware Hank					
	11- 924- 000- 0000- 6590		24.90	padlocks, keys	1360109	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		24.90		1 Transactions	
7062	Kern Excavating LLC					
	11- 924- 000- 0000- 5840		250.00	refund packard Rd bond	REC#2280	Misc Receipts
7062	Kern Excavating LLC		250.00		1 Transactions	
10891	Roth Construction					
	11- 924- 000- 0000- 6231		2,820.00	That Damn Road	44- 1	Services, Labor, Contracts
	11- 924- 000- 0000- 6231		2,940.00	South Soo Line	99- 2	Services, Labor, Contracts
10891	Roth Construction		5,760.00		2 Transactions	
6097	Verizon Wireless					
	11- 924- 000- 0000- 6250		87.90	October cell phone service	580683827	Telephone
				10/02/2016	11/01/2016	0
				1 Transactions		
6097	Verizon Wireless		87.90			
924	DEPT Total:		6,256.72	Forest Resource	5 Vendors	6 Transactions
925	DEPT			Reforestation		
2340	Hyytinen Hardware Hank					
	11- 925- 000- 0000- 6590		1,209.20	fencing, posts	1358386	Repair & Maintenance Supplies
	11- 925- 000- 0000- 6590		32.97	hardware, earth anchor	1358581	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		1,242.17		2 Transactions	
11407	Lightning Motor Sports					
	11- 925- 000- 0000- 6590		200.98	repair of ATV 400	15033	Repair & Maintenance Supplies
11407	Lightning Motor Sports		200.98		1 Transactions	
12788	Timmer Implement of Aitkin					
	11- 925- 000- 0000- 6590		58.98	repair Auger	IA08418	Repair & Maintenance Supplies
	11- 925- 000- 0000- 6590		1,649.60	repair on tractor	WA01706	Repair & Maintenance Supplies

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
12788 Timmer Implement of Aitkin		1,708.58	2 Transactions	
925 DEPT Total:		3,151.73	Reforestation	3 Vendors 5 Transactions
934 DEPT			Memorial Forest	
14181 EK Forestry LLC				
11- 934- 000- 0000- 6231		6,600.00	44 acres release work	297 Services, Labor, Contracts
14181 EK Forestry LLC		6,600.00	1 Transactions	
934 DEPT Total:		6,600.00	Memorial Forest	1 Vendors 1 Transactions
935 DEPT			Forest Road	
10891 Roth Construction				
11- 935- 000- 0000- 5840		250.00	refund SR project bond	REC#2357 Misc Receipts
10891 Roth Construction		250.00	1 Transactions	
935 DEPT Total:		250.00	Forest Road	1 Vendors 1 Transactions
11 Fund Total:		16,258.45	Forest Development	13 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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13 Taxes & Penalties

	<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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
943	DEPT				Taxes And Penalties		
	4258	St Louis County Auditor					
		13- 943- 000- 0000- 2068		86,963.30	2016 2nd 1/2 Fiscal Disparity		Cur - State Aids
	4258	St Louis County Auditor		86,963.30	1 Transactions		
943	DEPT Total:			86,963.30	Taxes And Penalties	1 Vendors	1 Transactions
13	Fund Total:			86,963.30	Taxes & Penalties		1 Transactions

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19 Long Lake Conservation C

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
521	DEPT			LLCC Administration		
88880	Datacomm Computers & Networks Inc					
	19- 521- 000- 0000- 6405		682.24	cable & wire mold for internet	9208	Office & Computer Supplies
88880	Datacomm Computers & Networks Inc		682.24	1 Transactions		
9270	FRESHWATER SOCIETY					
	19- 521- 000- 0000- 6400		194.55	12 calendars/8 planners	255	Commissary Items
9270	FRESHWATER SOCIETY		194.55	1 Transactions		
8622	Frontier					
	19- 521- 000- 0000- 6250		759.00	service and LD	2187684653	Telephone
8622	Frontier		759.00	1 Transactions		
1754	Garrison Disposal Company, Inc					
	19- 521- 000- 0000- 6231		409.50	dumpster vermiculite disposal	63860	Services, Labor, Contracts
1754	Garrison Disposal Company, Inc		409.50	1 Transactions		
13225	Graphics4Gear, LLC					
	19- 521- 000- 0000- 6400		175.75	earrings for commissary	SO- 023075	Commissary Items
13225	Graphics4Gear, LLC		175.75	1 Transactions		
2763	J & H Transfer Station- Lakes Sanitary					
	19- 521- 000- 0000- 6255		92.38	November garbage service	111902	Garbage
2763	J & H Transfer Station- Lakes Sanitary		92.38	1 Transactions		
84172	Riverwood Healthcare Center					
	19- 521- 000- 0000- 6272		100.00	Pre- employment physical	Belz	Physical Examinations
	19- 521- 000- 0000- 6272		100.00	Pre- employment physical	Miller	Physical Examinations
84172	Riverwood Healthcare Center		200.00	2 Transactions		
4425	Shirts Plus					
	19- 521- 000- 0000- 6400		1,226.90	tees,hoodies,hats bandanas	368	Commissary Items
	19- 521- 000- 0000- 6400		446.40	22 Wood Cookie Hoodies	650	Commissary Items
4425	Shirts Plus		1,673.30	2 Transactions		
521	DEPT Total:		4,186.72	LLCC Administration	8 Vendors	10 Transactions
522	DEPT			LLCC Education		
9606	Minnesota Deer Hunters Association					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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19 Long Lake Conservation C

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	19- 522- 000- 0000- 6416		2,750.00	110 Forkhorn membership bags	9740	Education Supplies
9606	Minnesota Deer Hunters Association		2,750.00	1 Transactions		
522	DEPT Total:		2,750.00	LLCC Education	1 Vendors	1 Transactions
523	DEPT			LLCC Food		
5814	Hagen/Christine					
	19- 523- 000- 0000- 6420		20.95	washclothes		Food Service Supplies
5814	Hagen/Christine		20.95	1 Transactions		
5662	McGregor Dairy, Inc					
	19- 523- 000- 0000- 6418		237.99	Groceries	26108	Groceries- Students
5662	McGregor Dairy, Inc		237.99	1 Transactions		
4968	Upper Lakes Foods, Inc					
	19- 523- 000- 0000- 6420		28.92	Supplies	789037- 00	Food Service Supplies
	19- 523- 000- 0000- 6418		1,528.00	Groceries	797359- 00	Groceries- Students
	19- 523- 000- 0000- 6418		794.52	Groceries	800308- 00	Groceries- Students
	19- 523- 000- 0000- 6418		1,841.79	Groceries	801797- 00	Groceries- Students
4968	Upper Lakes Foods, Inc		4,193.23	4 Transactions		
523	DEPT Total:		4,452.17	LLCC Food	3 Vendors	6 Transactions
524	DEPT			LLCC Maintenance		
195	Aitkin Tire Shop					
	19- 524- 000- 0000- 6302		15.00	change tire- pumpkin	0056477	Vehicle Maintenance
195	Aitkin Tire Shop		15.00	1 Transactions		
13725	Beartooth True Value					
	19- 524- 000- 0000- 6422		8.76	Keys	A13271	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422		51.27	Maint supplies	B24188	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422		12.99	Saw Blade	B24980	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422		12.99	Saw Blade	B25239	Janitorial Services/Supplies
13725	Beartooth True Value		86.01	4 Transactions		
13731	LITTLE PINE MECHANICAL					
	19- 524- 000- 0000- 6590		360.95	#5 boiler repair	1004	Repair & Maintenance Supplies



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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19 Long Lake Conservation Center

Vendor Name		Rpt	Amount	Warrant Description		Invoice #		Account/Formula Description	
No.	Account/Formula			Service Dates		Paid On Bhf #		On Behalf of Name	
13731	LITTLE PINE MECHANICAL		360.95		1 Transactions				
524	DEPT Total:		461.96	LLCC Maintenance		3 Vendors		6 Transactions	
19	Fund Total:		11,850.85	Long Lake Conservation Center				23 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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21 Parks

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT			Parks		
10452	AT&T Mobility					
	21- 520- 000- 0000- 6250		44.64	cell phone charges	287257204209	Telephone
				09/18/2016	10/17/2016	0
10452	AT&T Mobility		44.64	1 Transactions		
86467	Auto Value Aitkin					
	21- 520- 000- 0000- 6590		75.65	hose,clamps,fasteners	40090861	Repair & Maintenance Supplies
86467	Auto Value Aitkin		75.65	1 Transactions		
13725	Beartooth True Value					
	21- 520- 000- 0000- 6590		14.98	Zink hook	B25328	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		38.58	paint	B25810	Repair & Maintenance Supplies
13725	Beartooth True Value		53.56	2 Transactions		
1829	Goble's Sewer Service Inc.					
	21- 520- 000- 0000- 6231		135.00	pump aitkin partk RV station	2971	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.		135.00	1 Transactions		
4641	Holiday Credit Office					
	21- 520- 000- 0000- 6511		621.19	October billing	1400000134961	Gas And Oil
4641	Holiday Credit Office		621.19	1 Transactions		
7525	Hometown Bldg Supply					
	21- 520- 000- 0000- 6406		19.50	2x4	88487	Field Supplies
	21- 520- 000- 0000- 6406		135.00	concrete	88513	Field Supplies
	21- 520- 000- 0000- 6406		5.67	torx bits	88616	Field Supplies
	21- 520- 000- 0000- 6406		135.00	concrete	88831	Field Supplies
7525	Hometown Bldg Supply		295.17	4 Transactions		
2763	J & H Transfer Station- Lakes Sanitary					
	21- 520- 000- 0000- 6254		38.03	Garbage Service	111956	Utilities
	21- 520- 000- 0000- 6254		37.50	Garbage Service	111957	Utilities
	21- 520- 000- 0000- 6254		75.00	Garbage Service	111969	Utilities
2763	J & H Transfer Station- Lakes Sanitary		150.53	3 Transactions		
2991	Malmo Market					
	21- 520- 000- 0000- 6511		65.96	Oct gas bills	37570	Gas And Oil

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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21 Parks

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
2991	Malmo Market		65.96		1 Transactions	
3760	Palisade Cooperative Oil Assoc					
	21- 520- 000- 0000- 6511		67.49	October gas	ACPARKS	Gas And Oil
3760	Palisade Cooperative Oil Assoc		67.49		1 Transactions	
4010	Rasley Oil Company					
	21- 520- 000- 0000- 6511		1,220.30	October Gas	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company		1,220.30		1 Transactions	
4070	Riley Auto Supply					
	21- 520- 000- 0000- 6590		9.99	break away switch	580253	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		6.99	hexbit socket	580566	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		25.74	hand wipes	580568	Repair & Maintenance Supplies
4070	Riley Auto Supply		42.72		3 Transactions	
12718	Up North Riders					
	21- 520- 000- 0000- 6802		374.15	Lawler ATV Reimb.	billing 10- 12	Trail Grants- State
	21- 520- 000- 0000- 6802		416.68	Lawler ATV Reimb.	billing 11- 1	Trail Grants- State
	21- 520- 000- 0000- 6802		811.94	Lawler ATV Reimb.	billing 11- 3	Trail Grants- State
	21- 520- 000- 0000- 6802		225.95	Lawler ATV Reimb.	billing 8- 26	Trail Grants- State
	21- 520- 000- 0000- 6802		369.47	Lawler ATV Reimb.	billing 8- 9	Trail Grants- State
	21- 520- 000- 0000- 6802		442.02	Lawler ATV Reimb.	billing 9- 7	Trail Grants- State
12718	Up North Riders		2,640.21		6 Transactions	
10339	White Pine Riders					
	21- 520- 000- 0000- 6802		2,324.59	Solana ATV Reimbursement	billing 10- 31	Trail Grants- State
	21- 520- 000- 0000- 6802		89.60	Solana ATV Reimbursement	billing 9- 9	Trail Grants- State
10339	White Pine Riders		2,414.19		2 Transactions	
520	DEPT Total:		7,826.61	Parks	13 Vendors	27 Transactions
21	Fund Total:		7,826.61	Parks		27 Transactions
	Final Total:		309,646.82	248 Vendors	510 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	82,030.04	General Fund
3	84,029.03	Road & Bridge
5	1,106.07	Health & Human Services
9	300.00	State
10	19,282.47	Trust
11	16,258.45	Forest Development
13	86,963.30	Taxes & Penalties
19	11,850.85	Long Lake Conservation Center
21	7,826.61	Parks
All Funds	309,646.82	Total

Approved by,

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October Manual Warrants

# Aitkin County

## WARRANT REGISTER



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<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>
1424	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			50.00	Refund- App#2016- 001025	01- 122- 000- 0000- 6820	Anderson	0
			125.00	Refund- App#2016- 000919	01- 122- 000- 0000- 6820	Bieser	0
			-100.00	- Deposits- App#2016- 001143	01- 122- 000- 0000- 5135	Woodley	0
			75.00	Date 10/14/16			
		Warrant # 1424 Total					
1710	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			25.00	Special Fuel License	03- 303- 000- 0000- 6513		0
			25.00	Date 10/3/16			
		Warrant # 1710 Total					
1711	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			122,052.87	BCBS Nexben Ocotber Prem.	01- 044- 000- 0000- 6150		0
			122,052.87	Date 10/4/16			
		Warrant # 1711 Total					
1717	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			123.20	Dep Care FSA Claims	01- 044- 904- 0000- 6360	38281190	0
			1,467.88	Medical FSA Claims	01- 044- 904- 0000- 6360	38281190	0
			1,591.08	Date 10/5/16			
		Warrant # 1717 Total					
1718	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431					
			111.80	2- 75' tape measures	01- 043- 000- 0000- 6405		0
			50.00	Cathy B Gift Card	01- 044- 000- 0000- 6299		0
			50.00	D Jensen gift card	01- 044- 000- 0000- 6299		0
			50.00	R Zahn gift card	01- 044- 000- 0000- 6299		0
			77.72	cables/computer supplies	01- 049- 000- 0000- 6402		0
			156.76	VSO Annual Convention	01- 120- 000- 0000- 6208		0
			208.20	squad cam cards	01- 200- 000- 0000- 6405		0
			758.95	LaRue- Scope, mount #216	01- 200- 000- 0000- 6610		0

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<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>
			100.02	Hotel/BCA Conference- Moreland	01- 200- 003- 0000- 6332		0
			15.00	inmate reading glasses	01- 252- 000- 0000- 6424		0
			5.00	Parking/BCA Conf.- Moreland	01- 252- 003- 0000- 6330		0
			17.87	Meal/BCA Conference- Moreland	01- 252- 003- 0000- 6340		0
			15.41	Gas/BCA Conference- Moreland	01- 252- 003- 0000- 6511		0
			41.88	Wireless Mouse/Keyboard	01- 255- 000- 0000- 6405		0
			-1.79	- Quill sales tax credit	01- 257- 000- 0000- 6405		0
			-1.93	- Quill sales tax credit	01- 257- 257- 0000- 6405		0
			600.00	Driving with Care Books	01- 257- 267- 0000- 6269		0
			175.00	Registr.- 2016 AHM Conf.#220	01- 280- 003- 0000- 6241		0
			50.00	Conf.Reg- St Louis Conf.	05- 430- 700- 4800- 6241		0
			138.00	Reg- 7ei of Trauma	05- 430- 700- 4800- 6241		0
			235.32	Add'l clothing SA#56303022	05- 430- 740- 3830- 6057		0
			874.36	Radiator, Tractor	10- 923- 000- 0000- 6590		0
			21.36	creative cloud subscription	19- 521- 000- 0000- 6230		0
			23.98	beef sticks	19- 521- 000- 0000- 6400		0
			20.00	critter food	19- 522- 000- 0000- 6416		0
			17.94	education supplies	19- 522- 000- 0000- 6416		0
			11.99	batteries	19- 522- 000- 0000- 6416		0
			19.99	megaphone	19- 522- 000- 0000- 6416		0
			32.80	Reptiles book	19- 522- 000- 0000- 6416		0
			163.03	education supplies	19- 522- 000- 0000- 6416		0
			9.46	education supplies	19- 522- 000- 0000- 6416		0
			10.71	education supplies	19- 522- 000- 0000- 6416		0
			20.04	education supplies	19- 522- 000- 0000- 6416		0
			89.29	First Aid supplies	19- 522- 000- 0000- 6430		0
			69.52	mixing bowls	19- 523- 000- 0000- 6420		0
			17.99	light bulbs	19- 524- 000- 0000- 6422		0
			39.98	security light for garage	19- 524- 000- 0000- 6590		0
			68.65	gaskets for boiler	19- 524- 000- 0000- 6590		0
			16.65	Gas/BCA Conference- Kramer	01- 252- 003- 0000- 6511	09/27/16	0
			27.32	Meal- Zuecher conference	01- 200- 003- 0000- 6340	9/16/16	0
			25.00	BCA Registration POR #221	01- 200- 003- 0000- 6241	9/21/16	0
			28.97	Wash- N- Fill- Gas for xport	01- 252- 000- 0000- 6330	9/22/16	0
			230.00	Hotel/Zuercher Conference	01- 252- 003- 0000- 6332	Blazek	0
			10.68	Meals/AMC Policy Conference	01- 052- 000- 0000- 6340	Burkett	0
			230.00	Hotel/Zuercher Conference	01- 252- 003- 0000- 6332	Erickson	0
			98.78	Hotel/YLS Booster Trng	01- 257- 251- 0000- 6332	Genz	0

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<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>
			230.00	Hotel/Zuercher Conference	01- 200- 003- 0000- 6332	9/27/16	9/27/16
			413.00	Hotel/IAAO conference	01- 043- 000- 0000- 6332	Guida	0
						Hicks	0
						9/18/16	9/23/16
			398.00	Regist.- public safety group	01- 252- 003- 0000- 6241	Mowers/Blazek	0
			188.50	hotel- SWAA Conference	01- 391- 000- 0000- 6332	Neff	0
						9/13/16	9/15/16
			23.11	Meals/AMC Policy Conf.	01- 001- 000- 0000- 6340	Niemi	0
			19.17	walmart- squad headlight	01- 200- 000- 0000- 6302	Payment	0
			230.00	Hotel/Zuercher Conference	01- 252- 003- 0000- 6332	Sinell	0
			251.66	Hotel/AMC policy Mtg	01- 001- 000- 0000- 6332	Westerlund	0
		Warrant # 1718 Total	6,785.14	Date 10/6/16			
1720	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 1720 Total	19.98	Monthly CC Mach. Lease Fee	19- 522- 000- 0000- 6217		0
			19.98	Date 10/10/16			
1721	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 1721 Total	126.07	LLCC CC Fee- Transfirst	19- 522- 000- 0000- 6217		0
			126.07	Date 10/11/16			
1722	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
			0.06	Aug.Mtg Reg Adjustment	01- 040- 000- 0000- 5081		0
			0.17	August State Deed Tax adjustme	01- 042- 000- 0000- 5079		0
			30,830.24	August State Deed Tax	09- 000- 000- 0000- 2025		0
			19,252.05	August Mtg Reg	09- 000- 000- 0000- 2026		0
		Warrant # 1722 Total	50,082.52	Date 10/11/16			
1723	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			14.49	Med.Fsa Claims 10/12/16	01- 044- 904- 0000- 6360	38285081	0

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### 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>14.49</u>	<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	1723	Total					
1725	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
	Warrant #	1725	Total				
			330.00	NSF Ck- Zimmermann	01- 257- 267- 0000- 5557		0
			330.00	Date 10/14/16			
1726	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
	Warrant #	1726	Total				
			847.00	09- 0- 064009 NSF Per 2	13- 943- 000- 0000- 2001	Fromm	0
			179.00	09- 0- 054800 NSF Per 2	13- 943- 000- 0000- 2001	Goodman	0
			1,026.00	Date 10/17/16			
1728	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
	Warrant #	1728	Total				
			20.33	LLCC CC Fees- Beanstream	19- 522- 000- 0000- 6217		0
			20.33	Date 10/17/16			
1739	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
	Warrant #	1739	Total				
			2,683.53	BCBS Nexben Oct.Premium	01- 044- 000- 0000- 6150		0
			2,683.53	Date 10/19/16			
1740	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
	Warrant #	1740	Total				
			308.34	Dep Care FSA Claim 10/19/16	01- 044- 904- 0000- 6360	38290847	0
			308.34	Date 10/19/16			
1741	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431					
			53.92	OSI Batteries/Motorola batteri	01- 049- 000- 0000- 6405		0
			800.00	Vehicle Graphics and Installat	01- 120- 000- 0000- 6512		0



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<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>
			445.00	Vehicle Graphics and Installat	01- 120- 000- 0000- 6512		0
			754.95	Scope,mount LaRue 392113	01- 200- 000- 0000- 6610		0
			754.95	scope,mount LaRue 392105	01- 200- 000- 0000- 6610		0
			754.95	scope,mount LaRue 392967	01- 200- 000- 0000- 6610		0
			754.95	scope,mount LaRue 392109	01- 200- 000- 0000- 6610		0
			754.95	scope,mount LaRue 392111	01- 200- 000- 0000- 6610		0
			754.95	scope,mount LaRue 392973	01- 200- 000- 0000- 6610		0
			148.56	hotel/K9 competition	01- 200- 019- 0000- 6332		0
			68.11	Jail supplies	01- 252- 000- 0000- 6405		0
			4.11	contact lense cases	01- 252- 000- 0000- 6405		0
			85.26	groceries	01- 252- 000- 0000- 6418		0
			99.34	Jen T. Training in Alexandria	01- 252- 003- 0000- 6332		0
			99.34	Jaqui H. Trainig in Alexandria	01- 252- 003- 0000- 6332		0
			22.00	gas co car for training in Ale	01- 252- 003- 0000- 6511		0
			47.00	stamps	01- 252- 252- 0000- 6405		0
			261.60	Hotel/MACPZA conf.	01- 391- 000- 0000- 6332		0
			25.00	Gas/MACPZA conf.	01- 391- 000- 0000- 6511	10/4/16	10/7/16
			101.99	Hotel/PHEP Workshop	05- 400- 400- 0402- 6332		0
			13.08	Gas/PHEP Workshop	05- 400- 400- 0402- 6335		0
			26.13	Meal/PHEP Workshop	05- 400- 400- 0402- 6340		0
			29.33	(5)- Wireless Keyboards- Logitec	05- 400- 440- 0410- 6402		0
			1,101.52	Rooms/MFWCAA Conference	05- 420- 600- 4800- 6332		0
			17.39	Meals/MFWCAA Conf.	05- 420- 600- 4800- 6340		0
			12.03	Meal/MFWCAA Conf.	05- 420- 600- 4800- 6340		0
			34.47	Meals/MFWCAA Conference	05- 420- 600- 4800- 6340		0
			22.12	Meals/MFWCAA Conference	05- 420- 600- 4800- 6340		0
			62.33	(5)- Wireless Keyboards- Logitec	05- 420- 600- 4800- 6402		0
			74.95	HDMI to DVI Adapter Cable(5)	05- 420- 600- 4800- 6402		0
			95.34	Hotel/Rule 25 Trng	05- 430- 700- 4800- 6332		0
			125.25	Hotel/St Louis Conference	05- 430- 700- 4800- 6332		0
			10.24	Meal/St Louis Co Conf.	05- 430- 700- 4800- 6340		0
			12.18	Meal/St Louis Co Conf.	05- 430- 700- 4800- 6340		0
			7.75	Meals/St Louis Conf.	05- 430- 700- 4800- 6340		0
			91.67	(5)- Wireless Keyboards- Logitec	05- 430- 700- 4800- 6402		0
			283.75	sprayer, loggers tape, vest	10- 923- 000- 0000- 6450		0
			15.10	Mail left behind items	19- 521- 000- 0000- 6205		0
			755.65	Internet Extenders	19- 521- 000- 0000- 6405		0

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# Aitkin County

## WARRANT REGISTER



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### 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>
			20.00	Critter food	19- 522- 000- 0000- 6416		0
			72.26	wood cookie string	19- 522- 000- 0000- 6416		0
			4.95	match paper	19- 522- 000- 0000- 6416		0
			81.00	First Aid Training	19- 522- 000- 0000- 6430		0
			17.24	mouse traps,gloves,soap	19- 524- 000- 0000- 6422		0
			21.99	coffee maker	19- 524- 000- 0000- 6422		0
			225.31	sweeper, floor pads,leaf blowe	19- 524- 000- 0000- 6422		0
			56.46	meals- Rural dispatch training	01- 252- 003- 0000- 6340	Jen,Jaqui	0
			109.28	Hotel/MRCC Conf	01- 001- 000- 0000- 6332	Niemi	0
	<b>Warrant #</b>	<b>1741</b>	<b>Total</b>	10,189.70	<b>Date 10/20/16</b>		
<b>1742</b>	<b>8410</b>	Bremer Bank 101 MINNESOTA AVENUE NORTH  AITKIN, MN 56431					
			721.85	Participant fees	01- 044- 904- 0000- 6231	1162636	0
	<b>Warrant #</b>	<b>1742</b>	<b>Total</b>	721.85	<b>Date 10/24/16</b>		
<b>1743</b>	<b>8410</b>	Bremer Bank 101 MINNESOTA AVENUE NORTH  AITKIN, MN 56431					
			1,002,875.35	State General Tax	09- 000- 000- 0000- 2058		0
	<b>Warrant #</b>	<b>1743</b>	<b>Total</b>	1,002,875.35	<b>Date 10/24/16</b>		
<b>1751</b>	<b>8410</b>	Bremer Bank 101 MINNESOTA AVENUE NORTH  AITKIN, MN 56431					
			125.00	Dep Care FSA Claims	01- 044- 904- 0000- 6360	38291732	0
	<b>Warrant #</b>	<b>1751</b>	<b>Total</b>	125.00	<b>Date 10/26/16</b>	10/24/16	10/24/16
<b>1753</b>	<b>8410</b>	Bremer Bank 101 MINNESOTA AVENUE NORTH  AITKIN, MN 56431					
			24.90	NSF check- Korthals	19- 521- 000- 0000- 5884		0
	<b>Warrant #</b>	<b>1753</b>	<b>Total</b>	24.90	<b>Date 10/28/16</b>		
<b>1754</b>	<b>8410</b>	Bremer Bank					

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# Aitkin County

## WARRANT REGISTER



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### 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 # 1754	4,362.99	BCBS Nexben October Premium	01- 044- 000- 0000- 6150		0
		Total	4,362.99	Date 10/31/16			
44825	13722	Neo Funds by Neopost PO BOX 30193 Tampa, FL 33630- 3193					
		Warrant # 44825	4,000.00	Postage	01- 044- 048- 0000- 6205		0
		Total	4,000.00	Date 10/28/16			
44826	14162	Up- Scale Fish Taxidermy 5879 Townline Rd Makinen, MN 55763					
		Warrant # 44826	1,160.00	Mount Cleaning & Restoration	19- 522- 000- 0000- 6416	51 mounts	0
		Total	1,160.00	Date 10/28/16			
68465	11324	Otto's Lawn Care Llc PO BOX 135 GARRISON, MN 56450- 0135					
		Warrant # 68465	-187.03	August R L Beach mowing	10- 921- 000- 0000- 6231	4018	0
		Total	-187.03	Round Lake Mowing	10- 921- 000- 0000- 6231	4018	0
			374.06	Date 10/18/16			
68786	14162	Up- Scale Fish Taxidermy 5879 Townline Rd Makinen, MN 55763					
		Warrant # 68786	-1,160.00	mounting cleaning/restoration	19- 522- 000- 0000- 6416	wrong last nam	0
		Total	1,160.00	Date 10/31/16			
105807	88846	Dacotah Paper Company 3940 15TH AVE NW \ PO BOX 2727 FARGO, ND 58108- 2727					
		Warrant # 105807	-64.94	AGENCY SUPPLIES - SOAP	05- 400- 440- 0410- 6405		0
		Total	-138.02	AGENCY SUPPLIES - SOAP	05- 420- 600- 4800- 6405		0
			-202.97	AGENCY SUPPLIES - SOAP	05- 430- 700- 4800- 6405		0
			405.93	Date 10/4/16			

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# Aitkin County

## WARRANT REGISTER



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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..	1,206,660.15	135	Transactions		

# Aitkin County

Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	147,970.79	General Fund
3	25.00	Road & Bridge
5	1,855.16	Health & Human Services
9	1,052,957.64	State
10	784.05	Trust
13	1,026.00	Taxes & Penalties
19	2,041.51	Long Lake Conservation Center
	1,206,660.15	TOTAL

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# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 1

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

October 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

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1 General Fund

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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Vendor Name		Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
No.	Account/Formula					Paid On Bhf #	On Behalf of Name
89991	Bremer Bank						
1	01-040-000-0000-5840		0.03	Receipt Nbr 1318	10/10/2016		Misc Receipts
2	01-040-000-0000-5840		0.06	Receipt Nbr 1318	10/10/2016		Misc Receipts
3	01-040-000-0000-5840		0.01	Receipt Nbr 1318	10/10/2016		Misc Receipts
4	01-040-000-0000-5840		0.05	Receipt Nbr 1318	10/10/2016		Misc Receipts
5	01-040-000-0000-5840		0.02	Receipt Nbr 1318	10/10/2016		Misc Receipts
6	01-040-000-0000-5840		0.04	Receipt Nbr 1318	10/10/2016		Misc Receipts
7	01-040-000-0000-5840		0.19	Receipt Nbr 1319	10/11/2016		Misc Receipts
8	01-040-021-0000-5840		2.89	Receipt Nbr 1144	10/03/2016		Misc Receipts
9	01-040-021-0000-5840		0.51	Receipt Nbr 1144	10/03/2016		Misc Receipts
10	01-042-000-0000-5840		0.13	Receipt Nbr 4217	10/04/2016		Misc Receipts
11	01-042-000-0000-5840		0.26	Receipt Nbr 4218	10/04/2016		Misc Receipts
12	01-042-000-0000-5840		0.13	Receipt Nbr 4219	10/05/2016		Misc Receipts
13	01-042-000-0000-5840		0.51	Receipt Nbr 4220	10/06/2016		Misc Receipts
14	01-042-000-0000-5840		0.77	Receipt Nbr 4222	10/07/2016		Misc Receipts
15	01-042-000-0000-5840		0.13	Receipt Nbr 4223	10/10/2016		Misc Receipts
16	01-042-000-0000-5840		12.87	Receipt Nbr 4224	10/10/2016		Misc Receipts
17	01-042-000-0000-5840		0.13	Receipt Nbr 4226	10/11/2016		Misc Receipts
18	01-042-000-0000-5840		0.13	Receipt Nbr 4226	10/11/2016		Misc Receipts
19	01-042-000-0000-5840		0.26	Receipt Nbr 4229	10/14/2016		Misc Receipts
20	01-042-000-0000-5840		0.26	Receipt Nbr 4230	10/17/2016		Misc Receipts
21	01-042-000-0000-5840		0.13	Receipt Nbr 4234	10/18/2016		Misc Receipts
22	01-042-000-0000-5840		0.32	Receipt Nbr 4235	10/18/2016		Misc Receipts
23	01-042-000-0000-5840		0.90	Receipt Nbr 4236	10/19/2016		Misc Receipts
24	01-042-000-0000-5840		0.13	Receipt Nbr 4236	10/19/2016		Misc Receipts
25	01-042-000-0000-5840		0.06	Receipt Nbr 4237	10/19/2016		Misc Receipts
26	01-042-000-0000-5840		0.13	Receipt Nbr 4245	10/24/2016		Misc Receipts
27	01-042-000-0000-5840		0.06	Receipt Nbr 4245	10/24/2016		Misc Receipts
28	01-042-000-0000-5840		0.13	Receipt Nbr 4252	10/27/2016		Misc Receipts
29	01-042-000-0000-5840		0.13	Receipt Nbr 4255	10/31/2016		Misc Receipts
30	01-043-000-0000-5840		1.61	Receipt Nbr 970	10/14/2016		Misc Receipts
31	01-043-000-0000-5840		0.26	Receipt Nbr 970	10/14/2016		Misc Receipts
32	01-043-000-0000-5840		0.26	Receipt Nbr 970	10/14/2016		Misc Receipts
33	01-043-000-0000-5840		0.64	Receipt Nbr 970	10/14/2016		Misc Receipts
34	01-043-000-0000-5840		0.51	Receipt Nbr 970	10/14/2016		Misc Receipts
35	01-044-000-0000-5840		0.03	Receipt Nbr 864	10/03/2016		Misc Receipts
36	01-090-000-0000-5840		0.64	Receipt Nbr 1810	10/05/2016		Misc Receipts
37	01-090-000-0000-5840		3.22	Receipt Nbr 1811	10/05/2016		Misc Receipts
38	01-090-000-0000-5840		1.29	Receipt Nbr 1812	10/05/2016		Misc Receipts

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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1 General Fund

Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula				Paid On Bhf #	On Behalf of Name
Accr	Amount	Service Dates				
39	01-090-000-0000-5840	3.31	Receipt Nbr 1813 10/05/2016			Misc Receipts
40	01-090-000-0000-5840	0.64	Receipt Nbr 1814 10/11/2016			Misc Receipts
41	01-090-000-0000-5840	2.57	Receipt Nbr 1816 10/26/2016			Misc Receipts
42	01-090-000-0000-5840	10.29	Receipt Nbr 1817 10/26/2016			Misc Receipts
43	01-090-000-0000-5840	1.93	Receipt Nbr 1818 10/26/2016			Misc Receipts
44	01-252-252-0000-5872	36.80	Receipt Nbr 3033 10/13/2016			Phone Card Prisoner Welfare(Taxable)
45	01-252-252-0000-5872	139.55	Receipt Nbr 3038 10/20/2016			Phone Card Prisoner Welfare(Taxable)
46	01-252-252-0000-5872	42.46	Receipt Nbr 3044 10/28/2016			Phone Card Prisoner Welfare(Taxable)
47	01-252-252-0000-5872	19.80	Receipt Nbr 3047 10/31/2016			Phone Card Prisoner Welfare(Taxable)
48	01-252-252-0000-5885	28.61	Receipt Nbr 3027 10/04/2016			Commissary Sales Taxable
49	01-252-252-0000-5885	16.19	Receipt Nbr 3033 10/13/2016			Commissary Sales Taxable
50	01-252-252-0000-5885	32.08	Receipt Nbr 3038 10/20/2016			Commissary Sales Taxable
51	01-252-252-0000-5885	21.91	Receipt Nbr 3044 10/28/2016			Commissary Sales Taxable
52	01-252-252-0000-5885	3.14	Receipt Nbr 3047 10/31/2016			Commissary Sales Taxable
100	01-100-000-0000-6311	106.24	October sales tax on copies			Sales Tax
101	01-100-000-0000-6312	0.24-	October sales tax adjustment			Sales Tax Adjustment
89991	Bremer Bank	495.11	54 Transactions			
1 Fund Total:		495.11	General Fund	1 Vendors	54 Transactions	



# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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3 Road & Bridge

Vendor Name		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula					Paid On Bhf #	On Behalf of Name
102	8410 Bremer Bank		1,824.00	October Diesel Tax			Motor Fuel & Lubricants
	8410 Bremer Bank		1,824.00		1 Transactions		
	89991 Bremer Bank						
53	03-000-000-0000-5855		0.39	Receipt Nbr 948 10/03/2016			Charges- Individuals
54	03-000-000-0000-5855		1.93	Receipt Nbr 2899 10/04/2016			Charges- Individuals
55	03-000-000-0000-5855		1.93	Receipt Nbr 2903 10/07/2016			Charges- Individuals
56	03-000-000-0000-5855		1.93	Receipt Nbr 2908 10/12/2016			Charges- Individuals
57	03-000-000-0000-5855		1.93	Receipt Nbr 2912 10/14/2016			Charges- Individuals
58	03-000-000-0000-5855		3.86	Receipt Nbr 949 10/14/2016			Charges- Individuals
59	03-000-000-0000-5855		9.65	Receipt Nbr 949 10/14/2016			Charges- Individuals
60	03-000-000-0000-5855		3.44	Receipt Nbr 949 10/14/2016			Charges- Individuals
61	03-000-000-0000-5855		0.13	Receipt Nbr 949 10/14/2016			Charges- Individuals
62	03-000-000-0000-5855		1.93	Receipt Nbr 2917 10/21/2016			Charges- Individuals
63	03-000-000-0000-5855		1.93	Receipt Nbr 2921 10/28/2016			Charges- Individuals
64	03-000-000-0000-5855		3.86	Receipt Nbr 951 10/31/2016			Charges- Individuals
65	03-000-000-0000-5855		3.44	Receipt Nbr 951 10/31/2016			Charges- Individuals
66	03-000-000-0000-5855		0.26	Receipt Nbr 951 10/31/2016			Charges- Individuals
67	03-000-000-0000-5857		15.93	Receipt Nbr 949 10/14/2016			Culverts
	89991 Bremer Bank		52.54		15 Transactions		
3 Fund Total:			1,876.54	Road & Bridge		2 Vendors	16 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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5 Health & Human Services

Vendor	Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
68	89991	Bremer Bank	05- 430- 700- 0000- 5832			0.71	Receipt Nbr 3169	10/11/2016			Ss Administrative Recoveries	
	89991	Bremer Bank				0.71		1 Transactions				
5 Fund Total:						0.71	Health & Human Services		1 Vendors		1 Transactions	

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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9 State

Vendor	<u>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.</u>	<u>Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4580	Mn Dept Of Finance						
104	09- 000- 000- 0000- 2022			104.00	October Birth		Birth/Death Surcharges
105	09- 000- 000- 0000- 2022			496.00	October Death		Birth/Death Surcharges
106	09- 000- 000- 0000- 2024			78.00	October Childrens		St Share Of Birth Cert.- Children
107	09- 000- 000- 0000- 2031			6.00	October Torrens		Real Estate Assurance (Was 5874 And 627
108	09- 000- 000- 0000- 2036			5,470.50	October State General Fund		Recording Surcharges (Was 5871 & 6281)
109	09- 000- 000- 0000- 2036			260.00	Oct. Gen.Fund Leg.Surcharge		Recording Surcharges (Was 5871 & 6281)
4580	Mn Dept Of Finance			6,414.50	6 Transactions		
3375	Mn Dept Of Health						
103	09- 000- 000- 0000- 2027			1,190.00	October State Well		State Well Cert Fees (Was 5097 & 6203)
3375	Mn Dept Of Health			1,190.00	1 Transactions		
9 Fund Total:				7,604.50	State	2 Vendors	7 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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10 Trust

Vendor	<u>Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991	Bremer Bank					
69	10- 921- 000- 0000- 5840		1.61	Receipt Nbr 2902 10/07/2016		Misc Receipts
70	10- 921- 000- 0000- 5840		6.82	Receipt Nbr 2906 10/10/2016		Misc Receipts
71	10- 921- 000- 0000- 5840		385.98	Receipt Nbr 2911 10/13/2016		Misc Receipts
97	10- 923- 000- 0000- 6311		19.30	Oct.sales tax on gravel		Sales Tax
98	10- 923- 000- 0000- 6311		3.54	Oct.sales tax on maps		Sales Tax
89991	Bremer Bank		417.25	5 Transactions		
10 Fund Total:			417.25	Trust	1 Vendors	5 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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11 Forest Development

Vendor Name		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula					Paid On Bhf #	On Behalf of Name
89991	Bremer Bank						
72	11- 925- 000- 0000- 5840		2.19	Receipt Nbr 2906 10/10/2016			Misc Receipts
99	11- 925- 000- 0000- 6312		0.16	October sales tax adjustment			Sales Tax Adjustment
89991	Bremer Bank		2.35	2 Transactions			
11 Fund Total:			2.35	Forest Development		1 Vendors	2 Transactions

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 19 Long Lake Conservation C

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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Vendor Name						
No.	Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Account/Formula Description Paid On Bhf # On Behalf of Name
89991	Bremer Bank					
73	19- 521- 000- 0000- 5885			6.22	Receipt Nbr 1339 10/07/2016	Commissary Sales Taxable
74	19- 521- 000- 0000- 5885			21.69	Receipt Nbr 1340 10/12/2016	Commissary Sales Taxable
75	19- 521- 000- 0000- 5885			5.40	Receipt Nbr 1341 10/13/2016	Commissary Sales Taxable
76	19- 521- 000- 0000- 5885			26.74	Receipt Nbr 1342 10/13/2016	Commissary Sales Taxable
77	19- 521- 000- 0000- 5885			3.92	Receipt Nbr 1344 10/17/2016	Commissary Sales Taxable
78	19- 521- 000- 0000- 5885			9.75	Receipt Nbr 1346 10/18/2016	Commissary Sales Taxable
79	19- 521- 000- 0000- 5885			26.56	Receipt Nbr 1348 10/26/2016	Commissary Sales Taxable
80	19- 521- 000- 0000- 5885			9.93	Receipt Nbr 1349 10/31/2016	Commissary Sales Taxable
89991	Bremer Bank			110.21	8 Transactions	
19 Fund Total:				110.21	Long Lake Conservation Center	1 Vendors 8 Transactions

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## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name		Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
89991	Bremer Bank					
81	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 2898 10/04/2016		Co. Parks Campground Fees
82	21- 520- 000- 0000- 5510		9.01	Receipt Nbr 2905 10/10/2016		Co. Parks Campground Fees
83	21- 520- 000- 0000- 5510		13.06	Receipt Nbr 2905 10/10/2016		Co. Parks Campground Fees
84	21- 520- 000- 0000- 5510		9.01	Receipt Nbr 2905 10/10/2016		Co. Parks Campground Fees
85	21- 520- 000- 0000- 5510		18.65	Receipt Nbr 2905 10/10/2016		Co. Parks Campground Fees
86	21- 520- 000- 0000- 5510		3.09	Receipt Nbr 2905 10/10/2016		Co. Parks Campground Fees
87	21- 520- 000- 0000- 5510		3.41	Receipt Nbr 2905 10/10/2016		Co. Parks Campground Fees
88	21- 520- 000- 0000- 5510		1.29	Receipt Nbr 2907 10/12/2016		Co. Parks Campground Fees
89	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 2907 10/12/2016		Co. Parks Campground Fees
90	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 2910 10/13/2016		Co. Parks Campground Fees
91	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 2913 10/14/2016		Co. Parks Campground Fees
92	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 2913 10/14/2016		Co. Parks Campground Fees
93	21- 520- 000- 0000- 5510		29.59	Receipt Nbr 2918 10/24/2016		Co. Parks Campground Fees
94	21- 520- 000- 0000- 5510		7.40	Receipt Nbr 2918 10/24/2016		Co. Parks Campground Fees
95	21- 520- 000- 0000- 5510		27.90	Receipt Nbr 2918 10/24/2016		Co. Parks Campground Fees
96	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 2919 10/26/2016		Co. Parks Campground Fees
89991	Bremer Bank		137.83	16 Transactions		
21 Fund Total:			137.83	Parks	1 Vendors	16 Transactions
Final Total:			10,644.50	10 Vendors	109 Transactions	

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## Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	495.11	General Fund
3	1,876.54	Road & Bridge
5	0.71	Health & Human Services
9	7,604.50	State
10	417.25	Trust
11	2.35	Forest Development
19	110.21	Long Lake Conservation Center
21	137.83	Parks
All Funds	10,644.50	Total

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
931	DEPT		Towns		
1010	City Of Aitkin				
	12- 931- 156- 0000- 2045		0.36	PILT	Payable To Village Of Aitkin
	12- 931- 156- 0000- 2045		94,093.45	TIF	Payable To Village Of Aitkin
	12- 931- 156- 0000- 2045		383,126.82	OCT/NOV SETTLEMENT	Payable To Village Of Aitkin
1010	City Of Aitkin		477,220.63	3 Transactions	
173	City Of Hill City				
	12- 931- 157- 0000- 2045		124,633.30	OCT/NOV SETTLEMENT	Payable To Village Of Hill City
173	City Of Hill City		124,633.30	1 Transactions	
1025	City Of McGrath- Treasurer				
	12- 931- 158- 0000- 2045		0.17	PILT	Payable To Village Of McGrath
	12- 931- 158- 0000- 2045		5,880.24	OCT/NOV SETTLEMENT	Payable To Village Of McGrath
1025	City Of McGrath- Treasurer		5,880.41	2 Transactions	
175	City Of McGregor				
	12- 931- 159- 0000- 2045		132,855.75	OCT/NOV SETTLEMENT	Payable To Village Of McGregor
	12- 931- 159- 0000- 2045		8,703.71	TIF	Payable To Village Of McGregor
	12- 931- 159- 0000- 2045		14.53	PILT	Payable To Village Of McGregor
175	City Of McGregor		141,573.99	3 Transactions	
176	City Of Palisade				
	12- 931- 160- 0000- 2045		38,339.20	OCT/NOV SETTLEMENT	Payable To Village Of Palisade
176	City Of Palisade		38,339.20	1 Transactions	
178	City Of Tamarack				
	12- 931- 161- 0000- 2045		9,728.73	OCT/NOV SETTLEMENT	Payable To Village Of Tamarack
	12- 931- 161- 0000- 2045		102.64	PILT	Payable To Village Of Tamarack
	12- 931- 161- 0000- 2045		7,167.40	MINERAL RENTS/ROYALTIES	Payable To Village Of Tamarack
178	City Of Tamarack		16,998.77	3 Transactions	
13110	Lake Minnewawa Lake Improvement Dist				
	12- 931- 163- 0000- 2045		14,016.59	OCT/NOV SETTLEMENT	Payable To Lake Minnewawa LID
13110	Lake Minnewawa Lake Improvement Dist		14,016.59	1 Transactions	
7000	Town Of Aitkin Treasurer				
	12- 931- 101- 0000- 2045		71,782.55	OCT/NOV SETTLEMENT	Payable To Aitkin Twp
	12- 931- 101- 0000- 2045		787.27	PILT	Payable To Aitkin Twp

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7000	Town Of Aitkin Treasurer		72,569.82		2 Transactions	
7001	Town Of Ball Bluff Treasurer					
	12- 931- 102- 0000- 2045		36,952.46	OCT/NOV SETTLEMENT		Payable To Ball Bluff Twp
	12- 931- 102- 0000- 2045		1,607.94	PILT		Payable To Ball Bluff Twp
7001	Town Of Ball Bluff Treasurer		38,560.40		2 Transactions	
7002	Town Of Balsam Treasurer					
	12- 931- 103- 0000- 2045		8,212.74	PILT		Payable To Balsam Twp
	12- 931- 103- 0000- 2045		2,484.59	OCT/NOV SETTLEMENT		Payable To Balsam Twp
	12- 931- 103- 0000- 2045		2,290.29	CON CON		Payable To Balsam Twp
7002	Town Of Balsam Treasurer		12,987.62		3 Transactions	
7003	Town Of Beaver Treasurer					
	12- 931- 104- 0000- 2045		1,724.36	PILT		Payable To Beaver Twp
	12- 931- 104- 0000- 2045		20,077.94	OCT/NOV SETTLEMENT		Payable To Beaver Twp
7003	Town Of Beaver Treasurer		21,802.30		2 Transactions	
7004	Town Of Clark Treasurer					
	12- 931- 105- 0000- 2045		11,521.66	OCT/NOV SETTLEMENT		Payable To Clark Twp
	12- 931- 105- 0000- 2045		3,572.10	MINERAL RENTS/ROYALTIES		Payable To Clark Twp
	12- 931- 105- 0000- 2045		114.50	PUBLIC HUNTING GROUND		Payable To Clark Twp
	12- 931- 105- 0000- 2045		1,754.85	PILT		Payable To Clark Twp
	12- 931- 105- 0000- 2045		11,204.76	CON CON		Payable To Clark Twp
7004	Town Of Clark Treasurer		28,167.87		5 Transactions	
7005	Town Of Cornish Treasurer					
	12- 931- 106- 0000- 2045		2,848.38	PILT		Payable To Cornish Twp
	12- 931- 106- 0000- 2045		7,057.15	OCT/NOV SETTLEMENT		Payable To Cornish Twp
	12- 931- 106- 0000- 2045		0.60	CON CON		Payable To Cornish Twp
7005	Town Of Cornish Treasurer		9,906.13		3 Transactions	
7006	Town Of Farm Island Treasurer					
	12- 931- 107- 0000- 2045		141,137.47	OCT/NOV SETTLEMENT		Payable To Farm Island Twp
	12- 931- 107- 0000- 2045		812.91	PUBLIC HUNTING GROUNDS		Payable To Farm Island Twp
	12- 931- 107- 0000- 2045		1,147.53	PILT		Payable To Farm Island Twp
7006	Town Of Farm Island Treasurer		143,097.91		3 Transactions	
7007	Town Of Fleming Treasurer					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	12- 931- 108- 0000- 2045		PILT		Payable To Fleming Twp
	12- 931- 108- 0000- 2045		PUBLIC HUNTING GROUNDS		Payable To Fleming Twp
	12- 931- 108- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Fleming Twp
7007	Town Of Fleming Treasurer			3 Transactions	
	62,192.46				
7008	Town Of Glen Treasurer				
	12- 931- 109- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Glen Twp
	12- 931- 109- 0000- 2045		PUBLIC HUNTING GROUNDS		Payable To Glen Twp
	12- 931- 109- 0000- 2045		PILT		Payable To Glen Twp
7008	Town Of Glen Treasurer			3 Transactions	
	46,964.60				
7009	Town Of Haugen Treasurer				
	12- 931- 110- 0000- 2045		PILT		Payable To Haugen Twp
	12- 931- 110- 0000- 2045		CON CON		Payable To Haugen Twp
	12- 931- 110- 0000- 2045		MINERAL RENTS/ROYALTIES		Payable To Haugen Twp
	12- 931- 110- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Haugen Twp
7009	Town Of Haugen Treasurer			4 Transactions	
	48,492.87				
7010	Town Of Hazelton Treasurer				
	12- 931- 111- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Hazelton Twp
	12- 931- 111- 0000- 2045		PUBLIC HUNTING GROUNDS		Payable To Hazelton Twp
	12- 931- 111- 0000- 2045		CON CON		Payable To Hazelton Twp
	12- 931- 111- 0000- 2045		PILT		Payable To Hazelton Twp
7010	Town Of Hazelton Treasurer			4 Transactions	
	86,630.27				
4879	Town Of Hill Lake Clerk- Treas				
	12- 931- 112- 0000- 2045		PILT		Payable To Hill Lake Twp
	12- 931- 112- 0000- 2045		CON CON		Payable To Hill Lake Twp
	12- 931- 112- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Hill Lake Twp
	12- 931- 112- 0000- 2045		VOLSTEAD		Payable To Hill Lake Twp
4879	Town Of Hill Lake Clerk- Treas			4 Transactions	
	47,739.72				
7011	Town Of Idun Treasurer				
	12- 931- 113- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Idun Twp
	12- 931- 113- 0000- 2045		PILT		Payable To Idun Twp
7011	Town Of Idun Treasurer			2 Transactions	
	22,500.50				
7012	Town Of Jevne Treasurer				
	12- 931- 114- 0000- 2045		PILT		Payable To Jevne Twp
	823.71				

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	12- 931- 114- 0000- 2045		215.56	PUBLIC HUNTING GROUNDS		Payable To Jevne Twp
	12- 931- 114- 0000- 2045		40,445.78	OCT/NOV SETTLEMENT		Payable To Jevne Twp
	12- 931- 114- 0000- 2045		0.34	CON CON		Payable To Jevne Twp
7012	Town Of Jevne Treasurer		41,485.39		4 Transactions	
7013	Town Of Kimberly Treasurer					
	12- 931- 115- 0000- 2045		30,279.27	OCT/NOV SETTLEMENT		Payable To Kimberly Twp
	12- 931- 115- 0000- 2045		465.97	PUBLIC HUNTING GROUNDS		Payable To Kimberly Twp
	12- 931- 115- 0000- 2045		1,652.05	PILT		Payable To Kimberly Twp
	12- 931- 115- 0000- 2045		1.25	CON CON		Payable To Kimberly Twp
7013	Town Of Kimberly Treasurer		32,398.54		4 Transactions	
7014	Town Of Lakeside Treasurer					
	12- 931- 116- 0000- 2045		513.41	PILT		Payable To Lakeside Twp
	12- 931- 116- 0000- 2045		117,536.45	OCT/NOV SETTLEMENT		Payable To Lakeside Twp
7014	Town Of Lakeside Treasurer		118,049.86		2 Transactions	
7015	Town Of Lee Treasurer					
	12- 931- 117- 0000- 2045		2,427.20	OCT/NOV SETTLEMENT		Payable To Lee Twp
	12- 931- 117- 0000- 2045		257.85	PUBLIC HUNTING GROUNDS		Payable To Lee Twp
	12- 931- 117- 0000- 2045		2,141.22	PILT		Payable To Lee Twp
7015	Town Of Lee Treasurer		4,826.27		3 Transactions	
7016	Town Of Libby Treasurer					
	12- 931- 118- 0000- 2045		726.00	PILT		Payable To Libby Twp
	12- 931- 118- 0000- 2045		5,913.32	OCT/NOV SETTLEMENT		Payable To Libby Twp
7016	Town Of Libby Treasurer		6,639.32		2 Transactions	
7017	Town Of Logan Treasurer					
	12- 931- 119- 0000- 2045		21,634.43	OCT/NOV SETTLEMENT		Payable To Logan Twp
	12- 931- 119- 0000- 2045		1,374.33	PILT		Payable To Logan Twp
	12- 931- 119- 0000- 2045		1,354.12	PUBLIC HUNTING GROUNDS		Payable To Logan Twp
	12- 931- 119- 0000- 2045		719.41	CON CON		Payable To Logan Twp
7017	Town Of Logan Treasurer		25,082.29		4 Transactions	
7018	Town Of Macville Treasurer					
	12- 931- 120- 0000- 2045		647.80	PUBLIC HUNTING GROUNDS		Payable To Macville Twp
	12- 931- 120- 0000- 2045		2,200.33	PILT		Payable To Macville Twp
	12- 931- 120- 0000- 2045		710.33	CON CON		Payable To Macville Twp

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7018	Town Of Macville Treasurer		11,301.46 14,859.92	OCT/NOV SETTLEMENT	4 Transactions	Payable To Macville Twp
7019	Town Of Malmo Treasurer		36,623.99 1,118.85 37,742.84	OCT/NOV SETTLEMENT PILT	2 Transactions	Payable To Malmo Twp Payable To Malmo Twp
7020	Town Of McGregor - Treasurer		4,718.35 251.91 903.14 3,154.69 9,028.09	PILT PUBLIC HUNTING GROUNDS CON CON OCT/NOV SETTLEMENT	4 Transactions	Payable To McGregor Twp Payable To McGregor Twp Payable To McGregor Twp Payable To McGregor Twp
7021	Town Of Millward Treasurer		3,816.98 3,281.12 2,454.83 5,125.99 14,678.92	OCT/NOV SETTLEMENT PILT 44- 22 PILT 45- 22 CON CON	4 Transactions	Payable To Millward Twp Payable To Millward Twp Payable To Millward Twp Payable To Millward Twp
7022	Town Of Morrison Treasurer		226.24 1,021.32 10,737.64 848.68 12,833.88	CON CON PILT OCT/NOV SETTLEMENT PUBLIC HUNTING GROUNDS	4 Transactions	Payable To Morrison Twp Payable To Morrison Twp Payable To Morrison Twp Payable To Morrison Twp
7023	Town Of Nordland Treasurer		104,064.17 415.80 847.80 105,327.77	OCT/NOV SETTLEMENT PUBLIC HUNTING GROUNDS PILT	3 Transactions	Payable To Nordland Twp Payable To Nordland Twp Payable To Nordland Twp
7024	Town Of Pliny Treasurer		2,647.08 1,739.72 3,719.88	PILT CON CON OCT/NOV SETTLEMENT		Payable To Pliny Twp Payable To Pliny Twp Payable To Pliny Twp

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
12- 931- 125- 0000- 2045		PUBLIC HUNTING GROUNDS		Payable To Pliny Twp
7024 Town Of Pliny Treasurer		4 Transactions		
12- 931- 126- 0000- 2045		PUBLIC HUNTING GROUNDS		Payable To Rice River Twp
7025 Town Of Rice River Treasurer		PILT		Payable To Rice River Twp
12- 931- 126- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Rice River Twp
7025 Town Of Rice River Treasurer		3 Transactions		
12- 931- 127- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Salo Twp
7026 Town Of Salo Treasurer		PUBLIC HUNTING GROUNDS		Payable To Salo Twp
12- 931- 127- 0000- 2045		PILT		Payable To Salo Twp
7026 Town Of Salo Treasurer		3 Transactions		
12- 931- 128- 0000- 2045		PILT		Payable To Seavey Twp
7027 Town Of Seavey Treasurer		OCT/NOV SETTLEMENT		Payable To Seavey Twp
7027 Town Of Seavey Treasurer		2 Transactions		
12- 931- 129- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Shamrock Twp
7028 Town Of Shamrock Treasurer		CON CON		Payable To Shamrock Twp
12- 931- 129- 0000- 2045		PILT		Payable To Shamrock Twp
7028 Town Of Shamrock Treasurer		Lake Minnewawa Improv.Distr.		Payable To Shamrock Twp
7028 Town Of Shamrock Treasurer		4 Transactions		
12- 931- 130- 0000- 2045		PILT		Payable To Spalding Twp
7029 Town Of Spalding Treasurer		OCT/NOV SETTLEMENT		Payable To Spalding Twp
7029 Town Of Spalding Treasurer		MINERAL RENTS/ROYALTIES		Payable To Spalding Twp
7029 Town Of Spalding Treasurer		3 Transactions		
12- 931- 131- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Spencer Twp
7030 Town Of Spencer Treasurer		PUBLIC HUNTING GROUNDS		Payable To Spencer Twp
7030 Town Of Spencer Treasurer		PILT		Payable To Spencer Twp
7030 Town Of Spencer Treasurer		CON CON		Payable To Spencer Twp

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7030	Town Of Spencer Treasurer		45,018.72		4 Transactions	
7031	Town Of Turner Treasurer					
	12- 931- 132- 0000- 2045		5,842.41	CON CON		Payable To Turner Twp
	12- 931- 132- 0000- 2045		4,784.81	PILT		Payable To Turner Twp
	12- 931- 132- 0000- 2045		40,197.41	OCT/NOV SETTLEMENT		Payable To Turner Twp
7031	Town Of Turner Treasurer		50,824.63		3 Transactions	
7032	Town Of Verdon Treasurer					
	12- 931- 133- 0000- 2045		8,708.71	OCT/NOV SETTLEMENT		Payable To Verdon Twp
	12- 931- 133- 0000- 2045		1,925.23	CON CON		Payable To Verdon Twp
	12- 931- 133- 0000- 2045		2,838.15	PILT		Payable To Verdon Twp
7032	Town Of Verdon Treasurer		13,472.09		3 Transactions	
7033	Town Of Wagner Treasurer					
	12- 931- 134- 0000- 2045		1,509.08	PILT		Payable To Wagner Twp
	12- 931- 134- 0000- 2045		29,957.92	OCT/NOV SETTLEMENT		Payable To Wagner Twp
7033	Town Of Wagner Treasurer		31,467.00		2 Transactions	
7034	Town Of Waukenabo Treasurer					
	12- 931- 135- 0000- 2045		35,698.26	OCT/NOV SETTLEMENT		Payable To Waukenabo Twp
	12- 931- 135- 0000- 2045		445.25	PUBLIC HUNTING GROUNDS		Payable To Waukenabo Twp
	12- 931- 135- 0000- 2045		2,225.01	PILT		Payable To Waukenabo Twp
	12- 931- 135- 0000- 2045		1,189.21	CON CON		Payable To Waukenabo Twp
7034	Town Of Waukenabo Treasurer		39,557.73		4 Transactions	
7035	Town Of Wealthwood Treasurer					
	12- 931- 136- 0000- 2045		304.87	CON CON		Payable To Wealthwood Twp
	12- 931- 136- 0000- 2045		3,235.37	PILT		Payable To Wealthwood Twp
	12- 931- 136- 0000- 2045		146.57	PUBLIC HUNTING GROUNDS		Payable To Wealthwood Twp
	12- 931- 136- 0000- 2045		15,311.93	OCT/NOV SETTLEMENT		Payable To Wealthwood Twp
7035	Town Of Wealthwood Treasurer		18,998.74		4 Transactions	
7036	Town Of White Pine Treasurer					
	12- 931- 137- 0000- 2045		781.02	OCT/NOV SETTLEMENT		Payable To White Pine Twp
	12- 931- 137- 0000- 2045		1,945.42	CON CON		Payable To White Pine Twp
	12- 931- 137- 0000- 2045		2,939.90	PILT		Payable To White Pine Twp
	12- 931- 137- 0000- 2045		65.00	VOLSTEAD		Payable To White Pine Twp



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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7036	Town Of White Pine Treasurer		5,731.34		4 Transactions	
7037	Town Of Williams Treasurer					
	12- 931- 138- 0000- 2045		1,685.28	PILT		Payable To Williams Twp
	12- 931- 138- 0000- 2045		9,885.56	OCT/NOV SETTLEMENT		Payable To Williams Twp
7037	Town Of Williams Treasurer		11,570.84		2 Transactions	
7038	Town Of Workman - Treasurer					
	12- 931- 139- 0000- 2045		31,200.50	OCT/NOV SETTLEMENT		Payable To Workman Twp
	12- 931- 139- 0000- 2045		407.81	PUBLIC HUNTING GROUNDS		Payable To Workman Twp
	12- 931- 139- 0000- 2045		395.73	PILT		Payable To Workman Twp
7038	Town Of Workman - Treasurer		32,004.04		3 Transactions	
931	DEPT Total:		2,495,089.30	Towns	47 Vendors	142 Transactions
932	DEPT			Schools		
393	Isd 1 Aitkin- Treasurer					
	12- 932- 000- 0000- 6801		34,867.69	OCT/NOV SETTLEMENT		Appropriations
	12- 932- 000- 0000- 6801		3,396.43	PUBLIC HUNTING GROUNDS		Appropriations
	12- 932- 000- 0000- 6801		40,687.86	CON CON		Appropriations
393	Isd 1 Aitkin- Treasurer		78,951.98		3 Transactions	
1985	Isd 182 Crosby- Treasurer					
	12- 932- 000- 0000- 6801		0.23	OCT/NOV SETTLEMENT		Appropriations
1985	Isd 182 Crosby- Treasurer		0.23		1 Transactions	
392	Isd 2 Hill City- Treasurer					
	12- 932- 000- 0000- 6801		79,268.35	CON CON		Appropriations
	12- 932- 000- 0000- 6801		10,951.17	OCT/NOV SETTLEMENT		Appropriations
	12- 932- 000- 0000- 6801		1,336.11	PUBLIC HUNTING GROUNDS		Appropriations
	12- 932- 000- 0000- 6801		9.43	VOLSTEAD		Appropriations
392	Isd 2 Hill City- Treasurer		91,565.06		4 Transactions	
1983	Isd 2165 Hinckley Finlayson- Treasurer					
	12- 932- 000- 0000- 6801		1,694.28	OCT/NOV SETTLEMENT		Appropriations
1983	Isd 2165 Hinckley Finlayson- Treasurer		1,694.28		1 Transactions	
1979	ISD 2580 East Central- Treasurer					
	12- 932- 000- 0000- 6801		368.68	OCT/NOV SETTLEMENT		Appropriations

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 10

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11/15/16 9:13AM  
12 Agency

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
1979	ISD 2580 East Central- Treasurer		368.68		1 Transactions	
395	ISD 4 McGregor- Treasurer					
	12- 932- 000- 0000- 6801		29,283.38	OCT/NOV SETTLEMENT		Appropriations
	12- 932- 000- 0000- 6801		3,333.61	PUBLIC HUNTING GROUNDS		Appropriations
	12- 932- 000- 0000- 6801		143,969.16	CON CON		Appropriations
	12- 932- 000- 0000- 6801		72,154.76	MINERAL RENTS/ROYALTIES		Appropriations
	12- 932- 000- 0000- 6801		121.85	VOLSTEAD		Appropriations
395	ISD 4 McGregor- Treasurer		248,862.76		5 Transactions	
1982	Isd 473 Isle- Treasurer					
	12- 932- 000- 0000- 6801		7,513.97	OCT/NOV SETTLEMENT		Appropriations
1982	Isd 473 Isle- Treasurer		7,513.97		1 Transactions	
1981	Isd 577 Willow River- Treasurer					
	12- 932- 000- 0000- 6801		128.42	OCT/NOV SETTLEMENT		Appropriations
	12- 932- 000- 0000- 6801		519.55	CON CON		Appropriations
1981	Isd 577 Willow River- Treasurer		647.97		2 Transactions	
394	Isd 698 Floodwood- Treasurer					
	12- 932- 000- 0000- 6801		346.44	OCT/NOV SETTLEMENT		Appropriations
	12- 932- 000- 0000- 6801		101.27	CON CON		Appropriations
394	Isd 698 Floodwood- Treasurer		447.71		2 Transactions	
1984	Isd 95 Cromwell- Wright- Treasurer					
	12- 932- 000- 0000- 6801		2.50	OCT/NOV SETTLEMENT		Appropriations
1984	Isd 95 Cromwell- Wright- Treasurer		2.50		1 Transactions	
932	DEPT Total:		430,055.14	Schools	10 Vendors	21 Transactions
12	Fund Total:		2,925,144.44	Agency		163 Transactions
	Final Total:		2,925,144.44	57 Vendors	163 Transactions	

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# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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## Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
12	2,925,144.44	Agency
All Funds	2,925,144.44	Total

Approved by, .....

.....

.....

26

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11/2/16 2:16PM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

Highway Department Contract Payment

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

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11/2/16 2:16PM  
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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
307	DEPT				R&B Capital Infrastructure		
	7050	Anderson Bros Construction Co					
		03- 307- 000- 0000- 6262		1,231,110.56	Contract Payment	20161	Contract Payments
	7050	Anderson Bros Construction Co		1,231,110.56	1 Transactions		
307	DEPT Total:			1,231,110.56	R&B Capital Infrastructure	1 Vendors	1 Transactions
3	Fund Total:			1,231,110.56	Road & Bridge		1 Transactions
	Final Total:			1,231,110.56	1 Vendors	1 Transactions	

Aitkin County  
Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	3	1,231,110.56	Road & Bridge	
All Funds		1,231,110.56	Total	Approved by, .....
				.....
				.....



## Board of County Commissioners Agenda Request

24

Agenda Item #

**Requested Meeting Date:** November 22, 2016

**Title of Item:** Adopt Resolution - Reimbursement of Property Tax Relief

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Mike Dangers, County Assessor		<b>Department:</b> County Assessor
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Minnesota statutes provide for property tax relief when a disaster occurs. The storm damage that occurred on July 20 and 21, 2016, is considered a disaster that meets the criteria for property tax relief. Appraisers from the County Assessor's Office spent considerable time in late July driving the roads around the Hill City area looking for storm damage and completing the reassessment before the cleanup occurred.  Attached on page 2 is a copy of a resolution to request the State of Minnesota reimburse Aitkin County for the loss of tax dollars associated with abatements and credits that may be granted due to the storm.  When the reassessment was done by county staff, they used a procedure and form for tornado and wind damage assessment that differs from our standard method of assessment. See page 3 for a copy of this form. Also attached on page 4 is a brief summary of the damage totals. Page 5 and 6 shows the damage on a parcel-by-parcel basis.  If you adopt this resolution, the Executive Council will consider our application at their meeting in December 2016. I will notify the Board of their decision.  Please contact Mike with any questions.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt resolution as written.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



By Commissioner: xx

20161122-0xx

**Request for Reimbursement of Property Tax Relief**

**WHEREAS**, the County of Aitkin experienced wind and storm events on July 20 and 21, 2016, and;

**WHEREAS**, said disaster caused extensive property damage to residential and seasonal properties in the County of Aitkin, and;

**WHEREAS**, a local emergency has been declared pursuant to section 12.29 by the Aitkin County Board of Commissioners in resolution 20160726-050, and;

**WHEREAS**, Minnesota Statutes, sections 273.1231 – 273.1235 provide for property tax relief upon reassessment of properties damaged by disaster, and upon application to the Governor of the State of Minnesota and the Executive Council, and;

**WHEREAS**, the minimum requirements of the aforementioned statutes have been met as demonstrated in the attached damage assessment reports;

**NOW, THEREFORE, BE IT RESOLVED** by the County of Aitkin that the County of Aitkin hereby requests that the property tax abatements and credits granted to property owners under sections 273.1231 – 273.1235 for the disaster that occurred on July 20 and 21, 2016, be reimbursed pursuant to the provisions of Minnesota Statutes, sections 273.1231 – 273.1235.

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, Patrick Wussow, Interim 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 22nd day of November 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of November 2016

\_\_\_\_\_  
Patrick Wussow  
Interim County Administrator



# TORNADO DISASTER REASSESSMENT WORKSHEET

Property Owner: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Address: \_\_\_\_\_

Property ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Appraiser: \_\_\_\_\_

Property Type: \_\_\_\_\_

EMV Pre-Damage: Land \_\_\_\_\_

Homestead ☐ Non Hmstd ☐

Bldg \_\_\_\_\_

Total \_\_\_\_\_

No Damage to Property ☐

Damage Level	Building Component	If % of Building Component Destroyed Is...					Totals	
		10%	25%	50%	75%	100%		
		Use these Destruction %'s:						
Minor Damage	Siding	0%	2%	4%	6%	8%		%
	Windows	0%	8%	10%	15%	20%		%
	Shingles Only	0%	8%	8%	8%	8%		%
Major Damage	Roof Structure (includes shingles)	20%	50%	99%	99%	99%		%
	Structure (House & Garage)	20%	50%	99%	99%	99%		%
	Structure (House w/o Garage)	10%	40%	90%	90%	90%		%
	2-Car Garage	2%		5%		10%		%
	3-Car Garage	3%		7%		13%		%

Outbuildings/Other Value Loss - enter \$ amounts to the right

X		Tot % of Bldg Destroyed
\$		Pre-damage Bldg EMV
+		Equals Value Loss
+		Other Value Loss
+		Other Value Loss
+		Other Value Loss
		<b>Grand Tot Value Loss</b>

Notes

Photos Notes	# Taken



**OFFICE OF  
AITKIN COUNTY ASSESSOR**  
209 2<sup>nd</sup> ST N.W. Room 111  
AITKIN, MINNESOTA 56431  
Phone: 218/927-7327 – Fax: 218/927-7379  
[assessor@co.aitkin.mn.us](mailto:assessor@co.aitkin.mn.us)

**Aitkin County  
July 2016 Storm Damage Reassessment  
Damage Summary**

Total Number of Parcels with Significant Building Damage:	45
Total Number of Homes Destroyed:	2
Estimated Total Dollar Value of Damage to Buildings:	\$504,733
Average Dollar Value of Damage per Parcel:	\$11,216
Total Number of Parcels Potentially Eligible for Tax Relief:	32

Homestead Property Damage Assessment Report							
Altken County							
July 20 and 21, 2016 Storm Damage							
			Pre-Disaster		Post-Disaster		
	Property ID Number	Classification	House/Garage 2016 Asmt	Outbuilding 2016 Asmt	House/Garage 2016 Asmt	Outbuilding 2016 Asmt	Total Loss in Value Due to Disaster
1	02-0-058102	Residential Homestead	\$ 16,976.00	\$ 5,310.00	\$ 8,488.00	\$ 5,310.00	\$ 8,488
2	12-0-002900	Residential Homestead	\$ 56,384.00	\$ 600.00	\$ 25,373.00	\$ 600.00	\$ 31,011
3	12-0-004200	Residential Homestead	\$ 94,039.00	\$ 375.00	\$ 92,158.00	\$ 375.00	\$ 1,881
4	12-0-005400	Residential Homestead	\$ 63,650.00	\$ 9,900.00	\$ 31,825.00	\$ 9,900.00	\$ 31,825
5	12-0-018102	Residential Homestead	\$ 63,250.00	\$ 3,616.00	\$ 30,360.00	\$ 3,616.00	\$ 32,890
6	12-0-019401	Residential Homestead	\$ 124,867.00	\$ 21,312.00	\$ 99,894.00	\$ 21,312.00	\$ 24,973
7	12-0-022400	Residential Homestead	\$ 96,998.00	\$ 1,800.00	\$ 87,298.00	\$ 1,800.00	\$ 9,700
8	12-0-024100	Residential Homestead	\$ 75,467.00	\$ 1,275.00	\$ 73,958.00	\$ 1,200.00	\$ 1,584
9	12-0-024500	Residential Homestead	\$ 80,648.00	\$ 9,495.00	\$ 70,970.00	\$ 5,358.00	\$ 13,815
10	12-0-024800	Residential Homestead	\$ 50,522.00	\$ 150.00	\$ 46,480.00	\$ 150.00	\$ 4,042
11	12-0-025405	Residential Homestead	\$ 128,237.00	\$ 450.00	\$ 115,414.00	\$ 450.00	\$ 12,823
12	12-0-026501	Residential Homestead	\$ 83,717.00	\$ 28,107.00	\$ 77,004.00	\$ 14,252.00	\$ 20,568
13	12-0-037703	Residential Homestead	\$ 48,100.00	\$ -	\$ 45,695.00	\$ -	\$ 2,405
14	12-0-041400	Residential Homestead	\$ 73,300.00	\$ 400.00	\$ 55,582.00	\$ 400.00	\$ 17,718
15	12-1-070100	Residential Homestead	\$ 75,706.00	\$ 13,600.00	\$ 60,565.00	\$ 13,600.00	\$ 15,141
16	12-1-071100	Residential Homestead	\$ 106,521.00	\$ 975.00	\$ 97,999.00	\$ 975.00	\$ 8,522
17	12-1-073900	Residential Homestead	\$ 119,783.00	\$ 1,500.00	\$ 110,200.00	\$ 1,500.00	\$ 9,583
18	12-1-078300	Residential Homestead	\$ 56,384.00	\$ 7,627.00	\$ 45,107.00	\$ 7,627.00	\$ 11,277
19	49-0-026802	Residential Homestead	\$ 128,571.00	\$ 7,570.00	\$ 126,000.00	\$ 3,800.00	\$ 6,341
20	49-0-027702	Residential Homestead	\$ 51,900.00	\$ 6,600.00	\$ 47,700.00	\$ 6,600.00	\$ 4,200
21	57-1-009600	Residential Homestead	\$ 7,258.00	\$ 3,829.00	\$ 73.00	\$ 3,829.00	\$ 7,185
22	57-1-018200	Residential Homestead	\$ 65,990.00	\$ -	\$ 63,722.00	\$ -	\$ 2,268
23	57-1-032900	Residential Homestead	\$ 30,849.00	\$ -	\$ 28,381.00	\$ -	\$ 2,468
24	57-1-040600	Residential Homestead	\$ 81,497.00	\$ 5,645.00	\$ 815.00	\$ 5,645.00	\$ 80,682
25	57-1-048000	Residential Homestead	\$ 73,803.00	\$ 225.00	\$ 59,042.00	\$ 225.00	\$ 14,761
26	57-1-052300	Residential Homestead	\$ 90,324.00	\$ -	\$ 83,098.00	\$ -	\$ 7,226
27	57-1-071000	Residential Homestead	\$ 4,199.00	\$ 750.00	\$ 42.00	\$ 750.00	\$ 4,157



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Non-Homestead Property Damage Assessment Report					
Aitkin County					
July 20 and 21, 2016 Storm Damage					
			Pre-Disaster	Post-Disaster	
	Property ID Number	Classification	Building Value 2016 Asmt.	Building Value 2016 Asmt.	Total Loss in Value Due to Disaster
1	12-0-017600	Seasonal	\$ 48,031.00	\$ 24,015.00	\$ 24,016.00
2	12-0-019101	Res Non-Hmstd	\$ 3,335.00	\$ 1,668.00	\$ 1,667.00
3	12-0-023900	Seasonal	\$ 3,866.00	\$ 2,900.00	\$ 966.00
4	12-0-028600	Seasonal	\$ 9,633.00	\$ 7,706.00	\$ 1,927.00
5	12-0-030700	Res Non-Hmstd	\$ 30,465.00	\$ 28,332.00	\$ 2,133.00
6	12-1-069600	Seasonal	\$ 10,347.00	\$ 2,587.00	\$ 7,760.00
7	12-1-069700	Seasonal	\$ 23,913.00	\$ 23,435.00	\$ 478.00
8	12-1-073201	Seasonal	\$ 45,301.00	\$ 22,651.00	\$ 22,650.00
9	29-0-038400	Seasonal	\$ 45,200.00	\$ 40,700.00	\$ 4,000.00
10	57-1-056000	Res Non-Hmstd	\$ 4,320.00	\$ 3,974.00	\$ 346.00
11	57-1-071200	Res Non-Hmstd	\$ 27,803.00	\$ 13,902.00	\$ 13,901.00
12	57-1-076501	Seasonal	\$ 43,032.00	\$ 39,589.00	\$ 3,443.00
13	57-1-076600	Seasonal	\$ 29,026.00	\$ 26,704.00	\$ 2,322.00
14	57-1-076700	Seasonal	\$ 29,026.00	\$ 26,704.00	\$ 2,322.00
15	57-1-076800	Seasonal	\$ 37,354.00	\$ 34,366.00	\$ 2,988.00
16	57-1-078600	Seasonal	\$ 62,943.00	\$ 57,908.00	\$ 5,035.00
17	57-1-079400	Res Non-Hmstd	\$ 64,790.00	\$ 51,832.00	\$ 12,958.00
18	57-1-079500	Seasonal	\$ 41,433.00	\$ 33,146.00	\$ 8,287.00



# Board of County Commissioners Agenda Request

21

Agenda Item #

**Requested Meeting Date:** November 22, 2016

**Title of Item:** Hold Public Hearing for Proposed Ordinance Amendments

- ☐ 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:**

Terry Neff, Environmental Services Director

**Department:**

Environmental Services

**Presenter (Name and Title):**

Terry Neff, Environmental Services Director

**Estimated Time Needed:**

10 min

**Summary of Issue:**

Propose to amend the General Zoning Ordinance - Sections 3,5,8,16,17, the Classification List and Appendix B; and the Shoreland Management Ordinance - Sections 2, 3, 4, 5 and 6. (see attached proposed changes to each ordinance).

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

Proposed changes will meet recent Supreme Court Decision for advertising signs, reference correct sections of ordinance, and improve existing language.

**Recommended Action/Motion:**

Approve setting public hearing for proposed ordinance amendments at the December 19, 2016, Planning Commission meeting.

**Financial Impact:**

*Is there a cost associated with this request?*

☐ Yes

☒ No

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

*Is this budgeted?*

☐ Yes


☐ No

*Please Explain:*

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



**MEMORANDUM**

**DATE:** November 14, 2016  
**TO:** Aitkin County Board of Commissioners  
**FROM:** Terry Neff, Environmental Services Director   
**RE:** Public Hearing for Amendments to the General Zoning and Shoreland Management Ordinances

The Ordinance Review committee consisting of: Brian Napstad - Commissioner, Anne Marcotte - Commissioner, Pete Gansen - P&Z, Steve Hughes - SWCD, Nathan Burkett – Former County Administrator and myself, have met several times over the past few months to review proposed changes to the General Zoning and Shoreland Management Ordinances.

The proposed changes are: General Zoning Ordinance to update Sections 3, 5, 8, 16, 17, Classification List, and Appendix B; Shoreland Management Ordinance to update 2, 3, 4, 5 and 6. Enclosed is a copy of the proposed amendments to each of the ordinances.

~~Strikethrough~~ is language that is proposed for deletion and red is proposed new language. You will note most of the changes are reference corrections or minor language changes.

At the November 22, 2016 Aitkin County Board of Commissioners meeting I will be requesting approval to hold the public hearing on the proposed amendments before the Aitkin County Planning Commission on December 19, 2016.

If you have any questions prior to the meeting, please contact me at 218-927-7342 or by e-mail at [tneff@co.aitkin.mn.us](mailto:tneff@co.aitkin.mn.us).

enclosures

c:\ctybrd\ctybrd2016

November 10, 2016

## General Ordinance Proposed Amendments 2016

3.26A Group Home: Group homes means a living situation that provides at a minimum, room and/or board to unrelated people who live in certain licensed or registered group living arrangements.

3.57 Sign: "Sign" means any **display or** device designed to inform ...

3.05 Bluff: "Bluff" means a topographic feature such as a hill, cliff, or embankment having the following characteristics (an area with an average slope of less than 18 percent over a distance of 50 feet or more shall not be considered a part of the bluff):

A. The slope rises at least 25 feet above the toe of the bluff;

B. The grade of the slope from the toe of the bluff to a point 25 feet or more above the toe of the bluff averages 30 percent or greater.

A variance from a setback shall not be required provided the Aitkin County Soil and Water Conservation District has reviewed an evaluation of development procedure, prepared by a registered engineer, to ensure proper erosion and sedimentation techniques are employed and slope stability is maintained.

### [SECTION 5]

#### SIGNS (DISPLAYS)

5.0 Purpose: It is the intent of this ordinance to permit **business** signs wherever they are moderate in size and design and consistent with the public safety and the welfare and aesthetics of surrounding areas.

5.01 Permit Required: Except as otherwise specifically authorized, no sign shall be located, erected, moved, reconstructed, extended, or structurally altered within the County until a permit has been issued by the Zoning Administrator. No permit shall be issued for a sign not in conformity with the size, type, number, location, and use regulations affecting each zoning district.

a. The change in **advertising** message, maintenance, and repair or the use of extensions, cut-outs, or embellishments upon an existing structure shall not be considered an enlargement, extension structure, or structural alteration



provided that thereby the advertising structure is not caused to exceed any size limitation imposed by this ordinance.

- b. ~~Lighted advertising signs~~ shall be shielded so as to prevent beams or rays of light from being directed at any habitable building or dwelling or at any portion of the traveled way of such roadway and shall not be of such intensity or brilliance as to cause glare or impair the vision of any motor vehicle operator or obscure any official traffic sign, device, or signal.

~~5.02 Exceptions: A permit shall not be required for the following classes of signs:~~

#### 5.04 Signs – No Permit Required:

a. ~~Class A Signs:~~ **A.** Official traffic control signs, and informational notice erected by federal, state, or local units of government. Only official identification, directional, or traffic control signs shall be allowed within the public right-of-way.

b. ~~Class B Signs:~~ **B.** On-premises ~~real estate~~ signs, residential identification, **government issued** warning and similar signs not greater than nine (9) square feet in area. **In residential zoning districts no more than two (2) such signs may be located on the premises. Signs shall not be spaced closer than every 50 feet.**

1. ~~Flags and insignias of any government except when displayed in connection with commercial promotion.~~
2. ~~Legal notices, identification, information, or directional signs erected by governmental bodies.~~
3. ~~Integral decorative or architectural features of buildings, except letters, trademarks, moving parts, or moving lights.~~
4. ~~Signs directing and guiding traffic and parking on private property, but bearing no advertising matter.~~
5. ~~A temporary sign indicating real estate for rent or for sale related to the premises only on which it is located.~~
6. ~~Political poster in accordance with applicable state laws provided that they are removed within ten (10) days following the election for which they were intended.~~

**C.** Off-premises directory signs in the specific interest of the traveling public ~~which advertise a business activity, an area of interest, or a service available at the specific location within twelve (12) air miles of the premises on which it is located.~~



a. ~~Type 1:~~ ~~Recreational directory signs indicating the direction to a cottage, resort, residence, or similar use. Such signs that identify the dwelling owners. Such signs shall not exceed four (4) square feet in area. When a common posting is provided all such signs shall be attached thereto.~~ Recreational directory signs may be placed at the right-of-way line of the roadway provided they are not within three hundred (300) feet of an existing residence. Information on such signs may be of reflective materials.

#### 5.03 2 Prohibited Characteristics of Signs:

- a. No sign shall resemble, imitate, or approximate the shape, size, form, or color of railroad or traffic signs, signals, or devices.
- b. No sign shall be so located as to interfere with the visibility or effectiveness of any official traffic sign or signal, or with driver vision at any access point or intersection.
- c. No sign shall be erected, relocated, or maintained so as to prevent free ingress or egress from any door, window, or fire escape, and no sign shall be attached to a standpipe or fire escape.
- d. No sign shall exceed the maximum height limitations of the district in which it is located.
- e. ~~No sign shall have an electronic or mechanical changeable message at intervals of less than five (5) minutes, except for that portion of a sign that displays time and temperature.~~
- fe. No sign structure shall be so designed that both sides of the structure can be viewed from any one traffic lane.

#### 5.034 General Design of Signs:

- a. Back to Back Signs – there shall not be more than a four (4) foot distance between sign faces. Signs shall face in opposite directions.
- b. End to End Signs – there shall be no more than two (2) feet between signs and the signs shall be in a straight line. No more than two signs are allowed to be constructed end to end.
- c. V-Shaped Signs – no interior angle of a sign shall exceed more than a thirty (30) degree angle from perpendicular to the center line of the road (see illustration and chart).

For illustration purposes V-shaped signs only:

<u>Length of sign</u>	<u>Maximum distance between sign faces</u>
8 feet and less	8.0 feet
12 feet	12.0 feet
16 feet	16.0 feet
20 feet	20.0 feet

\*\*See appendix C for diagram

- d. Signs erected back to back, end to end or in a V-type construction shall be deemed to be one sign structure. The largest advertising area on either side of the sign structure shall not exceed the allowable square footage measurements applicable to the sign class and the sign type.

**5.045** Classification of Signs Requiring Permit:

- A. On-Premise Signs: ~~On-premise signs, which advertise business activity or service performed on the property.~~ On-premise signs may be placed at the right-of-way line of the roadway, unless otherwise specified. All other setback distance requirements of the underlying zoning district must be met. On-premises signs shall not be spaced closer than three hundred (300) feet to other ~~advertising signs on the same side of the road except back to back , v-shaped or end to end.~~

1. Class C Signs: **Type 1:**

- a. ~~Type 1: Signs advertising a permitted home occupation or professional office in residential area. Such signs shall not exceed nine (9) square feet in area, and if illuminated shall be indirectly lighted. No more than one (1) such sign for each use located on the premises shall be permitted. No permit necessary.~~
- b. ~~Type 2: Signs or bulletin boards for public, charitable, or religious institutions. Such signs in the farm/residential, open and public zoning districts shall not exceed sixteen twenty-four (24) square feet in area, and no more than one (1) sign for each roadway upon which the property faces shall be permitted. Such signs may be placed at the right-of-way line of the roadway. Permit required, however, no fee for permit.~~

**Type 2:**

- e. ~~Type 3: Signs advertising a business activity or service available in a commercial or manufacturing zoning district industrial area, or a business that is permitted in the zoning district or a business on~~

commercially assessed property that is allowed with a conditional use permit, shall have no more than two such signs for each roadway upon which the property faces shall be permitted. Such signs shall not exceed eighty (80) square feet in combined area. No more than one (1) such sign for each story may be attached to a building facade, and no sign may project more than four (4) feet beyond a building when attached thereto, or be higher than four (4) feet above the top roof line. Free standing signs shall not exceed twenty-two (22) feet in height from above the ground.

~~d. Type 4: Signs advertising the sale of farm products on the premises. Such signs shall not exceed twenty four (24) square feet in area, and no more than three (3) non-lighted signs advertising produce may be erected within one hundred (100) feet of the stand.~~

~~e. Type 5: Signs advertising a resort or recreational business activity or products available. Such signs shall not exceed twenty four (24) square feet in area, and no more than one (1) such sign for each roadway upon which the property faces shall be permitted.~~

B. Off-Premises Signs: Off-premises signs may only be placed in a commercial or manufacturing zone outside the shoreland zone. Refer to the Aitkin County Shoreland Management Ordinance Section 4.23 for guidance on whether an off-premise sign may be authorized within the shoreland zone through the conditional use permit process. Off-premise signs must be placed ~~ten (10) feet off the right-of-way line of the roadway~~ outside the road right-of-way, unless otherwise specified. All other setback distance requirements of the underlying zoning district must be met.

~~1. Class D Signs: Signs or billboards which advertise general brand of product, an area of interest, a business activity or service available which is not in direct relation to the use of the premises on which it is located. Such signs shall not exceed two hundred (200) square feet in area. Free standing signs shall be erected outside a line parallel with and ten (10) feet from the roadway right-of-way, shall not exceed twenty-two (22) feet in height above the ground or be located within three hundred (300) feet of an existing residence. Off-premises signs shall not be spaced closer than three hundred (300) feet to other advertising signs on the same side of the road except back to back, v-shaped or end to end. Off premises signs must be placed one hundred (100) feet from property lines.~~

~~2. Class E Signs: Off-premises directory signs in the specific interest of the traveling public which advertise a business activity, an area of interest, or a service available at the specific location within twelve (12) air miles of the premises on which it is located.~~



- a. Type 1: — ~~Recreational directory signs indicating the direction to a cottage, resort, residence, or similar use. Such signs shall not exceed four (4) square feet in area. When a common posting is provided all such signs shall be attached thereto. Recreational directory signs may be placed at the right of way line of the roadway provided they are not within three hundred (300) feet of an existing residence. Information on such signs may be of reflective materials.~~
- b. Type 2: — ~~Signs advertising a business or service available. Such signs shall not exceed twenty-four (24) square feet in area, and no more than two (2) such signs relating to any one use shall be permitted in the approaching direction along any one roadway.~~

#### 5.056 Nonconforming Signs:

Nonconforming signs shall be subject to the provisions of SECTION 12.

#### 5.07 Substitution

Commercial speech is not favored over non-commercial speech. A non-commercial message may be displayed upon any sign.

- 8.21 A permit is required for the construction **or placement** of buildings or building additions (and including such related activities as construction of decks and signs), **and the installation and/or alteration of sewage treatment systems and those grading and filling activities not exempted by Section 3.70 of this ordinance.** Application for a permit shall be made to the Zoning Administrator on the forms provided. The application shall include the necessary information so that the Zoning Administrator or his authorized Representative can determine the site's suitability for the intended use and that a compliant sewage treatment system will be provided.
- 8.22 A permit authorizing an addition to an existing structure shall stipulate that an identified nonconforming sewage treatment system, as defined by Section 48 **17.01**, shall be reconstructed or replaced in accordance with the provisions of this ordinance.
- 8.3 Certificate of Zoning Compliance: The Zoning Administrator or his authorized Representative shall issue a certificate of zoning compliance for each permitted activity requiring certification. All permitted activities as specified in Section 3.70 **3.74** of the ordinance shall be inspected to ensure the use of land conforms to the requirements of this ordinance. Any use, arrangement, or construction at variance with the authorized by permit shall be deemed a violation of this ordinance and shall be punishable as provided in Section 13 of this ordinance.

16.0 Travel Trailer Park Campground:

F. The setback from any adjacent public road, street, or highway shall be fifty (50) feet. ~~and any~~ The setback distance from an adjacent property line ~~would~~ shall be ~~(50) thirty (30) feet.~~

17.0 (2) The application for an Interim Use Permit shall include:

- a. All information required for a conditional use permit,
- b. Floor plan of the structure, including the number of bedrooms with dimensions and all other sleeping accommodations,
- c. A to-scale site plan which shows locations and dimensions of property lines, the structure intended for licensing, accessory structures, parking areas, shore recreational facilities (docking plan, fire pit area, swim beach, etc.) and sewage treatment systems.
- d. Emergency contact information (police, fire, hospital, septic tank pumper) be posted in the home.
- e. Current compliance inspection on the septic system.
- f. Current water test from an accredited laboratory with test results for nitrate-nitrogen and coliform bacteria.
- g. Plan for garbage disposal.
- h. Applicant must submit a pet policy.
- i. In each bedroom and any room used for sleeping, show the dimensions of egress windows on the drawing and the style (double hung, sliding or casement).

17.01, B – All private sewage treatment systems must meet or exceed the Aitkin County Individual ~~Subsurface~~ Sewage Treatment System and ~~Wastewater-Ordinance No. 4~~ and ...

Classification List – “Group Home” – change to “Group Home – 7 or more residents”.

- “Dwelling – Secondary Unit” – allow as permitted in Farm Residential, Public and Open and as a CUP/IUP in Residential, Commercial and Manufacturing.
- 

Appendix B – add to Farm Residential, Open and Public, under “Examples of Permitted Uses” – Dwelling – Secondary Unit and Duplex dwellings (in Farm Residential 2 family dwelling will be changed to Duplex Dwelling).

Appendix B – In Residential , under “Examples of Permitted Uses” – change 2 family dwelling to Duplex Dwelling.

Appendix B – under the General Category column “Open Space”.

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## Shoreland Ordinance Proposed Amendments 2016

- 2.6 – at the end of the paragraph add – “Mississippi Headwaters Board Comprehensive Management Plan”.
- 2.711 **Accessory structure or facility.** “Accessory structure” or “facility” means any building or improvement subordinate to a principal structure which, because of the nature of its use, can reasonably be located at or greater than normal structure setbacks. An accessory structure shall not be used for human habitation. Examples of accessory structures are garages, pole buildings, sheds, gazebos, decks, platforms, storage containers, fish houses, and similar structures.
- 2.719a **Building Coverage.** “Building Coverage” means the ground surface covered by any building or appurtenance, including, but not limited to, decks, platforms, overhangs and projections therefrom, outdoor furnaces, fishhouses, sheds, carports, lean-to’s, or any similar building. Building coverage does not include eaves of 24 inches or less.
- 2.740 **Guest cottage.** “Guest cottage” means a structure used as a dwelling unit that may contains sleeping spaces and/or kitchen and/or bathroom facilities or any other feature that would make the structure more oriented towards a sleeping unit in addition to those provided in the primary dwelling unit on a lot.
- 2.740A **Habitable Structure.** “Habitable Structure” means a structure which contains one or more of the following – one or more sleeping areas, bath tub, or shower, toilet facilities, or any other feature that would make the structure more oriented towards a dwelling unit than an accessory structure.
- 2.744 **Impervious surface coverage.** “Impervious surface coverage” means any structure, facility or surface that sheds water including structures and facilities, sewage treatment system absorption areas (equal to 190 sq.ft./bedroom), retaining walls, and roadway surfaces and parking areas. Impervious surface does not include eaves of two feet 24 inches and less.
- 2.759 **Patio.** “Patio” means any surface other than a deck or platform that is used in a similar manner as a deck or platform but does not exceed 6 inches above grade, excluding accessories. Sidewalks less than five (5) feet in width are not considered patios.
- 2.776 **Setback.** “Setback” means the minimum horizontal distance between a structure, including overhangs, eaves or projections (of greater than twenty four (24) inches) therefrom, sewage treatment system, or other facility and an ordinary high water level, sewage treatment system, top of a bluff, road right-of-way, property lines, or other facility.
- 2.786 **Structure.** “Structure” means any building or appurtenance, including decks, platforms, patios within the building setback from the OHW, overhangs and ...
- 3.11 A permit is required for the construction of buildings or building additions (and including such related activities as construction of decks, platforms, patios within the building setback from the OHW, and signs), the ...

**4.14, A.** Mississippi River – Shoreland that falls within the corridor shall ~~be excluded from this Ordinance and be governed by the Mississippi Headwaters Board Management Plan Ordinance~~ except where this ordinance is more restrictive.

**5.14, D** – Lots intended as controlled accesses to public waters or as recreation areas for use by owners of nonriparian lots ~~within subdivisions~~ ...

After Subitem (4). Access for nonriparian lots can only be through a controlled access lot. Easements or other instruments drafted for nonriparian lot owners to allow access to public waters shall be prohibited.

**5.14, I** Patio's shall be allowed without a variance and not meeting the required setback distance from the ordinary high water level if all of the following criteria and standards are met:

- (1) The principle structure, excluding decks and platforms, must meet all setback distance requirements in 5.21, A and B.
- (2) The patio encroachment from the principle structure toward the ordinary high water level does not exceed 20 percent of the existing setback distance of the structure from the ordinary high water level,
- (3) The patio is not roofed or screened,
- (4) Impervious surface requirements must be met.
- (5) The patio must be located within 2 feet of the principle structure.
- (6) No patio is allowed within the bluff impact zone.

**5.22, A** (1) for lakes, by placing the lowest floor at a level at least ~~three feet above the highest known water level,~~ or three feet above the ordinary high water level, whichever is higher.

**5.22, G** In addition to the water oriented accessory structure (WOAS) allowed in 5.22, B, a patio will be allowed that meets the following:

- 1) Shall be no larger than 2 square foot per lineal foot of lot width, and
- 2) The patio must be setback from the ordinary high water (OHW) level of at least 10 feet, and
- 3) The area between the patio and the OHW level must be in native vegetation or grass cover or natural state or not mowed, and
- 4) The patio runoff must not drain towards the water body.

For all patios within the building setback distance from the OHW that exceed 240 sq.ft in area, a stormwater management plan must be developed (by a licensed engineer in the State of Minnesota, or a soil and water conservation district trained staff or a licensed landscape architect) and constructed to treat the runoff from the patio.

### **5.31 Vegetation Alterations.**

B. Removal or alteration of vegetation, except for agricultural and forest management uses as regulated in Sections 5.62 and 5.63, respectively, is allowed subject to the following standards:

- (1) Cutting of trees and shrubs within the shore and bluff impact zones and on steep slopes is not allowed, except as provided for in subparagraph (2) below.  
Intensive vegetation clearing for forest land conversion to another use outside of

these areas is allowable as a conditional use if an erosion control and sedimentation plan is approved by the soil and water conservation district in which the property is located.

- (2) A vegetation alteration permit is required prior to vegetative clearing in the shore impact zone and bluff impact zone and on steep slopes. In shore impact zones and bluff impact zones and on steep slopes, no clearing or cutting of trees and shrubs will be allowed until a plan is submitted to and ~~reviewed by Aitkin County Soil and Water Conservation District~~ and approved by the Aitkin County Planning and Zoning Office. The approved plan shall be submitted with the application for the vegetation alteration permit. The approval of the plan may require re-vegetation to meet the intent of this section. Limited pruning and trimming of trees is allowed to provide a view to the water from the principal dwelling site and picnic areas, access paths, beach and watercraft access areas, and permitted water-oriented accessory structures or facilities, provided that:

- (a) the screening of structures, vehicles, or other facilities as viewed from the water, assuming summer, leaf-on conditions, shall not be substantially reduced;
- (b) along rivers and lakes, existing shading of water surfaces shall be preserved;
- (c) If the shore impact zone has had no past vegetation removal, as a general rule, the plan would allow removal of up to 1/3 of the trees greater than 5" in diameter 4.5 feet above ground level (DBH), diameter at breast height, and 1/3 of the trees/shrubs less than 5" (DBH) in a non-contiguous pattern as long as screening is maintained and shading of the shoreline is still provided. To allow access to water bodies for individual lot owners, an open area of 40 feet or 33% of the lot width, whichever is less, may be allowed to be cleared of trees and shrubs, as long as the above 1/3 tree/shrub removal is still in compliance. The clearing shall not extend more than 25 feet landward from the ordinary high water level. A grass cover shall remain to prevent erosion to the water body.

As an incentive to move the above described open areas off the shoreline, if the open area begins at least 25 feet back from the ordinary highwater (OHW) level an open area of 60 feet or 50% of the lot width, whichever is less and 30 feet in depth, may be allowed to be cleared of trees and shrubs, as long as the above 1/3 tree/shrub removal is still in compliance. The area between the OHW level and open area must be left in its natural condition excluding a 10 foot wide access path from the open area to the waterbody.

- (d) Burning of yard waste (including leaves, twigs, stumps, and grass) is not permitted within the shore and bluff impact zones or on steep slopes. A fire ring or pit is allowed as long as it does not exceed 4 3 feet in diameter.
- (e) **Exception-** Limited pruning is allowed as long as adequate screening and shading as viewed from the water is maintained and preserved, during leaf on periods of the year. Dead, diseased or hazardous trees may be removed with the landowners being encouraged to replace them by planting a species suitable for the site.



## 5.32 Grading and Filling/Land Alteration Permits

- A. Grading and filling and excavations necessary for the construction of structures, sewage treatment systems, and driveways under validly issued construction permits for these facilities do not require the issuance of a separate land alteration permit. However, the grading and filling standards in this Section E must be incorporated into the issuance of permits for construction of structures, sewage treatment systems, and driveways.
- D. Except for the activities described in Items A and C above, a plan must be submitted to the ~~Aitkin County Soil and Water Conservation District for review and to the Aitkin County Planning and Zoning Office~~ for approval prior to issuance of a land alteration permit. A land alteration permit may require the revegetation of the shore impact zone to meet the intent of Section 5.31.

### Activities requiring a land alteration permit:

- (1) On steep slopes of 18 percent slope or greater and shore and bluff impact zones - activities that involve the excavation and/or placement of earthen material of more than 240 sq.ft. of area ~~ten (10) cubic yards of material~~.

With a permit, a minimum amount of excavation and/or placement of material to achieve the goal of the project may be permitted but shall not exceed 30 cubic yards of material. The 30 cubic yards is the maximum amount of excavation or placement of material allowed on an existing parcel of land. The excavation or placement of material shall be done within any existing or proposed recreational use area or access path and not in a separate area; and

- (2) Outside of steep slopes of 18 percent slope or greater and shore and bluff impact zones - activities that involve the excavation or placement of more than fifty (50) cubic yards of material.

However, when at any one time, more than 200 cubic yards of excavation or fill is proposed outside the permitted excavation of the structure, an erosion or sedimentation plan must be submitted to the Aitkin County Zoning Office for referral to the Aitkin County Water and Soil Conservation District for technical review and approval.

- (3) Excavation or placement of fill, as described in D (1) and D (2) above, is allowed no more than twice, unless the excavation or placement of fill is to regrade an annual ice ridge.
- (4) Access to water bodies for purposes of launching trailered watercraft require a land alteration permit. A plan must be submitted to the Aitkin County Soil and Water Conservation District for review and to the Aitkin County Planning and Zoning for approval. The plan must show how surface water run-off will be managed to prevent erosion and sedimentation into the water body. The intent is to prevent exposed soil and/or concrete/asphalt driveways to the lake and to use vegetated areas for filtration. In certain cases, if needed to accomplish the purpose of the access, vegetation intermixed with soil/concrete/asphalt may be permitted.

## 5.52 Specific Standards

- A. As of June 1, 2005, building coverage of lots must not exceed 15 percent of the lot area, and total impervious surface coverage of lots must not exceed 25 percent of the lot area. Lot area must not include ~~wetland areas~~, bluff areas or land below the ordinary high water ...

### 6.3 Additions/expansions to non-conforming principal structures built prior to January 21, 1992 without a variance. If a variance has been granted for an addition/expansion to a principal structure since January 21, 1992, then Sections 6.3, A, B and C do not apply and a variance is required for any future additions and/or expansions.

- A. All additions or any enlargement of an existing sub-standard principal structure shall be allowed providing all of the following criteria will be met: (If all of the following criteria are met, a one-time expansion since January 21, 1992 will be allowed without a variance).
- (1) The addition/expansion will not decrease the setback of the existing structure from the ordinary high water level,
  - (2) The addition/expansion will not exceed 50 percent of the total volume of the existing structure, or exceed 50 percent of the assessed market value as indicated in the records of the County Assessor,
  - (3) The existing structure is setback to a minimum of a line parallel with the Shore Impact Zone,
  - (4) Impervious surface coverage of the parcel or lot shall not exceed 25 percent.
  - (5) The existing structure and proposed addition/expansion must meet all other setback distance requirements of this Ordinance.
- B. Deck additions shall be allowed without a variance to a structure not meeting the required setback from the ordinary high water level if all of the following criteria and standards are met:
- (1) a thorough evaluation of the property and structure reveals no reasonable location for a deck meeting or exceeding the existing ordinary high water level setback of the structure;
  - (2) the deck encroachment toward the ordinary high water level (OHWL) does not exceed 15 percent of the existing setback of the structure from the ordinary high water level or does not encroach closer than 30 feet to the OHWL, whichever is more restrictive;
  - (3) The deck is not roofed or screened; and
  - (4) All other setback distance requirements of this Ordinance must be met.
- C. Platform additions shall be allowed without a variance to a structure not meeting the required setback from the ordinary high water level if all of the following criteria and standards are met:
- (1) The platform encroachment toward the ordinary high water level does not exceed 20 percent of the existing setback distance of the structure from the ordinary high water level or does not encroach closer than 20 30 feet to the OHWL, whichever is more restrictive.
  - (2) The platform is not roofed or screened, and
  - (3) All other setback distance requirements of this Ordinance must be met.

D. Patios shall be allowed without a variance and not meeting the required setback distance from the ordinary high water level if all of the following criteria and standards are met:

- (1) The patio encroachment from the principle structure toward the ordinary high water level does not exceed 20 percent of the existing setback distance of the structure from the ordinary high water level or does not encroach closer than 30 feet to the OHWL, whichever is more restrictive.
- (2) The patio is not roofed or screened,
- (3) Impervious surface requirements must be met,
- (4) All other setback distance requirements of this Ordinance must be met, and

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# Board of County Commissioners Agenda Request

25  
Agenda Item #

**Requested Meeting Date:** Noember 22, 2016

**Title of Item:** 2016 Federal Boating Supplemental Equipment Grant Agreement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sheriff Scott A. Turner		<b>Department:</b> Aitkin County Sheriff's Office
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Signatures and Resolution for 2016 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement for grant amount of \$20,077.00 for purchase of new boat, motor and trailer.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt resolution and authorize signatures.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW, RM #185  
Aitkin, MN 56431

218-927-7435 Emergency 911  
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887  
TOLL FREE 1-888-900-2138

**MEMO**

TO:	Aitkin County Board	DATE:	November 16, 2016
FROM:	Sheriff Scott A. Turner	RE:	2016 Federal Boating Safety Enforcement Supplemental Equipment Grant Agreement

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Attached is a resolution for consideration for the acceptance of \$20,077.00 for the Federal Boating Safety Supplemental Equipment Grant. This money was applied for the purchase of a new boat, motor and trailer to assist the Aitkin County Sheriff's Office with safety, patrol and rescue in our Aitkin lakes. I ask that all three copies of the Agreement are signed by the Aitkin County Board and the Aitkin County Administrator and returned with a signed resolution.

If you have any questions relative to this request, please do not hesitate to call me.

Thank you.

By Commissioner: xx

20161122-0xx

**2016 Federal Boating Supplemental Equipment Grant Agreement**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the 2016 Boat & Water Federal Safety Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Administrator to sign the agreement in the amount of \$20,077.00 for the term of October 1, 2016 through January 31, 2017.

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, Patrick Wussow, Interim 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 22nd day of November 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of November 2016

\_\_\_\_\_  
Patrick Wussow  
Interim County Administrator



**2016 STATE OF MINNESOTA  
FEDERAL BOATING SAFETY  
SUPPLEMENTAL EQUIPMENT  
GRANT AGREEMENT**

**ENCUMBRANCE WORKSHEET**

**Contract #:** 117529

**PO #:** 3000105187

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2017	Source Type REIMB	Vendor Number 0000197275-001
Total Amount \$20,077.00	Project ID R29G40CGFFY16	Billing Location R297000221	DUNS 047464805	

**Accounting Distribution:**

Fund 3000	Fin. Dept. ID R2937715	Approp. ID R294203	Category 84101501	Account 441302	Total Amount \$20,077.00	Activity A4CG002
Fund 3000	Fin. Dept. ID R2937715	Approp. ID R294203	Category 84101501	Account 441302	Total Amount \$0	Activity A4CG004

Grant Begin Date October 1, 2016	Grant End Date January 31, 2017
-------------------------------------	------------------------------------

**Grantee Name and Address:**

Aitkin Co. Sheriff  
217 - 2<sup>nd</sup> St. NW, Rm. 185  
Aitkin, MN 56431

**Payment Address:**  
(where DNR sends the check)

Aitkin Co. Treasurer  
209 - 2<sup>nd</sup> St. NW, Rm. 202  
Aitkin, MN 56431

**2016 STATE OF MINNESOTA  
FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT  
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Aitkin Co. Sheriff, 217 - 2<sup>nd</sup> St. NW, Rm. 185, Aitkin, MN 56431 ("Grantee"). The payment address for this grant agreement is Aitkin Co. Treasurer, 209 - 2<sup>nd</sup> St. NW, Rm. 202, Aitkin, MN 56431.

**Recitals**

1. Under Minnesota Statute §84.026 the State is empowered to enter into this grant.
2. The State will make available supplementary funding in the amount noted in this agreement to cover the cost of the specific items for recreational boating safety.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State.

**Grant Agreement**

**1 Term of Grant Agreement**

- 1.1 **Effective date:** **October 1, 2016** or the date the State obtains all required signatures under Minnesota Statutes § 16B.98, Subdivision 5, whichever is later. Reimbursements will only be made for those expenditures made according to the terms of this grant.
- 1.2 **Expiration date:** **January 31, 2017** or until all obligations have been satisfactorily fulfilled, whichever occurs first. Reimbursement invoice requests must also be received by the State no later than January 31, 2017. An extension beyond that date may be granted, if requested by the Grantee, and approved in writing by the State's representative. Requests submitted after January 31, 2017 that have not been granted a purchase or reimbursement extension from the State, are not eligible for reimbursement and will become the Grantee's sole responsibility.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability, 9. State Audits, 10. Government Data Practices and Intellectual Property, 12. Publicity and Endorsement, 13. Governing Law, Jurisdiction, and Venue, 15. Data Disclosure and those items in Exhibit A.

**2 Grantee's Duties**

The Grantee, who is not a state employee, will be reimbursed, as specified in Exhibit A, for the purchase of the items noted there. The Grantee will submit to the State the required documents noted in Exhibit A. The State will make available supplementary funding in the amount noted in this agreement to cover the cost of the specific items for recreational boating safety noted in Exhibit "A." See Exhibit "A" of this agreement for the allowable expenditures specific to this grant. See Exhibit "B" for specific federal requirements that affect this grant.

**Reporting Requirements:** The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing.

**3 Time**

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

**4 Consideration and Payment**

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:

- (a) **Compensation.** The Grantee will be reimbursed only for the specific items listed in Exhibit A up to Twenty thousand seventy-seven dollars (\$20,077.00).
- (b) **Total Obligation.** The total obligation of the State to the Grantee under this grant agreement will not exceed Twenty thousand seventy-seven dollars (\$20,077.00)

4.2. **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract. Invoice procedures are specified in Exhibit "A".
- (b) **Federal funds.** Payments under this grant agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security - through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (CFDA number 97.012) in 46 U.S.C. 13101-13110. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.



4.3 Contracting and Bidding Requirements per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property:

- (a) If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
- (b) If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c).
- (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
- (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

## 5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

## 6 Authorized Representative

The State's Authorized Representative is Rodmen Smith, Director, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, (651) 259-5052, rodmen.smith@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is the County Sheriff or designee. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

## 7 Assignment, Amendments, Waiver, and Grant Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

## 8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

- 9 **State Audits**  
Under Minnesota Statute § 16B.98, Subdivision 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- 10 **Government Data Practices and Intellectual Property**  
10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute § 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.
- If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.
- 11 **Workers' Compensation**  
The Grantee certifies that it is in compliance with Minnesota Statute § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.
- 12 **Publicity and Endorsement**  
12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.  
12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.
- 13 **Governing Law, Jurisdiction, and Venue**  
Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 14 **Termination**  
14.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.  
14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.  
14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:  
a) It does not obtain funding from the Minnesota Legislature  
b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15 **Data Disclosure**  
Under Minnesota Statute § 270C.65, Subdivision 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**Invasive Species Prevention**

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

**1. STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: Cheryl Henthorne

Date: 11-7-16

SWIFT Contract # 117529

Purchase Order # 3000105187

**3. STATE AGENCY: NATURAL RESOURCES**

By: \_\_\_\_\_  
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Date: \_\_\_\_\_

Attachments: Exhibits "A" & "B"

Distribution:

1. DNR - OMBS
2. Grantee - 2 (Sheriff's Office & Co. Board)
3. State's Authorized Representative

**2. GRANTEE**

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: County Sheriff

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: Chairperson of County Board

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: County Auditor or Administrator

Date: \_\_\_\_\_

**2016 STATE OF MINNESOTA FEDERAL BOATING SAFETY  
SUPPLEMENTAL EQUIPMENT GRANT AGREEMENT  
(CFDA #97.012)**

1. The purpose of this grant is to provide supplementary funding to the Grantee, not exceeding the amount specified in Clause 4 of the Grant Agreement, to purchase the following specific equipment or other items that will be used for recreational boating safety activities:
  - a. 16' boat, 75 hp motor & trailer
  - b. Depth finder & installation
2. The program shall begin on October 1, 2016. The purchase and request for reimbursement (county invoice) must be submitted to the State's representative by January 31, 2017. An extension beyond that date for purchase, delivery and reimbursement deadlines may be granted, if requested by the Grantee, and approved in writing by the State's representative. Requests submitted after January 31, 2017, that have not been granted a purchase or reimbursement extension from the State, are not eligible for reimbursement and will become the Grantee's sole responsibility.
3. The Grantee must first purchase the item as specified in this grant, follow any specific county purchasing procedures and pay for it from the Grantee's funds. The Grantee must then submit the following for reimbursement by the deadline noted in #2 above:
  - a. An invoice from the Grantee, dated no earlier than October 1, 2016 or date grant is fully executed and not later than January 31, 2017, with a description of all the item(s) being requested for reimbursement. The purchase/invoice deadline may be modified if an extension, as noted in clause #2 above, is granted in writing from the State's representative.
  - b. A copy of the invoice(s) from the vendor(s) showing the amount the Grantee actually paid, including shipping, sales tax and any setup costs.
  - c. If the item is valued over \$5,000, the Grantee's asset number(s) & equipment serial number(s) must also be included on the invoice.
  - d. All reimbursement requests must be sent or delivered to:

Email: [deb.ethier@state.mn.us](mailto:deb.ethier@state.mn.us) or

Minnesota Dept. of Natural Resources  
Boat & Water Safety  
500 Lafayette Road  
St. Paul, MN 55155-4047
4. Aids to navigation purchased through this grant must comply with the requirements in Minnesota Rule 6110.1500. Watercraft purchased through this grant must be registered with the State and display registration numbers and validation decals as noted in Minnesota Rule 6110.0100 -.0900.
5. Invasive Species Prevention. Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (pp. 5-8) of Operational Order 113 which may be found at [http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_113.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf).

6. The Grantee agrees that, when requested by the State, they will promptly complete an inventory on items purchased at a cost of more than \$5,000 and forward it to the State's representative.
7. The State will supply a special label that will need to be applied to each item of equipment that exceeds \$5,000. This label indicates that federal boating safety funds were used for all or a portion of the purchase.
8. Items purchased under this grant may not be sold, traded or disposed of without prior written permission and instructions from the State as to the disposition of the item(s), and any funds derived from their sale or trade. The Grantee must promptly notify the State's representative if any item over \$5,000 purchased through this grant is lost or stolen.
9. By accepting this grant, the Grantee agrees, when requested, to accurately & promptly complete and return to the state any reports required by the State or the cognizant federal agency regarding activities, expenditures or accomplishments for the recreational boating safety program.
10. In any reference to this grant, it should be referred to as: "A federal boating safety sub grant through the Minnesota Department of Natural Resources."

## 2016 FEDERAL ASSURANCES NON-CONSTRUCTION PROGRAMS

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508) and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (1) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et. seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1et seq.).
14. Will comply with P.L. 93-248 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1995 and OMB Circular A-133, "Audits of State, Local Governments and Non-Profit Organizations." \*(see below).
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

*\*If the COUNTY (as defined on page 1 of this grant) expends more than \$500,000 in federal assistance per year, it agrees to have a program-specific or single audit made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133 – "Audits of States, Local Governments and Non-Profit Organizations." Copies of the audit report are required to be sent to the following: 1) Office of the State Auditor – Single Audit Division, Suite 400, 525 Park Street, St. Paul, MN 55103, 2) Minnesota Department of Natural Resources, Internal Audit Section – Office of Management & Budget Services 500 Lafayette Road, St. Paul, MN 55155 and 3) The Federal Single Audit Clearinghouse located at: Bureau of the Census, Data Preparation Division, 1201 East 10<sup>th</sup> Street, Jeffersonville, IN 47132.*

**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW RM# 185  
Aitkin, MN 56431

218-927-7435 Emergency 911  
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887  
TOLL FREE 1-888-900-2138

September 8, 2016

Deb Ethier, Grant Specialist  
Boat & Water Safety, Dept. of Natural Resources  
500 Lafayette Road  
St. Paul, MN 55115-4046

RE: 2016 Federal Boating Safety Patrol Supplemental Grant

Dear Deb Ethier:

Enclosed for your review are the Aitkin County Sheriff's Office 2016 Federal Boating Safety Patrol Supplemental Grant hours, the supporting daily boating enforcement logs as completed by our deputies along with a summary of enforcement activity.

This 2016 boat & water season the deputies spent time assisting boaters, educating them and patrolling many lakes within Aitkin County. The deputies concentrated their efforts on the busy lakes and during the busier times of the season such as weekends and holidays. They patrolled some lakes where concerns or complaints were reported regarding unsafe boating.

The deputies spent 106.25 overtime hours on the area lakes this season. During those hours approximately 418 watercrafts were observed. Of those observed 98 were checked. There were 2 boating citations written which were both BWI, 16 written warnings and 2 verbal warnings issued. The deputies observed 42 PWC and checked 16 of those. The deputies issued 1 citation for a PWC which was a BWI, and 8 warnings with no verbal warning documents.

Due to flooding this 2016 season I believe the boat counts may have been down due to several of the lakes being listed as no wake zones for a period of time. There was great feedback from the community regarding the extra patrol which we were able to do because of this grant and we are very appreciative and grateful.

Respectfully,



Debra Exsted  
Aitkin County Sheriff's Office  
Boat & Water

Enclosures

AN EQUAL OPPORTUNITY EMPLOYER



# **AITKIN COUNTY SHERIFF'S OFFICE**

## **2016 B&W OVERTIME HOURS**

DATE	DEPUTY	HOURS	PAY	TOTAL	PERA 16.2%	Medicare 1.45%	Health 6.46/hr.	Life .033 / hr		
5/29/2016	Mathis #207	7.50	45.33	339.98	55.08	4.93	48.45	0.25		
5/30/2016	Novotny #210	12	45.33	543.96	88.12	7.89	77.52	0.40		
6/18/2016	Novotny #210	16.50	45.33	747.95	121.17	10.85	106.59	0.54		
6/18/2016	Cook #206	15.50	49.77	771.44	124.97	11.19	100.13	0.51		
6/24/2016	Mathis #207	8.25	45.33	373.97	60.58	5.42	53.30	0.27		
7/4/2016	Novotny #210	8.50	45.33	385.31	62.42	5.59	54.91	0.28		
7/4/2016	Asmus #208	2.00	39.23	78.46	12.71	1.14	12.92	0.07		
7/15/2016	Mathis #207	10.50	45.33	475.97	77.11	6.90	67.83	0.35		
7/16/2016	Novotny #210	9.00	45.33	407.97	66.09	5.92	58.14	0.30		
7/16/2016	Asmus #208	4.00	39.23	156.92	25.42	2.28	25.84	0.13		
8/27/2016	Novotny #210	12.50	45.33	566.63	91.79	8.22	80.75	0.41		
		<b>106.25</b>		<b>\$4,848.53</b>	<b>\$785.46</b>	<b>\$70.30</b>	<b>\$686.38</b>	<b>\$3.51</b>	<b>=</b>	<b>\$6,394.18</b>

**Total Grant Amount: \$6,375.00**

**Reimbursement Request: \$6,375.00**

## 2016 Boat & Water Overtime Activity (OT hours only Activity)

Deputy	Date	Hours	Watercraft Observed	Watercraft Checked	PWC Observed	PWC Checked	Boat Citations	Boat Warnings	Verbal Warning	BWI	PWC Citations	PWC Warnings	Verbal Warning
Mathis #207	5/29/2016	7.5	105	10	10	3	0	3	0	0	0	2	0
Novotny #210	5/30/2016	12	95	20	8	0	0	0	1	0	0	0	0
Novotny #210	6/18/2016	16.5	85	7	10	3	0	5	0	1	1	4	0
Cook #206	6/18/2016	15.5											
Mathis #207	6/24/2016	8.25	21	14	0	0	0	0	1	0	0	0	0
Novotny #210	7/4/2016	8.5	40	26	12	7	0	5	0	0	0	2	0
Asmus #208	7/4/2016	2											
Mathis #207	7/15/2016	10.5	27	3	0	0	0	3	0	0	0	0	0
Novotny #210	7/16/2015	9	15	10	2	3	1	0	0	1	0	0	0
Asmus #208	7/16/2016	4											
Novotny #210	8/27/2016	12.5	30	8	0	0	1	0	0	1	0	0	0
Total:		106.25	418	98	42	16	2	16	2	3	1	8	0



Minnesota Dept. of Natural Resources  
Boat & Water Safety

## 2015 Federal Boating Safety Enforcement Log for Counties

**Instructions:** This form is to be completed by deputies for boating safety enforcement projects paid through supplemental federal boating safety grants. Complete one form for each day. Only one form needs to be completed for teams working the same project hours from the same boat. Route the completed form through your supervisor. Logs are to accompany all federal reimbursement invoices sent to the DNR Boat & Water Safety.

General Information			
County <i>Ancker</i>	Date Worked <i>5/29/16</i>	Time Worked <i>1400 to 2130</i>	Total Hours Worked <i>7 1/2</i>
Lakes or Rivers Patrolled <i>Big Sandy</i>			
Deputy Name (Reporting) <i>T. Mathis 207</i>	Deputy Name (Assisting)		Deputy Name (Assisting)

Observations			
Weather Conditions <i>Sunny &amp; Windy</i>	Total No. Of Watercraft Observed		No. Of Watercraft Checked (Stopped)
	Boats <i>105</i>	PWC <i>10</i>	Boats <i>10</i> PWC <i>3</i>

	Violations		Personal Watercraft or PWC	
	Citations/Summons	Written Warnings	Citations/Summons	Written Warnings
Registration		<i>1</i>		<i>2</i>
Wearable PFD				
Throwable PFD (Type IV)				
Child PFD Wear		<i>1</i>		
Navigation Lights				
Fire Extinguisher		<i>1</i>		
Horn / Whistle				
Slow-No Wake or Rules of the Road				
Careless / Reckless				
Age / Permit Violation				
BWI				
Other				

Aids & Assists

Comments
<i>Numerous boats observed. Verbal &amp; written warnings issued. Answered questions about boating regulations. Handed out 9 AQ coupons</i>

Reporting Deputy's Signature <i>T. Mathis 207</i>	Assisting Deputy's Signature
Assisting Deputy's Signature	Supervisor's Signature <i>[checkmark]</i>



## 2016 Federal Boating Safety Enforcement Log for Counties

Instructions: This form is to be completed by deputies for boating safety enforcement projects paid through supplemental federal boating safety grants. Complete one form for each day. Only one form needs to be completed for teams working the same project hours from the same boat. Route the completed form through your supervisor. Logs are to accompany all federal reimbursement invoices sent to the DNR Boat & Water Safety.

General Information			
County <i>Aitkin</i>	Date Worked <i>5-30-16</i>	Time Worked <i>0800 2000</i>	Total Hours Worked <i>12</i>
Lakes or Rivers Patrolled <i>Round (Hazelton Twp) Big Pine, Mond</i>			
Deputy Name (Reporting) <i>Novotny</i>	Deputy Name (Assisting) —	Deputy Name (Assisting) —	

Observations			
Weather Conditions <i>Sunny &amp; Clear</i>	Total No. Of Watercraft Observed		No. Of Watercraft Checked (Stopped)
	Boats	PWC <i>8</i>	Boats <i>20</i> PWC <i>0</i>

	Traditional Boats		Personal Watercraft or PWC	
	Citations/Summons	<del>Written</del> Warnings	Citations/Summons	Written Warnings
Registration	<i>0</i>	<i>0</i>		
Wearable PFD	<i>0</i>	<i>1</i>		
Throwable PFD (Type IV)	<i>0</i>	<i>0</i>		
Child PFD Wear	<i>0</i>	<i>0</i>		
Navigation Lights	<i>0</i>	<i>0</i>		
Fire Extinguisher	<i>0</i>	<i>0</i>		
Horn / Whistle	<i>0</i>	<i>0</i>		
Slow-No Wake or Rules of the Road	<i>0</i>	<i>0</i>		
Careless / Reckless	<i>0</i>	<i>0</i>		
Age / Permit Violation	<i>0</i>	<i>0</i>		
BWI	<i>0</i>	<i>0</i>		
Other	<i>0</i>	<i>0</i>		

Aids & Assists
<i>Assisted 1 Pontoon with a Tow for a Dead Battery</i>
<i>Assisted 1 Swimmer with getting Back into The Boat</i>

Comments

Reporting Deputy's Signature <i>[Signature]</i> <i>210</i>	Assisting Deputy's Signature —
Assisting Deputy's Signature —	Supervisor's Signature —



# 2016 Federal Boating Safety Enforcement Log for Counties

**Instructions:** This form is to be completed by deputies for boating safety enforcement projects paid through supplemental federal boating safety grants. Complete one form for each day. Only one form needs to be completed for teams working the same project hours from the same boat. Route the completed form through your supervisor. Logs are to accompany all federal reimbursement invoices sent to the DNR Boat & Water Safety.

General Information			
County <i>Aitkin</i>	Date Worked <i>6-18-16</i>	Time Worked <i>1200-0430 (210)</i> <i>1200-0330 (206)</i>	Total Hours Worked <i>16.5 (210)</i> <i>15.5 (206)</i>
Lakes or Rivers Patrolled <i>Big Sandy</i>			
Deputy Name (Reporting) <i>Deputy Novotny</i>	Deputy Name (Assisting) <i>DAN COOK</i>	Deputy Name (Assisting)	

Observations			
Weather Conditions <i>Sunny</i>	Total No. Of Watercraft Observed Boats <i>85</i> PWC <i>10</i>	No. Of Watercraft Checked (Stopped) Boats <i>7</i> PWC <i>3</i>	

	Traditional Boats		Personal Watercraft or PWC	
	Citations/Summons	Written Warnings	Citations/Summons	Written Warnings
Registration				
Wearable PFD				
Throwable PFD (Type IV)				
Child PFD Wear				
Navigation Lights				
Fire Extinguisher				
Horn / Whistle				
Slow-No Wake or Rules of the Road				
Careless / Reckless		<i>3</i>		<i>2</i>
Age / Permit Violation				
BWI	<i>1</i>			
Other		<i>1</i>		<i>1</i>

Aids & Assists	

Comments	

Reporting Deputy's Signature <i>[Signature]</i> <i>210</i>	Assisting Deputy's Signature
Assisting Deputy's Signature <i>[Signature]</i> <i>#206</i>	Supervisor's Signature



## 2016 Federal Boating Safety Enforcement Log for Counties

**Instructions:** This form is to be completed by deputies for boating safety enforcement projects paid through supplemental federal boating safety grants. Complete one form for each day. Only one form needs to be completed for teams working the same project hours from the same boat. Route the completed form through your supervisor. Logs are to accompany all federal reimbursement invoices sent to the DNR Boat & Water Safety.

General Information			
County <i>Arthur</i>	Date Worked <i>6-24-16</i>	Time Worked <i>0945 to 0945</i>	Total Hours Worked <i>12.25</i>
Lakes or Rivers Patrolled <i>Big Sandy &amp; Arthur Lake</i>			
Deputy Name (Reporting) <i>Mathis 207</i>	Deputy Name (Assisting)		Deputy Name (Assisting)

Observations			
Weather Conditions	Total No. Of Watercraft Observed		No. Of Watercraft Checked (Stopped)
	Boats <i>21</i>	PWC	Boats <i>14</i> PWC

	Violations			
	Traditional Boats		Personal Watercraft or PWC	
	Citations/Summons	Written Warnings	Citations/Summons	Written Warnings
Registration				
Wearable PFD				
Throwable PFD (Type IV)				
Child PFD Wear				
Navigation Lights				
Fire Extinguisher				
Horn / Whistle				
Slow-No Wake or Rules of the Road				
Careless / Reckless				
Age / Permit Violation				
BWI				
Other				

Aids & Assists
<i>Verbal warnings: Child on front of motor boat, unattended steering wheel, length of kayak too close to raft.</i>

Comments

Reporting Deputy's Signature <i>Mathis 207</i>	Assisting Deputy's Signature
Assisting Deputy's Signature	Supervisor's Signature





## 2016 Federal Boating Safety Enforcement Log for Counties

Instructions: This form is to be completed by deputies for boating safety enforcement projects paid through supplemental federal boating safety grants. Complete one form for each day. Only one form needs to be completed for teams working the same project hours from the same boat. Route the completed form through your supervisor. Logs are to accompany all federal reimbursement invoices sent to the DNR Boat & Water Safety.

General Information			
County <i>Aitkin</i>	Date Worked <i>7-4-16</i>	Time Worked <i>1200 to 2030</i>	Total Hours Worked <i>208 (2) 210 (8 1/2)</i>
Lakes or Rivers Patrolled <i>Minnewawa &amp; Horseshoe</i>			
Deputy Name (Reporting) <i>Novotny</i>	Deputy Name (Assisting) <i>ASmus</i>	Deputy Name (Assisting)	

Observations			
Weather Conditions <i>Sunny &amp; Overcast</i>	Total No. Of Watercraft Observed Boats <i>40</i> PWC <i>12</i>		No. Of Watercraft Checked (Stopped) Boats <i>26</i> PWC <i>7</i>

	Violations			
	Traditional Boats		Personal Watercraft or PWC	
	Citations/Summons	Written Warnings	Citations/Summons	Written Warnings
Registration	<i>1</i>		<i>1</i>	<i>1</i>
Wearable PFD		<i>3</i>		
Throwable PFD (Type IV)		<i>1</i>		
Child PFD Wear				
Navigation Lights				
Fire Extinguisher		<i>1</i>		
Horn / Whistle				
Slow-No Wake or Rules of the Road				<i>1</i>
Careless / Reckless				
Age / Permit Violation				
BWI				
Other				

Aids & Assets	

Comments	

Reporting Deputy's Signature <i>[Signature]</i> <i>210 (8 1/2 hrs)</i>	Assisting Deputy's Signature
Assisting Deputy's Signature <i>[Signature]</i> <i>208</i> <i>2 hrs</i>	Supervisor's Signature



## 2016 Federal Boating Safety Enforcement Log for Counties

**Instructions:** This form is to be completed by deputies for boating safety enforcement projects paid through supplemental federal boating safety grants. Complete one form for each day. Only one form needs to be completed for teams working the same project hours from the same boat. Route the completed form through your supervisor. Logs are to accompany all federal reimbursement invoices sent to the DNR Boat & Water Safety.

General Information			
County <i>Aitkin</i>	Date Worked <i>7/15/16</i>	Time Worked <i>1300 2330</i>	Total Hours Worked <i>10.5</i>
Lakes or Rivers Patrolled <i>Cedar, Ripple, Farm Island</i>			
Deputy Name (Reporting) <i>Mathis 207</i>	Deputy Name (Assisting)		Deputy Name (Assisting)

Observations			
Weather Conditions <i>Sun</i>	Total No. Of Watercraft Observed Boats <i>27</i> PWC		No. Of Watercraft Checked (Stopped) Boats PWC

	Violations			
	Traditional Boats		Personal Watercraft or PWC	
	Citations/Summons	Written Warnings	Citations/Summons	Written Warnings
Registration				
Wearable PFD				
Throwable PFD (Type IV)				
Child PFD Wear				
Navigation Lights				
Fire Extinguisher				
Horn / Whistle				
Slow-No Wake or Rules of the Road		<i>111</i>		
Careless / Reckless				
Age / Permit Violation				
BWI				
Other				

Aids & Assists	

Comments	
<i>Several ppl were unaware of 'no wake' designation due to not using public accessing</i>	

Reporting Deputy's Signature <i>R Mathis 207</i>	Assisting Deputy's Signature
Assisting Deputy's Signature	Supervisor's Signature





**Instructions:** This form is to be completed by deputies for boating safety enforcement projects paid through supplemental federal boating safety grants. Complete one form for each day. Only one form needs to be completed for teams working the same project hours from the same boat. Route the completed form through your supervisor. Logs are to accompany all federal reimbursement invoices sent to the DNR Boat & Water Safety.

General Information			
County <i>Aitkin</i>	Date Worked <i>7-16-16</i>	Time Worked <i>1400 to 2300</i>	Total Hours Worked <i>210 (9) 208 (4)</i>
Lakes or Rivers Patrolled <i>Minnekaqua &amp; Cedar &amp; Lake Itasca</i>			
Deputy Name (Reporting) <i>Deputy Novotny</i>	Deputy Name (Assisting) <i>Deputy Asmus</i>	Deputy Name (Assisting)	

Observations			
Weather Conditions <i>Sunny</i>	Total No. Of Watercraft Observed Boats <i>15</i> PWC <i>2</i>	No. Of Watercraft Checked (Stopped) Boats <i>10</i> PWC <i>3</i>	

	Traditional Boats		Personal Watercraft or PWC	
	Citations/Summons	Written Warnings	Citations/Summons	Written Warnings
Registration				
Wearable PFD				
Throwable PFD (Type IV)				
Child PFD Wear				
Navigation Lights				
Fire Extinguisher				
Horn / Whistle				
Slow-No Wake or Rules of the Road				
Careless / Reckless				
Age / Permit Violation				
BWI			<i>1</i>	
Other				

Aids & Assists	

Comments
<i>I didn't Have my marking Boat. Verbal 8 no wake, 3 Life Jacket, 1 Fire Ext., 1 Lighting</i>

Reporting Deputy's Signature <i>[Signature]</i> <i>210 9 hours</i>	Assisting Deputy's Signature
Assisting Deputy's Signature <i>[Signature]</i>	Supervisor's Signature

*4 hrs*

*High water / No wake status*



## 2016 Federal Boating Safety Enforcement Log for Counties

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General Information			
County <i>Aitkin</i>	Date Worked <i>8-27-16</i>	Time Worked <i>1130 to 0000</i>	Total Hours Worked <i>12 1/2</i>
Lakes or Rivers Patrolled <i>Farm Island &amp; Big Sandy</i>			
Deputy Name (Reporting) <i>Deputy Novotny</i>	Deputy Name (Assisting)	Deputy Name (Assisting)	

Observations			
Weather Conditions <i>overcast</i>	Total No. Of Watercraft Observed Boats <i>30</i> PWC <i>0</i>	No. Of Watercraft Checked (Stopped) Boats <i>8</i> PWC <i>0</i>	

	Traditional Boats		Personal Watercraft or PWC	
	Citations/Summons	Written Warnings	Citations/Summons	Written Warnings
Registration				
Wearable PFD				
Throwable PFD (Type IV)				
Child PFD Wear				
Navigation Lights				
Fire Extinguisher				<i>1</i>
Horn / Whistle				
Slow-No Wake or Rules of the Road				
Careless / Reckless				
Age / Permit Violation				
BWI	<i>1</i>			
Other				

Notes & Assist	

Comments	

Reporting Deputy's Signature <i>[Signature]</i> <i>210</i>	Assisting Deputy's Signature
Assisting Deputy's Signature	Supervisor's Signature



# Board of County Commissioners Agenda Request

2K

Agenda Item #

Requested Meeting Date: 11/22/16

Title of Item: ATV grant application

- ☐ REGULAR AGENDA  
☒ CONSENT AGENDA  
☐ INFORMATION ONLY

**Action Requested:**

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

☐ Direction Requested

☐ Discussion Item

☐ Hold Public Hearing\*

*\*provide copy of hearing notice that was published*

**Submitted by:**  
Land Commissioner

**Department:**  
Land Department

**Presenter (Name and Title):**  
Mark Jacobs

**Estimated Time Needed:**  
n/a

**Summary of Issue:**

Attached is a draft resolution required to apply for State grant-in-aid ATV trail maintenance funding.

**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:

By Commissioner: xx

20161122-0xx

**All Terrain Vehicle Trail Funding**

**WHEREAS**, local units of government can apply for State aid for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 90% reimbursement of costs of grooming and maintenance, and

**WHEREAS**, Aitkin County does not have the facilities to maintain the entire trail system in Aitkin County, and

**WHEREAS**, Clubs wish to contract with the County for maintaining these trails, and

**WHEREAS**, these trails benefit the recreation, resort, tourism, industry, and economy of Aitkin County.

**NOW THEREFORE, BE IT RESOLVED**, that the Aitkin County Trail Administrator be authorized to apply for Grants in Aid assistance funds for All Terrain Vehicle Trail maintenance and grooming for the following trail:

Northwoods Regional ATV trail which consists of the following segments: South Soo Line, North Soo Line, Rabey Line, Blind Lake, Redtop, Moose River Connector, Lawler, Blind Lake Connector Trail, Hill City Connector trail, Solana ATV trails, Axtell technical area.

**BE IT FURTHER RESOLVED**, that the Aitkin County Trail Administrator be authorized to contract for the development, maintenance and grooming of the aforementioned trails with qualified, interested clubs.

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, Patrick Wussow, Interim 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 22nd day of November 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of November 2016

\_\_\_\_\_  
Patrick Wussow  
Interim County Administrator



# Board of County Commissioners Agenda Request

22

Agenda Item #

**Requested Meeting Date:** November 22, 2016

**Title of Item:** Release of Combination Mortgage - Quadna Mountain

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Patrick Wussow		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Release of Combination Mortgage and Security Agreement and Future Financing Statement between Four Seasons Development Corporation, Twin Cities and County of Aitkin.  At the September 27, 2016 County Board meeting, the Board approved execution of the requested "Consent of Mortgagee to Termination," and asked the County Administrator to direct Mr. Krietzman to draft proposed releases for the County Board to consider at a future date.  Attached is the proposed Release, which has been reviewed and approved by County Attorney Jim Ratz.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Release and authorize signatures.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

---

(Above Space Reserved for Recording Data)

**RELEASE OF COMBINATION MORTGAGE AND SECURITY AGREEMENT AND  
FIXTURE FINANCING STATEMENT**

**FOR VALUABLE CONSIDERATION**, the receipt of which is hereby acknowledged, the undersigned, County of Aitkin, which is the Mortgagee under that certain Combination Mortgage and Security Agreement and Fixture Financing Statement, owned by the undersigned, dated May 2, 1989, and recorded in the office of the County Recorder in and for Aitkin County, Minnesota, on May 2, 1989, as Document No. 256354 (the "Mortgage"), does hereby release the following described land (and all improvements thereon) situated in Aitkin County, Minnesota, from the lien of the Mortgage:

[See Exhibit A attached hereto and incorporated herein by reference]

**IN WITNESS WHEREOF**, the undersigned has caused this Release of Combination Mortgage and Security Agreement and Fixture Financing Statement to be executed as of the date stated below.

Date: \_\_\_\_\_

**COUNTY OF AITKIN**

By: \_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

[illegible]

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_, the \_\_\_\_\_ and \_\_\_\_\_, respectively, of the County of Aitkin, a governmental subdivision within the State of Minnesota, on behalf of said governmental subdivision.

Notary Public

This instrument was drafted by:  
Felhaber Larson (FRK)  
220 South 6th Street, Suite 2200  
Minneapolis, MN 55402  
(612) 373-8418

**RELEASE OF COMBINATION MORTGAGE AND SECURITY AGREEMENT AND  
FIXTURE FINANCING STATEMENT**

**EXHIBIT A**

**[The land (and all improvements thereon) that is released by the County of Aitkin pursuant to the Release of Combination Mortgage and Security Agreement and Fixture Financing Statement, of which this Exhibit is part, is legally described in EXHIBIT A (and in Exhibits A-1, A-2, A-3, A-4, and A-5) to that certain Combination Mortgage and Security Agreement and Fixture Financing Statement, dated May 2, 1989, and recorded in the office of the County Recorder in and for Aitkin County, Minnesota, on May 2, 1989, as Document No. 256354, which EXHIBIT A (and which Exhibits A-1, A-2, A-3, A-4, and A-5) are the immediately attached document.]**



EXHIBIT A  
TO  
COMBINATION MORTGAGE, SECURITY AGREEMENT  
AND FIXTURE FINANCING STATEMENT

Mortgagor: Four Seasons Development Corporation, Twin Cities

Mortgagee: County of Aitkin

The Land described in the referenced instrument is located in Aitkin County, Minnesota, and is legally described on Exhibits A-1, A-2, A-3, A-4 and A-5.

Parcel I

Government Lot Five (5) and Government Lot Six (6) of Section Twenty-Three (23), Township Fifty-Two (52), Range Twenty-Six (26) AND Government Lot Three (3) and the Northwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$  of SW $\frac{1}{4}$ ) of Section Twenty-Four (24), Township Fifty-Two (52), Range Twenty-Six (26), AND Condominium Number 4, Quadna Mountain Lodge Condominium, EXCEPT the following eight parcels thereof:

Exception No. 1

That part of Government Lot Five (5) of said Section 23 and of the Northwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$  of SW $\frac{1}{4}$ ) of said Section 24 described as follows: Commencing at the Northwest corner of the Northwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$  of SW $\frac{1}{4}$ ) of said Section 24, which point is the point of beginning;

thence Easterly along the North line of the Northwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$  of SW $\frac{1}{4}$ ) of said Section 24, a distance of 99.49 feet to a point on the center line of the right of way of County Road No. 82;

thence South 36°30'27" East along said center line a distance of 130.57 feet;

thence South 22°02'33" East along said center line a distance of 170.19 feet;

thence South 67°05'42" West a distance of 410.91 feet to a point on the West line of the Northwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$  of SW $\frac{1}{4}$ ) of said Section 24, and continuing along the previous course of South 67°05'42" West a distance of 487.22 feet;

thence North 22°15'14" West a distance of 310.31 feet;

thence North 45°18'19" East a distance of 344.67 feet;

thence North 14°23'23" East a distance of 251.17 feet to a point on the North line of said Government Lot 5;

thence East along the North line of said Government Lot 5 a distance of 277.42 feet to the point of beginning;

Exception No. 2

That part of Government Lot Five (5) of said Section 23 and of the Northwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$  of SW $\frac{1}{4}$ ) of said Section 24 described as follows: Commencing at the Northwest corner of the Northwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$  of SW $\frac{1}{4}$ ) of said Section 24;

thence South 1°49'00" West along the West line of the Northwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$  of SW $\frac{1}{4}$ ) of said Section 24 a distance of 582.93 feet to the point of beginning;

thence South 67°05'42" West a distance of 487.22 feet;

thence North 22°15'14" West a distance of 310.31 feet;

thence South 45°17'28" West a distance of 461.89 feet;

thence South 13°13'13" East a distance of 365.58 feet;  
 thence North 78°33'54" East a distance of 500.10 feet;  
 thence South 62°58'30" East a distance of 337.45 feet to a  
 point on the West line of the Northwest Quarter of the South-  
 west Quarter (NW¼ of SW¼) of said Section 24, and continuing  
 along the previous course of South 62°58'30" East a distance  
 of 115.46 feet to a point (herein called "Point A") on the  
 center line of the right of way of County Road No. 82;  
 thence Northerly along the center line of said County Road No.  
 82 from said Point A to Point B, below designated, which cen-  
 ter line between said points is described as follows: Com-  
 mencing at said Point A;  
 thence North 16°17'04" East a distance of 99.96 feet;  
 thence Northeasterly a distance of 197.64 feet along a tangen-  
 tial curve concave to the Southeast and having a radius of  
 525.32 feet and a central angle of 21°33'21";  
 thence North 37°50'25" East a distance of 322.28 feet;  
 thence Northerly a distance of 217.76 feet along a tangential  
 curve concave to the West and having a radius of 208.42 feet  
 and a central angle of 59°51'45";  
 thence North 22°01'20" West a distance of 127.61 feet and  
 there terminating (said point of termination being herein  
 called "Point B");  
 thence South 67°05'42" West a distance of 410.91 feet to the  
 point of beginning; Excepting from this exception, however, a  
 strip of land 33 feet wide and lying Easterly and South-  
 easterly of a line drawn parallel with and 33 feet Westerly  
 and Northwesterly of the above described center line of said  
 County Road No. 82 from said Point A to said Point B;

Exception No. 3

That part of Government Lot Five (5) of said Section 23  
 described as follows: Commencing at the Northeast corner of  
 Government Lot Five (5) of said Section 23;  
 thence South 1°49'00" West along the East line of Government  
 Lot 5 of said Section 23 a distance of 1220.66 feet;  
 thence North 62°58'30" West a distance of 337.45 feet;  
 thence South 78°33'54" West a distance of 183.26 feet;  
 thence North 0°13'10" East a distance of 221.78 feet;  
 thence North 09°33'35" West a distance of 401.79 feet;  
 thence South 45°17'28" West a distance of 461.89 feet to the  
 point of beginning;  
 thence continue South 45°17'28" West a distance of 87.95 feet;  
 thence South 13°13'13" East a distance of 317.30 feet;  
 thence North 78°33'54" East a distance of 75.04 feet;  
 thence North 13°13'13" West a distance of 365.58 feet to the  
 point of beginning;

Exception No. 4

That part of Government Lot Three (3) of said Section 24  
 described as beginning at the Southwest corner of said Govern-  
 ment Lot 3;

thence North along the West line of Government Lot Three (3), 819.6 feet;  
thence East 620.8 feet to the actual point of beginning of the tract of land to be described;  
thence North 300 feet;  
thence East 500 feet, more or less, to the shoreline of Hill Lake;  
thence Southerly along the shoreline of Hill Lake 300 feet to the intersection with a line bearing East of the point of beginning;  
thence West 500 feet, more or less, to the point of beginning;

Exception No. 5

That part of Government Lot Three (3) of said Section 24 described as follows: Commencing at the Southwest corner of Government Lot Three (3), Section Twenty-four (24);  
thence North, assumed bearing, along the West line of Government Lot 3 a distance of 819.59 feet;  
thence South 89°50'32" East a distance of 244 feet to the point of beginning of parcel to be described;  
thence continuing South 89°50'32" East a distance of 893 feet, more or less, to the mean high-water mark of Hill Lake,  
thence Southeasterly along the meandered shoreline of Hill Lake a distance of 416 feet, more or less, to a point at the intersection of the mean high-water line of Hill Lake and a Line A as herein later described;  
thence South 69°27'14" West a distance of 188 feet, more or less;  
thence North 41°52'10" West a distance of 245.95 feet;  
thence North 76°23'39" West a distance of 653.09 feet;  
thence due North a distance of 139.56 feet to the point of beginning.

Line A is hereby described by commencing at the previous point of beginning;

thence due South a distance of 139.56 feet;  
thence South 76°23'39" East a distance of 653.09 feet;  
thence South 41°52'10" East, a distance of 245.95 feet to the beginning of Line A;  
thence North 69°27'14" East, a distance of 188 feet, more or less, to the mean high-water line of Hill Lake which is also the end of Line A.

Exception No. 6

All that part of Government Lot 5, Section 23, Township 52, Range 26 lying North of County Road No. 82.

Exception No. 7

The southerly 200.00 feet of the northerly 400.00 feet of that part of Government Lot 5, Section 23, Township 52, Range 26 lying westerly of the westerly boundary line of Quadna Mountain Second Townhouse Addition and Quadna Mountain Third

Townhouse Addition. The north and south line of said 200.00 foot strip are to be lengthened or shortened to terminate at the western lines of said plats and at the easterly shoreline of Hill Lake.

Exception No. 8

Apartment Unit 145, Condominium Number 4, Quadna Mountain Lodge Condominium.

Parcel II

Government Lot Four (4), the Southeast Quarter of the Southeast Quarter (SE $\frac{1}{4}$  of SE $\frac{1}{4}$ ) and that part of Government Lot Three (3) described as follows:

Commencing at the point on the South line of said Lot 3 at the point of intersection of the West right of way line of Highway 169;

thence West along said South line a distance of 200 feet; thence North parallel with the West line of said Lot 3 a distance of 200 feet; thence East parallel with the said South line of said Lot 3 to the West right of way line of Highway 169; thence in a generally Southerly direction along the said right of way line to the point of beginning, all in Section 23; AND the South Half of the Southeast Quarter (S $\frac{1}{2}$  of SE $\frac{1}{4}$ ), the East Half of the Southwest Quarter (E $\frac{1}{2}$  of SW $\frac{1}{4}$ ) and the Southwest Quarter of the Southwest Quarter (SW $\frac{1}{4}$  of SW $\frac{1}{4}$ ), all in Section 24; AND the West Half (W $\frac{1}{2}$ ) and the West Half of the East Half (W $\frac{1}{2}$  of E $\frac{1}{2}$ ), all in Section 25; AND the Southeast Quarter (SE $\frac{1}{4}$ ) and the East Half of the Northeast Quarter (E $\frac{1}{2}$  of NE $\frac{1}{4}$ ), all in Section 26; AND that part of the East Half of the Northwest Quarter of the Northeast Quarter (E $\frac{1}{2}$  of NW $\frac{1}{4}$  of NE $\frac{1}{4}$ ) lying West of the Airport Property hereafter described, and that part of the West Half of the Northeast Quarter of the Northeast Quarter (W $\frac{1}{2}$  of NE $\frac{1}{4}$  of NE $\frac{1}{4}$ ) lying East of the Airport Property hereafter described, and the Southeast Quarter of the Northeast Quarter (SE $\frac{1}{4}$  of NE $\frac{1}{4}$ ), all in Section 35; all located in Township 52, Range 26, Aitkin County, Minnesota, EXCEPT the following seven parcels thereof:

Exception No. 1

That part of the Southerly 50 feet of the Northwest Quarter of the Southeast Quarter (NW $\frac{1}{4}$  of SE $\frac{1}{4}$ ) of said Section 26 lying Westerly of a line described as beginning at a point on the South line of said NW $\frac{1}{4}$  of SE $\frac{1}{4}$ , 1197.15 feet East of the Southwest corner thereof;

thence North 19°25' West (true) to the North line of the Southerly 50 feet and there terminating; AND that part of the Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$  of SE $\frac{1}{4}$ ) and the Southeast Quarter of the Southeast Quarter (SE $\frac{1}{4}$  of SE $\frac{1}{4}$ ) of said Section 26, described as beginning at the Northwest corner of said SW $\frac{1}{4}$  of SE $\frac{1}{4}$ ;

thence East along the North line 1197.15 feet;

thence South 19°25' East (true) to the South line of said Section 26;

thence West along the South line of Section 26, 795.23 feet;  
thence North 19°25' West (true) to the intersection with a  
line 50 feet South of and parallel with the North line of said  
SW $\frac{1}{4}$  of SE $\frac{1}{4}$ ;  
thence West parallel with said line to the West line of said  
SW $\frac{1}{4}$  of SE $\frac{1}{4}$ ;  
thence North along said line 50 feet to the beginning;

Exception No. 2

That part of the Northwest Quarter of the Southeast Quarter  
(NW $\frac{1}{4}$  of SE $\frac{1}{4}$ ) of said Section 26 described as follows: Com-  
mencing at the Northwest corner of said NW $\frac{1}{4}$  of SE $\frac{1}{4}$ ;  
thence East along the North line of said NW $\frac{1}{4}$  of SE $\frac{1}{4}$  a distance  
of 200 feet to the East line of the right of way of State  
Highway No. 169, which is the point of beginning;  
thence in a Southerly direction along the East line of said  
highway right of way, a distance of 649.07 feet to the North  
line of the right of way of the Minnesota Power and Light Com-  
pany transmission line;  
thence North 63°50' East along the Northerly line of said  
transmission line right of way a distance of 120.06 feet;  
thence North on a line parallel to the East line of said high-  
way right of way a distance of 382.01 feet to the North line  
of said NW $\frac{1}{4}$  of SE $\frac{1}{4}$ ;  
thence along the North line of said NW $\frac{1}{4}$  of SE $\frac{1}{4}$  a distance of  
100 feet, more or less, to the point of beginning;

Exception No. 3

That part of said Sections 25 and 26 reserved by the State of  
Minnesota for the Quadna Hill Lookout Tower and the road to  
the tower site in deed dated February 18, 1964, filed March 5,  
1964 as Document No. 152214 and described as the Quadna Hill  
Lookout Tower site consisting of four acres, more or less, and  
the present road right of way 66 feet wide to the Lookout  
Tower Site; the following traverse line being the center line  
of the now existing 66-foot road right-of-way, a traverse to  
the center of the supports of the fire tower:

Commencing at the North quarter corner of Section 26, Township  
52 North, Range 26 West and assuming that the county road runs  
due East and West and is the North boundary line of Section  
26; run East along the North boundary line of Section 26 a  
distance of 1298.10 feet to the starting point:  
thence South 1°59' West for 360.57 feet;  
thence South 4°33' West for 374 feet;  
thence South 40°50' West for 100.07 feet;  
thence South 57°35' West for 219.35 feet;  
thence South 40°27' West for 301.98 feet;  
thence South 56°47' East for 326.22 feet;  
thence South 70°20' East for 148.22 feet;  
thence South 3°15' West for 418.01 feet;  
thence South 3°29' West for 426.60 feet;

thence South 3°21' West for 474.61 feet;  
 thence South 4°04' West for 496.59 feet;  
 thence South 15°49' East for 205.21 feet;  
 thence South 57°02' East for 430.71 feet;  
 thence South 46°06' East for 252.58 feet;  
 thence South 59°48' East for 276.40 feet;  
 thence North 86°32' East for 233.52 feet;  
 thence South 84°53' East for 245.23 feet;  
 thence South 79°32' East for 329.04 feet;  
 thence South 86°25' East for 313.64 feet;  
 thence North 89°14' East for 242.65 feet;  
 thence North 59°09' East for 227.29 feet;  
 thence North 39°10' East for 106.14 feet;  
 this being the terminating point of the 66-foot road right-of-way;  
 thence North 18°25' East for 222.58 feet;  
 thence South 89°35' East for 87.90 feet;  
 thence South 76°48' East for 46.13 feet;  
 to a point that is located at the intersection of lines drawn from the four supports of the present fire tower, hereinafter called the center of the fire tower; and the following described land in the Southwest Quarter (SW $\frac{1}{4}$ ) of Section 25, Township 52 North, Range 26 West is reserved for the fire tower site:

From the center of the fire tower proceed South 33°58'19" West for 399.53 feet to the point of beginning, which is the Southwest corner of said tract;  
 thence North 2°29' East for 417.40 feet to the Northwest corner of site;  
 thence South 87°31' East for 417.40 feet to the Northeast corner of site;  
 thence South 2°29' West for 417.40 feet to the Southeast corner of site;  
 thence North 87°31' West for 417.40 feet, more or less, to the Southwest corner of site, which is the point of beginning; and said tract containing four acres, more or less.

Exception No. 4

That part of the Southeast Quarter of the Northeast Quarter (SE $\frac{1}{4}$  of NE $\frac{1}{4}$ ) of said Section 35 included in the Airport Property hereafter described.

Exception No. 5

That part of the Southeast Quarter of the Southeast Quarter (SE $\frac{1}{4}$  of SE $\frac{1}{4}$ ) of Section Twenty-three (23), and the Northeast Quarter of the Northeast Quarter (NE $\frac{1}{4}$  of NE $\frac{1}{4}$ ) of Section Twenty-Six (26), all in Township Fifty-Two (52) North, Range Twenty-Six (26) West, Aitkin County, Minnesota, described as follows:

Commencing at the Northeast corner of said Section 26;



thence West, assumed bearing, along the North line of said Section 26, a distance of 493.18 feet to the point of beginning of the tract to herein be described;  
thence South 48°52'09" West 403.92 feet;  
thence North 23°37'35" West 290.00 feet;  
thence North 66°22'25" East, along a line 50.00 feet Southeastly of the center line of County Road No. 82 as now constructed, 327.79 feet;  
thence Northeasterly along a tangential curve concave to the Northwest and 50.00 feet Southeastly of said centerline, having a radius of 1068.24 feet, a central angle of 10°01'59", a distance of 187.06 feet;  
thence South 33°39'34" East, radial to the last described curve, 87.19 feet;  
thence South 25°59'05" West 59.18 feet;  
thence South 34°49'45" West 115.91 feet to the point of beginning and there terminating;

Exception No. 6

All of the plat of Quadna Mountain Vacation Club First Addition.

Exception No. 7

All that part of Government Lot 4 and SE¼ of SE¼ of Section 23, Township 52, Range 26 lying North of County Road No. 82.

For purposes of the foregoing descriptions, the "Airport Property" is described as follows:

A strip of land 500.0 feet wide described as that part of the SE¼ of NE¼, the W¼ of NE¼ of NE¼ and the E¼ of the NW¼ of NE¼, all in Section 35, Township 52, Range 26, lying 250.0 feet Northeasterly and 250.0 feet Southwesterly of the following described centerline:

Commencing at a point on the South line of the SE¼ of NE¼, 598.6 feet West of the Southeast corner thereof; thence North 19°25'W (true) to the intersection with the North line of Section 35 and there terminating, excepting therefrom the Southerly 100.0 feet of said SE¼ of NE¼ of said Section 35.

Parcel III

The South 420 feet of the NW¼ of NE¼ of Section 26, Township 52, Range 26.



Parcel I

All that part of Government Lot Four (4) of Section Twenty-three (23), Township Fifty-two (52) North, Range Twenty-six (26) West, lying North of County Road No. 82.

Parcel II

All of Government Lot Five (5) of Section Twenty-Three (23), Township Fifty-two (52) North, Range Twenty-six (26) West, lying North of County Road No. 82, EXCEPT the South 200.00 feet of the North 400.00 feet of that part of Government Lot 5, Section 23, Township 52N, Range 26W; lying Westerly of the Westerly boundary lines of Quadna Mountain 2nd Townhouse Addition and Quadna Mountain 3rd Townhouse Addition according to the record plats thereof on file and of record in the County Recorder's Office, Aitkin County, Minnesota. The North and South lines of said 200.00 foot strip are to be lengthened or shortened to terminate at the Westerly line of said record plats and at the Easterly shore line of Hill Lake; AND FURTHER EXCEPTING Quadna Mountain 1st Townhouse Addition, Quadna Mountain 2nd Townhouse Addition, Quadna Mountain 3rd Townhouse Addition, Quadna Mountain 4th Townhouse Addition, Quadna Mountain 5th Townhouse Addition, Quadna Mountain 6th Townhouse Addition, Quadna Mountain 7th Townhouse Addition and Quadna Mountain 8th Townhouse Addition.

Parcel III

The Northwest Quarter of the Northeast Quarter (NW $\frac{1}{4}$  of NE $\frac{1}{4}$ ) of Section Twenty-six (26), Township Fifty-two (52) North, Range Twenty-six (26) West EXCEPT the South 420 feet of said NW $\frac{1}{4}$  of NE $\frac{1}{4}$  of Section 26, Township 52N, Range 26W; AND FURTHER EXCEPTING: That part of the NW $\frac{1}{4}$  of the NE $\frac{1}{4}$  of Section 26, Township 52N, Range 26W, described as follows: Commencing at the northwest corner of the said Northwest Quarter of the Northeast Quarter; thence East, assumed bearing, along the north line of the said Northwest Quarter of the Northeast Quarter 465.62 feet; thence South 34.17 feet to a point 50.00 feet as measured at right angles from the center line of County Road No. 82 as now constructed and the point of beginning of the tract to herein be described; thence South 87°31'57" West parallel to the said center line 467.60 feet to the west line of the said Northwest Quarter of the Northeast Quarter; thence South 1°37'53" West along the said west line 488.53 feet; thence East 401.27 feet; thence North 42°30'00" East 68.36 feet; thence North 230.00 feet; thence North 28°27'00" West 41.79 feet; thence North 86.50 feet; thence North 42°00'00" East 80.00 feet; thence North 45.37 feet to the point of beginning and there terminating. AND FURTHER EXCEPTING: All of the plat of Quadna Mountain Vacation Club First Addition.

Parcel IV

All of the Southeast Quarter of the Southeast Quarter (SE $\frac{1}{4}$  of SE $\frac{1}{4}$ ) of Section Twenty-three (23), Township Fifty-two (52) North, Range Twenty-six (26) West, lying North of County Road No. 82.

Parcel V

Tract A: Lot Two (2), Block One (1), Quadna Mountain Vacation Club First Addition, according to the filed and recorded plat thereof.

Tract B: All of the plat of Quadna Mountain Vacation Club First Addition, according to the filed and recorded plat thereof, except Lots One (1) and Two (2), Block One (1), Quadna Mountain Vacation Club First Addition.

Exhibit A-3

*DR-515*

The Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$  of NE $\frac{1}{4}$ ) of Section Twenty-six (26), Township Fifty-two (52), Range Twenty-six (26), according to the Government Survey thereof.

Aitkin County, Minnesota.

200 Units

An undivided 75/765th interest, as tenants in common with the other owners of the real estate hereinafter referred to, in and to the real estate described as follows:

That part of the Northwest Quarter of the Northeast Quarter (NW $\frac{1}{4}$  of NE $\frac{1}{4}$ ) of Section Twenty-six (26), Township Fifty-two (52), Range Twenty-six (26) described as follows: Commencing at the Northwest corner of the said NW $\frac{1}{4}$  of NE $\frac{1}{4}$ ; thence East, assumed bearing, along the North line of the said NW $\frac{1}{4}$  of NE $\frac{1}{4}$  465.62 feet; thence South 34.17 feet to a point 50.00 feet as measured at right angles from the center line of County Road No. 82 as now constructed and the point of beginning of the tract to herein be described; thence South 87°31'57" West parallel to the said center line 467.60 feet to the West line of the said NW $\frac{1}{4}$  of NE $\frac{1}{4}$ ; thence South 1°37'53" West along the said West line 488.53 feet; thence East 401.27 feet; thence North 42°30'00" East 68.36 feet; thence North 230.00 feet; thence North 28°27'00" West 41.79 feet; thence North 86.50 feet; thence North 42°00'00" East 80.00 feet; thence North 45.37 feet to the point of beginning and there terminating. Contains 5.00 acres.

Together with:

Time Unit Nos. 7, 18, 26, 28, 29, 31 and 52 of Apartment Unit No. 225;

Time Unit Nos. 5, 23 and 31 of Apartment Unit No. 226;

Time Unit Nos. 7, 25, 29, 31, 32, 33, 40 and 51 of Apartment Unit No. 227;

Time Unit Nos. 1, 5, 6, 28, 29, 30, 31, 33, 35, 51 and 52 of Apartment Unit No. 228;

Time Unit Nos. 5, 6, 7, 20, 23, 24, 25, 26, 31, 32, 33, 37, 40 and 51 of Apartment Unit No. 229;

Time Unit Nos. 6, 7, 8, 24, 26, 29, 33, 34, 36, 39 and 52 of Apartment Unit No. 230;

Time Unit Nos. 13, 15 and 29 of Apartment Unit No. 231;

Time Unit No. 51 of Apartment Unit No. 232;

Time Unit Nos. 28 and 51 of Apartment Unit No. 233;

Time Unit No. 11 of Apartment Unit No. 234;

Time Unit Nos. 15, 50 and 52 of Apartment Unit No. 235;

Time Unit No. 27 of Apartment Unit No. 236;

Time Unit Nos. 12, 31 and 44 of Apartment Unit No. 237;

Time Unit Nos. 14, 32, 40 and 43 of Apartment Unit No. 238;

Time Unit Nos. 29, 41 and 49 of Apartment Unit No. 239;

All as created by and defined under, and together with the benefits of, that certain Declaration of Covenants, Conditions and Restrictions for Quadna Mountain Vacation Ownerships, dated July 20, 1984 and recorded August 21, 1984 as Document No. 228029;

TOGETHER WITH the benefits defined in that certain Easement of Recreation Area, dated March 6, 1984 and recorded March 9, 1984 as Document No. 225092.

309, 310, 315 and 316 Units

Time Unit Nos. 18, 19, 40, 41, 43 and 44 of Apartment Unit No. 309, Quadna Mountain Vacation Club Condominium Number 309;

Time Unit Nos. 17, 20 and 51 of Apartment Unit No. 310, Quadna Mountain Vacation Club Condominium Number 310;

Time Unit Nos. 41 and 51 of Apartment Unit No. 315, Quadna Mountain Vacation Club Condominium Number 315;

Time Unit Nos. 39, 40 and 41 of Apartment Unit No. 316, Quadna Mountain Vacation Club Condominium Number 316;

All in Aitkin County, Minnesota;

Together with the benefits defined in that certain Easement of Recreation Area, dated March 6, 1984 and recorded March 9, 1984 as Document No. 225092.

Units 601-608

Time Unit No. 41 of Apartment Unit No. 601;

Time Unit Nos. 1, 30, 31, 41 and 51 of Apartment Unit No. 602;

Time Unit Nos. 1, 2, 14, 38 and 51 of Apartment Unit No. 603;

Time Unit No. 2 of Apartment Unit No. 604;

Time Unit No. 44 of Apartment Unit No. 605;

Time Unit Nos. 14, 20 and 51 of Apartment Unit No. 606;

Time Unit Nos. 1, 25, 38, 41, 44 and 51 of Apartment Unit No. 607;

All part of Condominium No. 102, Quadna Mountain Vacation Club Condominium;

Together with the benefits defined in that certain Easement of Recreation Area, dated March 6, 1984 and recorded March 9, 1984 as Document No. 225092.

Units 609-612

An undivided 43/204th interest, as tenants in common with the other owners of the real estate hereinafter referred to, in and to the real estate described as follows:

Lot One (1), Block One (1), Quadna Mountain Vacation Club First Addition.

Together with:

Time Unit Nos. 1, 2, 29, 41, 42, 44 and 51 of Apartment Unit No. 609;

Time Unit Nos. 1, 2, 15, 18, 19, 29, 30, 38, 41, 42, 43 and 51 of Apartment Unit No. 610;

Time Unit Nos. 2, 17, 18, 20, 21, 26, 27, 31, 38, 41, 42, 43, 47, 51 and 52 of Apartment Unit No. 611;

Time Unit Nos. 2, 13, 18, 37, 38, 40, 41, 43 and 51 of Apartment Unit No. 612;

All as created by and defined under, and together with the benefits of, that certain Declaration of Covenants, Conditions and Restrictions for Quadna Mountain Vacation Ownerships, dated July 20, 1984 and recorded August 21, 1984 as Document No. 228029;

TOGETHER WITH the benefits defined in that certain Easement of Recreation Area, dated March 6, 1984 and recorded March 9, 1984 as Document No. 225092.

200 Units

An undivided 67/765th interest, as tenants in common with the other owners of the real estate hereinafter referred to, in and to the real estate described as follows:

That part of the Northwest Quarter of the Northeast Quarter (NW $\frac{1}{4}$  of NE $\frac{1}{4}$ ) of Section Twenty-six (26), Township Fifty-two (52), Range Twenty-six (26) described as follows: Commencing at the Northwest corner of the said NW $\frac{1}{4}$  of NE $\frac{1}{4}$ ; thence East, assumed bearing, along the North line of the said NW $\frac{1}{4}$  of NE $\frac{1}{4}$  465.62 feet; thence South 34.17 feet to a point 50.00 feet as measured at right angles from the center line of County Road No. 82 as now constructed and the point of beginning of the tract to herein be described; thence South 87°32'57" West parallel to the said center line 467.60 feet to the West line of the said NW $\frac{1}{4}$  of NE $\frac{1}{4}$ ; thence South 1°37'53" West along the said West line 488.53 feet; thence East 401.27 feet; thence North 42°30'00" East 68.36 feet; thence North 230.00 feet; thence North 28°27'00" West 41.79 feet; thence North 86.50 feet; thence North 42°00'00" East 80.00 feet; thence North 45.37 feet to the point of beginning and there terminating. Contains 5.00 acres.

Together with:

Time Unit Nos. 1, 27, 34, 38, 41 and 46 of Apartment Unit No. 225;

Time Unit Nos. 9, 14, 24 and 41 of Apartment Unit No. 226;

Time Unit Nos. 2, 5, 36 and 41 of Apartment Unit No. 227;

Time Unit Nos. 2, 7, 12, 16, 41, 45 and 46 of Apartment Unit No. 228;

Time Unit Nos. 2, 4, 8, 13, 18, 29, 47 and 50 of Apartment Unit No. 229;

Time Unit Nos. 5 and 43 of Apartment Unit No. 230;

Time Unit Nos. 11, 17 and 25 of Apartment Unit No. 231;

Time Unit Nos. 17, 26, 35, 44, 50 and 52 of Apartment Unit No. 232;

Time Unit Nos. 10 and 13 of Apartment Unit No. 233;

Time Unit Nos. 12, 16, 39, 43 and 50 of Apartment Unit No. 234;

Time Unit Nos. 13, 16, 45 and 48 of Apartment Unit No. 235;

Time Unit Nos. 2, 4, 14, 43, 47 and 51 of Apartment Unit No. 236;

Time Unit Nos. 15, 33 and 48 of Apartment Unit No. 237;

Time Unit Nos. 1, 35 and 44 of Apartment Unit No. 238;

Time Unit Nos. 13, 28, 32 and 47 of Apartment Unit No. 239;

All as created by and defined under, and together with the benefits of, that certain Declaration of Covenants, Conditions and Restrictions for Quadna Mountain Vacation Ownerships, dated July 20, 1984 and recorded August 21, 1984 as Document No. 228029;

TOGETHER WITH the benefits defined in that certain Easement of Recreation Area, dated March 6, 1984 and recorded March 9, 1984 as Document No. 225092.

309, 310, 315 and 316 Units

Time Unit Nos. 13, 15, 30 and 47 of Apartment Unit No. 309, Quadna Mountain Vacation Club Condominium Number 309;

Time Unit Nos. 1, 2, 16, 18, 33 and 40 of Apartment Unit No. 310, Quadna Mountain Vacation Club Condominium Number 310;

Time Unit Nos. 2, 4, 17, 32, 39 and 48 of Apartment Unit No. 315, Quadna Mountain Vacation Club Condominium Number 315;

Time Unit Nos. 3, 14, 15, 36 and 43 of Apartment Unit No. 316, Quadna Mountain Vacation Club Condominium Number 316;

All in Aitkin County, Minnesota;

Together with the benefits defined in that certain Easement of Recreation Area dated March 6, 1984, filed March 9, 1984 as Document No. 225092.

Units 601-608

Time Unit Nos. 5, 6 and 15 of Apartment Unit No. 601;

Time Unit Nos. 8, 16, 17, 25, 44, 47 and 50 of Apartment Unit No. 602;

Time Unit Nos. 13, 15, 35, 37, 42, 46 and 49 of Apartment Unit No. 603;

Time Unit Nos. 3, 14, 15, 20 and 29 of Apartment Unit No. 604;



Time Unit Nos. 15, 21, 30 and 40 of Apartment Unit No. 605;  
Time Unit Nos. 26 and 41 of Apartment Unit No. 606;  
Time Unit Nos. 13, 21, 43 and 46 of Apartment Unit No. 607;  
Time Unit Nos. 1, 2, 24, 40, 49 and 52 of Apartment Unit No. 608;

All part of Condominium No. 102, Quadna Mountain Vacation Club Condominium;

Together with the benefits defined in that certain Easement of Recreation Area, dated March 6, 1984 and recorded March 9, 1984 as Document No. 225092.

Units 609-612

An undivided 18/204th interest, as tenants in common with the other owners of the real estate hereinafter referred to, in and to the real estate described as follows:

Lot One (1), Block One (1), Quadna Mountain Vacation Club First Addition.

Together with:

Time Unit Nos. 11, 14, 18, 20 and 43 of Apartment Unit No. 609;

Time Unit Nos. 13, 14 and 49 of Apartment Unit No. 610;

Time Unit Nos. 6, 9, 14, 15 and 24 of Apartment Unit No. 611;

Time Unit Nos. 16, 17, 24, 27 and 52 of Apartment Unit No. 612;

All as created by and defined under, and together with the benefits of, that certain Declaration of Covenants, Conditions and Restrictions for Quadna Mountain Vacation Ownerships, dated July 20, 1984 and recorded August 21, 1984 as Document No. 228029;

TOGETHER WITH the benefits defined in that certain Easement of Recreation Area, dated March 6, 1984 and recorded March 9, 1984 as Document No. 225092.



# Board of County Commissioners Agenda Request

2M

Agenda Item #

**Requested Meeting Date:** 11/22/16

**Title of Item:** Personnel Committee Recommendations

- ☐ 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:**

Human Resources Dept.

**Presenter (Name and Title):**

Bobbie Danielson, HR Director

**Estimated Time Needed:**

**Summary of Issue:**

See attached

**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? \$ See attachments.

Is this budgeted?

☒ Yes

☐ No

Please Explain:

# AITKIN COUNTY HUMAN RESOURCES

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

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

To: Aitkin County Commissioners  
Patrick Wussow, Interim County Administrator

From: Bobbie Danielson, HR Director



Date: November 15, 2016

Subject: Personnel Committee Recommendations

## **Recommendations**

### **1. Commissioner Wages for 2017**

1/1/2017 3% general adjustment. See attached resolution.

### **2. Elected Official (Department Head) Wages for 2017**

1/1/2017 3% general adjustment.

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

See attached resolution.

### **3. HHS Positions**

Authorize hiring a FT Case Aide (and backfill, if filled with internal hire). This position will cover the workload of an employee who is on medical leave and will begin training for an upcoming Case Aide vacancy due to a pending Spring retirement. Cost will be covered in the approved HHS budget.

Informational only (these are budgeted positions) - the vacant Social Services Supervisor (Adult Unit) position will be filled as is. Other options were explored. The recruitment for an additional full-time Social Worker (budgeted in 2016) will also begin.

## **Action Requested**

1. Motion to adopt the 2017 Commissioner Salaries resolution.
2. Motion to adopt the 2017 Elected Officials Salaries resolution.
3. Motion to authorize filling a full-time Case Aide position (and backfill, if filled with internal hire).

By Commissioner: xx

20161122-xxx

**2017 Commissioner Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2017 County Commissioner's salary at \$31,160.59. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

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, Patrick Wussow, Interim 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 22<sup>nd</sup> day of November 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22<sup>th</sup> day of November 2016

\_\_\_\_\_  
Patrick Wussow  
Interim County Administrator

By Commissioner: xx

20161122-xxx

**2017 ELECTED OFFICIALS SALARIES**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2017 salaries of Aitkin County Elected Officials at:

County Auditor, Kirk Peysar	\$ 86,093.23 plus \$575.00 one-time lump sum payment
County Treasurer, Lori Grams	\$ 73,952.71 plus \$575.00 one-time lump sum payment
County Recorder, Michael Moriarty	\$ 66,418.52
County Sheriff, Scott Turner	\$ 98,775.97 plus \$575.00 one-time lump sum payment
County Attorney, Jim Ratz	\$116,126.48 plus \$575.00 one-time lump sum payment

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

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, Patrick Wussow, Interim 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 22<sup>nd</sup> day of November 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22<sup>nd</sup> day of November 2016

\_\_\_\_\_  
Patrick Wussow  
Interim County Administrator



# Board of County Commissioners Agenda Request

3A

Agenda Item #

**Requested Meeting Date:** November 22, 2016

**Title of Item:** 2016 Third Quarter Investment Report



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:**

Lori Grams

**Department:**

Treasurers

**Presenter (Name and Title):**

Lori Grams, Treasurer

**Estimated Time Needed:**

10 minutes

**Summary of Issue:**

2016 Third Quarter Investment Report

**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:

## Lori Grams, County Treasurer

Bank #	Bank	Type of Investment	Purchase Date	Maturity Date	Interest Rate	Total
8	Grand Timber Bank	Money Market	-	-	0.15	\$7,566.21
15	Federal Reserve	Bond	4/20/1987	4/1/2017	8.00	\$8.92
104	Magic-General	Money Market	-	-	0.45	\$5,177,491.40
108	Wells Fargo	Money Market	-	-	0.01	\$24,882.85
109	Security State	Checking	-	-	0.05	\$22,652.25
110	Bremer	Checking	-	-	0.01	\$2,104,274.98
111	Bremer Premium Account	Checking	-	-	0.00	\$154,412.45
147	Magic-Ditch 2	Money Market	-	-	0.45	\$12,368.00
148	Magic-Ditch 30	Money Market	-	-	0.45	\$28,089.98
177	Magic-Envir Trust	Money Market	-	-	0.45	\$26,757.54
189	Bremer	Money Market	-	-	0.45	\$5,213,119.21
323	WFA	Money Market	-	-	0.01	\$0.00
363	Security State Bank	Money Market	-	-	0.25	\$851,785.88
414	Magic	Note	3/30/2011	3/8/2018	3.25	\$2,530,876.39
446	WFA	Bond	10/3/2012	10/3/2019	1.65	\$2,000,000.00
448	Grand Timber Bank	CD	1/11/2015	1/11/2017	1.25	\$200,000.00
457	Neighborhood National Bank	CD	2/17/2016	2/17/2017	0.40	\$25,000.00
190	Bremer	Money Market	4/1/2016	-	0.45	\$3,315,386.65
458	WFA	Note	5/10/2016	5/10/2021	1.13	\$1,000,000.00
459	WFA	Bond	6/27/2016	1/30/2020	1.60	\$1,500,000.00
460	WFA	Note	7/27/2016	7/27/2021	1.13	\$1,000,000.00
461	WFA	Note	8/24/2016	8/24/2021	1.00	\$2,000,000.00
462	MBS	Note	8/23/2016	8/23/2023	1.25	\$2,000,000.00
						<u>\$29,194,672.71</u>

## Unrestricted Funds as of 06/30/16

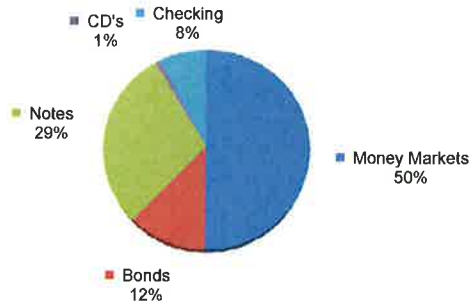
Fund 1-General	\$7,953,409.07
Fund 3-R & B	\$2,992,091.83
Fund 3 #232	\$6,342,113.51
Fund 5-HHS	\$3,810,976.09
	<u>\$21,098,590.50</u>
Fund 3 #232	<u>(\$6,342,113.51)</u>
	\$14,756,476.99

# September 2016

## PORTFOLIO

Money Markets	\$14,657,447.72
Bonds	\$3,500,008.92
Notes	\$8,530,876.39
CD's	\$225,000.00
Checking	\$2,281,339.68
<b>Total</b>	<b>\$29,194,672.71</b>

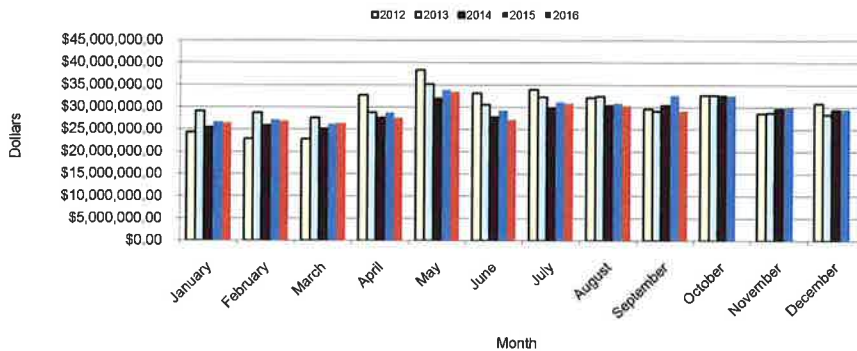
## INVESTMENT PORTFOLIO DIVERSIFICATION



## PORTFOLIO BALANCE

	2012	2013	2014	2015	2016
January	\$24,367,549.40	\$29,088,294.41	\$25,412,093.97	\$26,612,279.57	\$26,392,114.18
February	\$22,873,046.63	\$28,763,352.90	\$25,861,121.83	\$27,155,630.95	\$26,871,160.73
March	\$22,854,934.11	\$27,609,036.85	\$25,149,483.96	\$26,218,443.65	\$26,337,929.23
April	\$32,720,309.44	\$28,787,188.45	\$27,598,300.21	\$28,744,085.23	\$27,586,789.69
May	\$38,314,598.16	\$35,123,488.24	\$31,918,369.74	\$33,856,148.33	\$33,374,397.11
June	\$33,155,604.57	\$30,534,488.26	\$27,734,491.87	\$29,203,774.06	\$27,109,091.47
July	\$33,946,246.47	\$32,269,580.09	\$29,807,467.71	\$31,133,075.27	\$30,782,367.62
August	\$32,141,928.59	\$32,424,958.90	\$30,319,081.32	\$30,827,856.78	\$30,322,969.88
September	\$29,568,924.83	\$29,111,435.84	\$30,375,578.52	\$32,589,735.30	\$29,194,672.71
October	\$32,703,656.18	\$32,689,893.97	\$32,542,627.19	\$32,646,664.14	
November	\$28,619,875.28	\$28,738,753.69	\$29,564,837.09	\$29,937,105.23	
December	\$30,798,195.43	\$28,332,441.56	\$29,375,220.36	\$29,517,788.65	
<b>Average Balance</b>	<b>\$30,172,072.42</b>	<b>\$30,289,409.43</b>	<b>\$28,804,889.48</b>	<b>\$29,870,215.60</b>	<b>\$28,663,499.18</b>

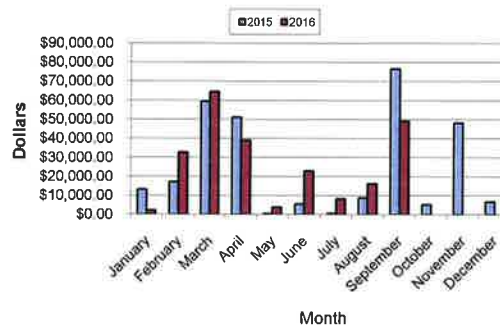
## PORTFOLIO BALANCE



## INTEREST EARNED

	2015	2016
January	\$13,218.32	\$2,253.20
February	\$17,173.38	\$32,633.21
March	\$59,380.97	\$64,489.44
April	\$51,054.69	\$38,879.71
May	\$468.57	\$3,811.94
June	\$5,590.61	\$22,870.45
July	\$735.31	\$8,334.49
August	\$8,822.00	\$16,186.93
September	\$76,483.42	\$48,969.62
October	\$5,283.05	
November	\$48,217.44	
December	\$6,674.55	
<b>Total</b>	<b>\$293,102.31</b>	<b>\$238,428.99</b>

## INTEREST EARNED



## Interest Earned

2014	\$349,429.98
2013	\$314,830.42
2012	\$314,893.06





# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** November 22, 2016

**Title of Item:** 2015 Audit Summary

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Patrick Wussow		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Patrick Wussow, Interim County Administrator		<b>Estimated Time Needed:</b> 20 to 30 minutes
<b>Summary of Issue:</b>  At Tuesday's meeting Chuck Knandel, Jr. of the State Auditor's Office will discuss Aitkin County's 2015 State Audit with the Board via a conference call.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

48

Agenda Item #

**Requested Meeting Date:** November 22, 2016

**Title of Item:** 2017 CARE Funding Request



REGULAR AGENDA



CONSENT AGENDA



INFORMATION ONLY

**Action Requested:**



Approve/Deny Motion



Adopt Resolution (attach draft)



Direction Requested



Discussion Item



Hold Public Hearing\*

*\*provide copy of hearing notice that was published*

**Submitted by:**

Patrick Wussow

**Department:**

Administration

**Presenter (Name and Title):**

Patrick Wussow, Interim County Administrator

**Estimated Time Needed:**

**Summary of Issue:**

Please see the attached funding request from Aitkin County CARE for 2017.

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

**Recommended Action/Motion:**

Approve request.

**Financial Impact:**

Is there a cost associated with this request?



Yes



No

What is the total cost, with tax and shipping? \$ \$8,000

Is this budgeted?



Yes



No

Please Explain:



Maureen M. Mishler  
Aitkin County CARE, Inc.  
P.O. Box 212  
Aitkin, MN 56431

Mr. Patrick Wussow  
Aitkin County Administration  
217 Second Street NW  
Aitkin, MN 56431

November 15, 2016

Dear Mr. Wussow:

I would like to take this opportunity to thank you and the Board for the support provided to Aitkin County CARE, Inc. over the past 5 years. Your continued support of services for our seniors and disabled adults is vital to the well-being of our community.

I welcome an opportunity to share with you how your support and that of this community is keeping seniors and disabled adults living safely at home as well as providing much-needed relief to caregivers.

CARE has grown from 3 programs to 15 programs over the last 5 years and in the past year has experienced multiple transitions in leadership. While the lack of continuity has been challenging from a management perspective, the quality of services delivered has never suffered. We believe we are on a path to improve the foundation and the organizational strength of CARE so that we may continue to serve our mission and meet the needs of the seniors, disabled adults and their caregivers going forward.

Enclosed you will find a description of our services, a list of Board Members and Staff, financial information, program narrative and metrics that show what we have done year-to-date.

Please contact me at 218-927-1383 or [aitkincountycare@gmail.com](mailto:aitkincountycare@gmail.com) should you have questions.

Best Regards,

Maureen Mishler  
Executive Director

**Our Mission:** To enhance and promote the independence, dignity, value, and well-being of older and disabled adults and those who care for them.

**Budget Appropriation Request:**

Aitkin County CARE, Inc. (CARE) is respectfully requesting an appropriation from Aitkin County for \$45,900. General operating funds will account for \$37,900 and the additional \$8000 will be utilized to offset the current Homemaking Clients who are at the lowest level of the sliding scale fee schedule.

In 2014, CARE identified a need for affordable homemaking services in Aitkin County in order to help seniors stay in their homes. Homemaking services consist of light house cleaning, meal preparation, shopping/errands, as well as some assistance with bathing & personal care. CARE received a one-time grant from the Mardag Foundation that allowed the implementation of Homemaking services. The program has allowed seniors to stay in their homes and growth has been tremendous. Part of that growth has proven to be a double-edged sword. While the need for those at the lowest level of the sliding fee scale has been great, the growth has been slower to acquire those at the upper end to offset the costs.

We were operating at a deficit following the end of the grant in 2015 and the loss of a couple of high usage clients. We have since rectified the situation by increasing the match requested of our new clients and are taking a balanced approach to providing services on the sliding fee schedule so that it will be self-sustaining. Additionally, we have launched and advertised "Cleaning with CARE" as a cleaning service available to the general public to generate revenue that will offset the cost of services to our seniors. We currently have 11 seniors receiving homemaking services at the rate of \$5 an hour. The additional funds will cover those seniors for duration of their services. No new clients will be added at that rate.

In 2015, CARE expanded its programs to offer Medicare Counseling. Care Consultants received training in order to provide counseling for those persons who become Medicare eligible during the year and to assist those who want to make changes during open enrollment. In addition to individualized counseling, CARE has hosted quarterly education events for Medicare eligible persons and their families. CARE receives no funding for the Medicare Counseling as it is a voluntary program, however based on client comments; the assistance is both appreciated and needed in Aitkin County.

**Financial Information:**

Since its inception, CARE has managed to diversify its funding streams, including an increase of revenue from fees for service. Some grants for general operational support were not applied for and/or not received in 2015 and the first quarter of 2016. A confluence of circumstances with the transition of multiple executive directors and an absence of an executive director for approximately three months; have contributed to the CARE reserves being significantly depleted. In the past three months, additional funding is in process and grants pending.

**The Funding Request for CARE:**

At CARE, we are hoping that the Board would consider adding \$8000 to the proposed allocation of \$37,900 for a total of \$45,900 for 2017. The additional \$8000 would be to cover seniors who

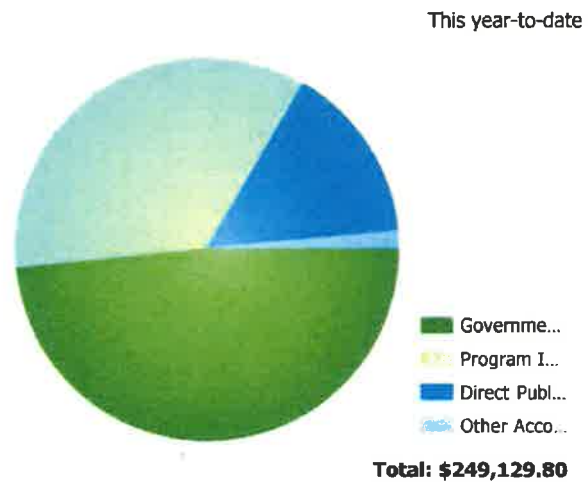
Mission: To enhance and promote the independence, dignity, value and well-being of older and disabled adults and those who care for them.



are at the lowest levels of the sliding scale fee schedule who are not eligible for a waiver program. The seniors who are just above the financial threshold would possibly require additional care in an alternate setting should the services no longer be available. We believe with the extra funds we can keep many safely in their homes for a longer duration.

**Mission:** To enhance and promote the independence, dignity, value and well-being of older and disabled adults and those who care for them.

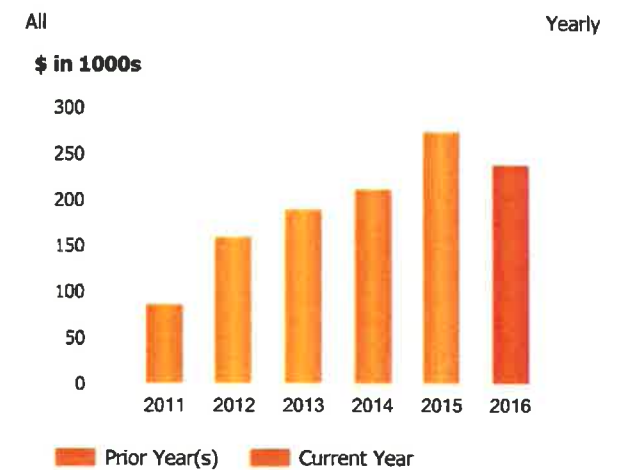
## Income Breakdown



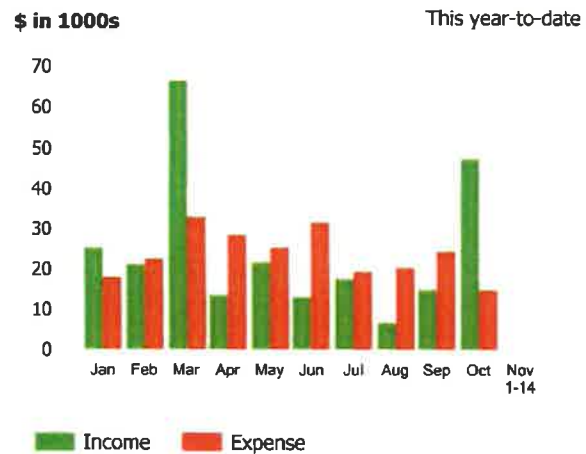
## Prev Year Income Comparison



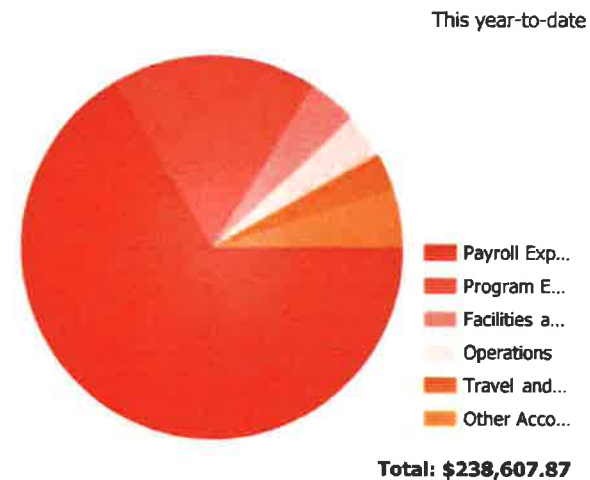
## Prev Year Expense Comparison



## Income and Expense Trend



## Expense Breakdown



## Account Balances

Account	Balance
Checking	24,686.14
Accounts Receivable	15,090.08
Money Market Bank Account	11,038.09
Payroll Liabilities	318.41
Accounts Payable	153.88
Aitkin County Care	0.00
Direct Deposit Liabilities	0.00
Payable to RSVP	0.00



## 2016 Aitkin County CARE Program Statistics - October 2016

[illegible]



November, 2016

**Board Members:**

JoLynn Kullhem, President  
49890 Great River Rd  
Palisade, MN 56469

Sandi Reem, Vice President  
23937 435<sup>th</sup> Ave.  
Aitkin, MN 56431

Laurie Westerlund, Treasurer  
30517 270<sup>th</sup> Lane  
Aitkin, MN 56431

Dorothy Host  
27798 Casey Lake Rd  
Aitkin, MN 56431

Erin Melz  
32373 416<sup>th</sup> Ave  
Aitkin, MN 56431

Aileen DeMenge  
26205 State Highway 210  
McGregor, MN 55760

Wendy Sandberg  
501 4<sup>th</sup> St NW  
Aitkin, MN 56431

Amber Woodrow  
31776 416<sup>th</sup> Ave  
Aitkin, MN 56431

**Staff Members:**

Maureen Mishler, Executive Director  
50186 364<sup>th</sup> Place  
Palisade, MN 56469

Betty Jacobs, Program Coordinator  
37601 State Highway 18  
Aitkin, MN 56431

Callie Taylor, Care Consultant  
22174 State Highway 6  
Deerwood, MN 56444

Ann Schwartz, Care Consultant  
336 4<sup>th</sup> Ave SE  
Aitkin, MN 56431

Mission: To enhance and promote the independence, dignity, value and well-being  
of older and disabled adults and those who care for them.





# Board of County Commissioners Agenda Request

4C  
Agenda Item #

**Requested Meeting Date:** November 22, 2016

**Title of Item:** Potential Action Related to Employment of Individual

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Patrick Wussow		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Patrick Wussow, Interim County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  The Board has met twice in Closed Session Pursuant to Minnesota Statutes §13D.05 for Preliminary Consideration of Allegations Against an Individual Subject to the Board's Authority.  At Tuesday's Board meeting, the Board will consider taking potential action related to the above.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

5A

Agenda Item #

**Requested Meeting Date:** November 22, 2016

**Title of Item:** Aitkin County Broadband Development Grant/ BBC Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Ross Wagner		<b>Department:</b> Economic Development & Forest Ind
<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator		<b>Estimated Time Needed:</b> 20 minutes
<b>Summary of Issue:</b> Aitkin County Broadband Development Grant. Attached is a draft for an Aitkin County Broadband Grant. The request from CTC to extend their fiber to the Aitkin Industrial Park brought up a lot of questions. Namely, how do we pick and choose what areas to invest our funds, how do we decide what provider to invest with, how do requests such as the Industrial Park fit into a company's bigger picture for Aitkin County. Another point is how do we work with broadband providers to extend their services further out, to get more area of the county covered for broadband? After discussing this with Patrick, the concept of a grant application came up. This will allow us to review and compare what providers want to do and provide funding to extend services. In the draft, there is an annual application date of May 1st. By being able to get all potential requests at once, we can compare and decide what is best for Aitkin County. I am recommending that \$450,000 over a three year period of that be put aside for an Aitkin County Broadband Development Grant with \$300,000 from the Economic Development Fund and \$150,000 from County Development (Con-Con area) funds. We were successful in our application to become a Blandin Broadband Community, the link below is to Blandin's press release. This program will allow county institutions to apply for \$65,000 - \$75,000 in grant funds for broadband adoption programs or equipment and make up to \$25,000 available to the county, on a matching basis, to do broadband feasibility or mapping type studies. There is a training session on November 30th so I will have more information on the mechanics of the program at that time. <a href="http://blandinfoundation.org/news-room/news-releases/six-iron-range-communities-selected-for-blandin-foundation-broadband-communities-program">http://blandinfoundation.org/news-room/news-releases/six-iron-range-communities-selected-for-blandin-foundation-broadband-communities-program</a>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Proceed with Aitkin County Broadband Development Grant, develop final version.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input checked="" 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 checked="" type="checkbox"/> No <i>Please Explain:</i>		

## **Aitkin County Broadband Development Grant**

**Overview:** It is our intent to partner with existing internet service providers to provide high speed internet access to as much area in Aitkin County as possible. The purpose of this grant fund is to incentivize private investment in the Aitkin County broadband infrastructure.

**Purpose:** Aitkin County is striving to have as many of our citizens, businesses and institutions to have access to high speed broadband internet. Currently, areas of Aitkin County are experiencing growth in the broadband infrastructure; the purpose of this grant to assist private broadband providers to reach areas in Aitkin County that otherwise would not be part of planned broadband infrastructure investments.

### **Availability of Funds, required match:**

Aitkin County is providing \$150,000.00 per year in funding for the Aitkin County Broadband Development Grant for the years 2017, 2018, 2019. Applicants can apply for all or some of the total amount available. Aitkin County reserves the right to not award any grants and or to offer a pro-rated amount if more than one qualified application is received. Applicants must provide, at a minimum, a match equal to or greater than the grant amount requested.

### **Criteria of Aitkin County Broadband Development Grant:**

The goal of this grant program is to fund those projects that will provide internet access at the State of Minnesota established speeds of 10Mbps down and 5Mbps upload. Aitkin County will consider projects that do not immediately meet those guidelines but demonstrate they will be scalable to meet those speeds in the future. A Fiber to the Home (FTTH) network is most desired by Aitkin County; projects that are not FTTH but can meet the guidelines will be eligible. Applications that demonstrate the ability to meet the State of Minnesota guidelines of 10Mbps down and 5Mbps up, ability to provide service to the largest number of households and offer the ability to be scalable up to even higher speeds will receive the most consideration in the awarding of grant funds. Any broadband development project located in Aitkin County is eligible for the Aitkin County Broadband Development Grant. However, most consideration will be given to those projects that provide service to areas of Aitkin County that either do not have adequate coverage nor will not have adequate coverage in the near future.

### **Eligible Program Costs:**

Aitkin County Broadband Development Grant Program can be used for infrastructure deployment costs for a qualifying project. "Broadband deployment costs" or "costs" mean the cost of the acquisition and installation of middle-mile and last-mile infrastructure that support broadband service.

Construction of broadband infrastructure may include any of the following: project planning; obtaining construction permits; construction of facilities, including construction of both "middle mile" and "last mile" infrastructure; equipment; and installation and testing of the broadband service.

**Leverage of State of Minnesota or other broadband funding sources:**

Aitkin County Broadband Grants funds can be used to match State, Federal or other public or private funding as those funding sources allow. Though it is our desire that additional funds be leveraged by this grant, it is not a requirement to receive Aitkin County Broadband Grant funds.

**Application Process:**

Applications are available through the Aitkin County Economic Development & Forest Industry Coordinator Department, c/o

Ross Wagner

Aitkin County Courthouse

217 2nd Street NW, #131

Aitkin, MN 56431

[rwagner@co.aitin.mn.us](mailto:rwagner@co.aitin.mn.us)

218-927-7305

Please direct any questions or inquiries to Ross Wagner

**Due Date:**

Applications are accepted annually on May 31<sup>st</sup>.

# Aitkin County Broadband Development Grant Application Form

**Project Title:** \_\_\_\_\_

**Name of Applicant Organization:** \_\_\_\_\_

**Applicant Primary Contact Person:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Description of your project, area to be covered, speeds that will be obtained now and in the future:**

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**Description of need, why are Aitkin County funds necessary to complete this project:**

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**Provide information on any activities planned to actively promote the adoption of broadband services in the project area when the services become available:** Include a description on any marketing and training programs on broadband applications for residents, businesses and institutions in the areas served by the project.

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**Grant request amount:** How much funding are you seeking from the Aitkin County Broadband Development Grant Program for this project? How much are you committing?

**Total cost of project:** \$ \_\_\_\_\_

**Local/Provider match provided:** \$ \_\_\_\_\_

**County Funds Applied for:** \$ \_\_\_\_\_

**Other Funds applied for or anticipating to apply for:** \$ \_\_\_\_\_

**What is the source of these funds:** \_\_\_\_\_

**General Time Frame of Grant Project:**

Starting Month \_\_\_\_\_ / \_\_\_\_\_ Year    Ending Month \_\_\_\_\_ / \_\_\_\_\_ Year

**Location(s) of your project:**

In addition to the written location information supplied above, you must provide a map of the project area, including geographical boundaries and road segments where broadband will be provided. Include the service area boundaries and also include place names, boundaries, buildings, road/street names, street addresses, or other features that clearly identify the project coverage area. Please be clear and concise and add any other information you feel is pertinent.

**Total number of eligible properties to be served:**

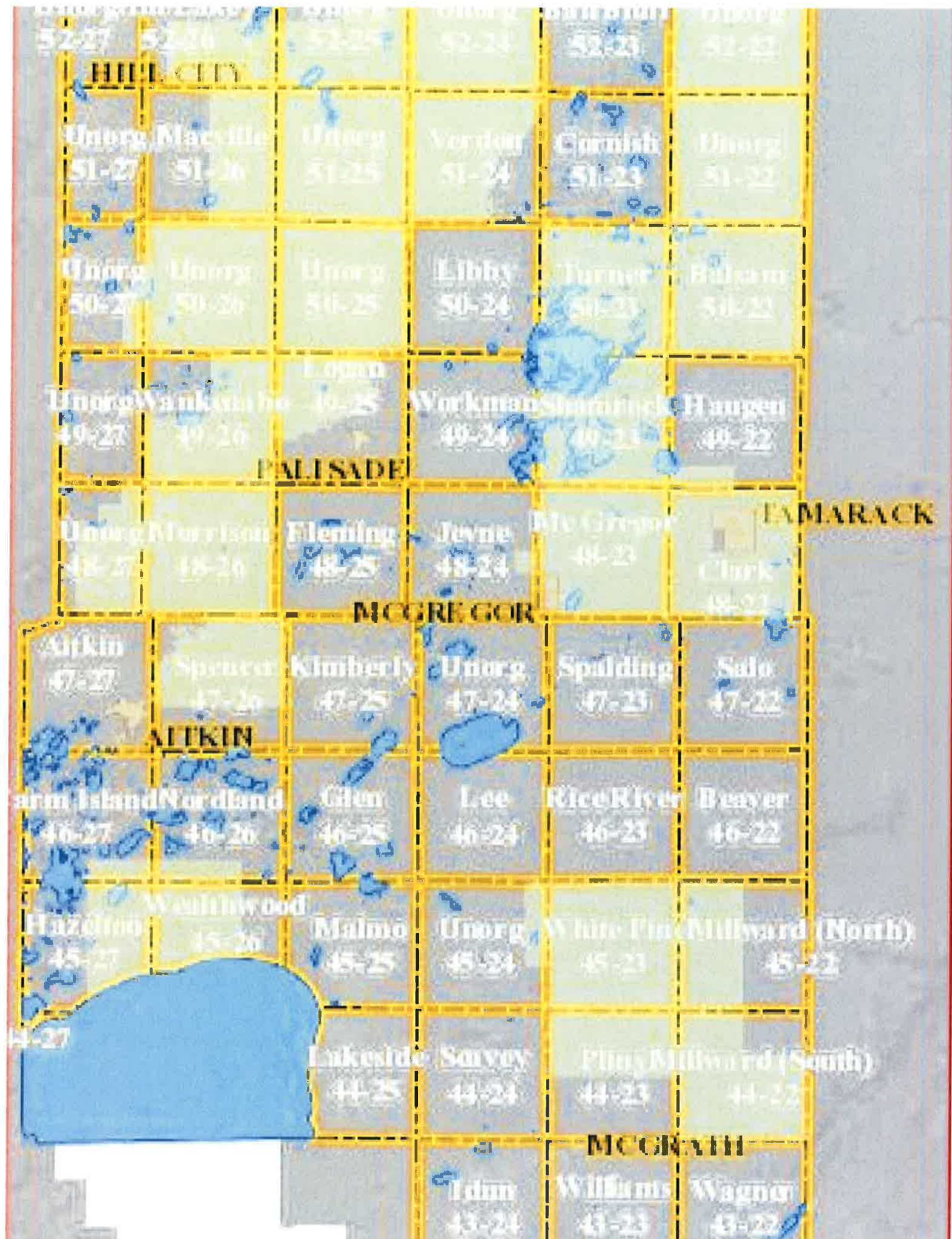
Provide information on what properties will be eligible for broadband under this project. Include what broadband speeds will be available to that property and what if any options for scalability there is. This can be provided on the map requirement above or on a separate map. Information that needs to be provided;

- Number of and location of properties that will be able to receive service of at least 10Mbps down and 5Mbps upload as a result of this broadband development grant project.
- Number of and location of properties that will be receiving less than 10Mbps down and 5Mbps upload but will be scalable to meet those speeds in the near future.
- Number of locations that will be receiving less than 10Mbps down and 5Mbps upload now and into the future.
- What is your estimated time table to meet 10Mbps down and 5Mbps upload for those properties not meeting those speeds.

**Project Costs,** Attach a list or schedule of all project elements including materials, equipment, design services, etc. to be purchased for the project. This will be used to determine the applicants match for this grant request.

**Attachments:** Please attach any additional information or use attachments for the application questions. Label each attachment for the question you are intending to provide information on.







# Board of County Commissioners Agenda Request

58

Agenda Item #

**Requested Meeting Date:** November 22, 2016

**Title of Item:** Building Addition Discussion

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Ross Wagner	<b>Department:</b> Economic Development & Forest Ind
<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator	<b>Estimated Time Needed:</b> 25 minutes
<b>Summary of Issue:</b> There are 2 issues for this agenda item, moving ahead with an initial design and discussion for public meetings.  First; We have received a proposal from Bruce Schwartzman, BKV Group for Initial Design Services for \$20,800 plus reimbursables' not to exceed \$1,200. This is the next step towards the new building addition and can be done while public meetings are being held. At this point we have a design concept and an overall building footprint. This next step will consist of preparing preliminary floor plans of department layouts and locations then working towards a finalized plan. After a final plan, cost estimates will be generated. This will not include actual bidding documents and plans. After this initial design, that would be the next step towards actual bidding and construction. There is an urgency in moving ahead with this next step in order to have bid documents ready for a favorable bidding time. A 2017 spring bid time is ideal but if that can not be met the next best time would be summer/fall of 2017.  Second; is the matter of holding public informational meetings on the new building addition. Different scenarios have been bandied about. Such as, formal presentations in each commissioner district, informal meetings in each district or a formal presentation at the courthouse and another location/s or a combination thereof. I personally do not feel that this needs to be decided on the 22nd but discussion would be helpful in determining a course of action. Another consideration for discussion is the timing of the meetings. For example, do we wait until we are further along in the planning process after we have at least a preliminary layout?	
<b>Alternatives, Options, Effects on Others/Comments:</b>	
<b>Recommended Action/Motion:</b> Approve Initial Design services for Courthouse building addition.	
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, <i>with tax and shipping</i> ? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	





Architecture  
Interior Design  
Landscape Architecture  
Engineering

222 N Second St. Suite 101  
Minneapolis, MN 55401  
Telephone: 612.339.3752  
Facsimile: 612.339.6212  
www.bkvgroup.com  
EOE

October 10, 2016

Mr. Patrick Wussow  
Interim County Administrator  
Aitkin County  
217 2nd Street NW, Rm. 134  
Aitkin, MN 56431

Re: Fee Proposal for Initial Design Services for Aitkin County Government Facility

Dear Mr. Wussow:

As a follow up to our meeting on Thursday, October 6<sup>th</sup> we are submitting this proposal for design services. The intent of the services in this proposal is to continue the development of option B. Option B is the demolition of the west annex and constructing a new government services addition to the west and a new secured entry between the historic courthouse and the new addition. As discussed in the meeting on October 6<sup>th</sup> continuing with the design and planning steps at this point will help in meeting an ultimate schedule of either bidding the project in spring or fall of 2017.

The steps planned and tentative dates for this initial design phase are as follows:

1. Obtain existing site survey from the County Engineering department
2. Prepare a preliminary floor plan showing all proposed department layouts, including offices, workstations, work areas, storage, reception counters, etc.
3. Meet with departments, individually to review the proposed space layouts for their specific departments. (October 27, 2016)
4. Building Committee meeting to review the plans and information from the managers meeting. (October 27, 2016)
5. Plan revisions from initial managers and building committee meetings
6. Prepare site plan and proposed building elevations
7. Meet with departments, individually to review the revised floor for their specific departments. (November 17, 2016)
8. Building Committee meeting to review the plans and information from the managers meeting. (November 17, 2016)
9. Prepared updated site and floor plans and exterior elevations
10. Work with Contegrtity Group to review project budget
11. Building Committee meeting to review the final plans, elevations and estimate. (December 8, 2016)

This scope of work will allow the project to continue and resolve a number of items that will need to be done in the project process. This will allow the project to proceed with the County resolves some of the next steps prior to complete project authorization. The services in this phase will be of value no matter when

the project might occur and will be money well spent to negate possible project inflation cost of waiting to construct the project in 2019.

Our proposed fee for this scope of professional services is \$20,800.

We would also have reimbursable expenses for industry standards such as internal and county printing, travel and shipping. The estimated cost for those expenses is \$1,200. We set this amount as a "not to exceed" amount and only invoice for actual expenses incurred and do not include any administrative mark up.

The intent of this letter is to obtain approval to proceed with the project for the services as stated. If this is acceptable, please sign and date below. The tentative dates listed above are based on being given authorization to proceed by October 17, 2016.

If there are any questions, please don't hesitate to contact me.

Sincerely,  
BKV Group



Bruce Schwartzman, AIA  
Partner-in-Charge

Cc: Ross Wagner, Economic Development & Forest Industry Coordinator

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Signature of approval to proceed

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Date

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Print Name



# Board of County Commissioners Agenda Request

5c  
Agenda Item #

**Requested Meeting Date:** November 22, 2016

**Title of Item:** Hydroponics Study Proposals

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Ross Wagner		<b>Department:</b> Economic Development & Forest Ind
<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> After advertising for Requests for Proposals for a Hydroponics Feasibility study, Aitkin County received 3 proposals. They are; - Garden Fresh Farms, Inc, Maplewood, MN \$5,000 - Avolve, Lakewood, CO \$6,500 - Nelson and Pade, Inc, Montello, WI \$4,500  After reviewing the proposals with Mike Hagen, Aitkin Growth, we recommend Avolve. Even though they are the highest cost, we feel that they met the guidelines of the RFP and what we are looking for in the study. We felt that both Garden Fresh and Nelson and Pade were selling their systems as opposed to an unbiased and objective study of all the systems and methods for Hydroponics.  Total budget for the study is \$5,000.00 Blandin Foundation Grant, \$2,500.00 match provided by Aitkin Growth and \$2,500.00 NE Regional Sustainable Development Partnership grant to utilize University of Minnesota research and instructional staff. I will coordinate with Avolve and the U of M research.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve request		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> 6,500 - 7,500 <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> Costs will be covered by grant funds		

## Ross Wagner

---

**From:** Jim Frasche [jim@coloradoaquaponics.com]  
**Sent:** Wednesday, October 26, 2016 6:55 PM  
**To:** rwagner@co.aitkin.mn.us  
**Cc:** Jd Sawyer  
**Subject:** Aitkin County Hydroponics / Aquaponics RTP  
**Attachments:** Aitkin County Hydroponic Proposal.pdf; Frasche CA resume.pdf

Dear Mr. Wagner,

Please note the attached proposal in response to your RFP. We are confident that we can deliver a very high quality feasibility study/analysis report product for you, and hope to have the opportunity to do business with you.

Please do not hesitate to contact me if I may provide you with any additional information.

Best regards,

Jim Frasche

--  
James W. Frasche'  
Director, Farm and Business Solutions  
Colorado Aquaponics  
Telephone: +1 720 212 6055  
Email: [jim@coloradoaquaponics.com](mailto:jim@coloradoaquaponics.com)



## **Aitkin County Aquaponic / Hydroponic Feasibility Study Proposal**

**Prepared by: Jim Frasché  
Director, Farm and Business Solutions**

**October 28, 2016**

# Aitkin County Hydroponic Feasibility Study

## Request for Proposal

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**Name, address, phone number and e-mail address of business:**

Avolve Corporation, dba Colorado Aquaponics, LLC and/or Flourish Farm.  
1560 Glen Dee Drive  
Lakewood, CO 80215  
Contact: Jim Frasc  , Director of Farm and Business Solutions, Tel: 720 122 6055  
[jim@coloradoaquaponics.com](mailto:jim@coloradoaquaponics.com)

**Years in business:** Seven Years (Colorado Aquaponics, LLC was organized 10/28/2009)

**Do you operate a commercial aquaponics or hydroponic business or only provide consultation services? Please describe.** We operate a 3,200 square foot demonstration aquaponics farm called "Flourish Farm" in North Denver, which produces produce and fish for commercial sale and also provides a platform for R&D, training, and education programs.

Our farm is featured at:

<http://www.coloradoaquaponics.com/announcements/flourishfarms2015inreview>

And:

<http://www.coloradoaquaponics.com/aquaponic-farms>

We are co-located at The GrowHaus, a community service non-profit organization, sharing an additional 3,000 square feet of hydroponic lettuce production, which is sold "live" to local grocers in clam-shell packaging with full HACCP compliance.

We are the contract operator of a new 6,000 square foot tilapia-based aquaponics system which we designed, built, and commissioned for the Mental Health Center of Denver's (MHCD) new Dahlia Campus in North Denver. There is a brief mention of this facility, and our partnership with MHCD at:

<https://mhcd.org/community-celebrates-opening-dahlia-campus-farms-gardens/>

**Have you provided services to locations in a similar climate to that found in Northern Minnesota? If so, please describe.** Colorado is a high, dry, variable climate environment. We have provided design/build, consulting (including feasibility studies), and advisory services to clients state-wide (and elsewhere in the USA and overseas in other climate zones) in locations where the temperatures can reach over 100F in the summer, and -30F in the winter, and at altitudes ranging from 5,000 ft to over 10,000 ft elevation. Jim Frasc  , our Director of Farm and Business Solutions, has done extensive research on high altitude, cold climate aquaponics systems and greenhouses, and managed a small (12' X 40', 480 square feet) demonstration aquaponics system at the Denver Housing Authority Sustainability Park for more than two years which employed proprietary heating and cooling systems, and evaluated methods for minimizing frost line encroachment beneath the greenhouse. While the Minnesota climate will set important limitations on your ability to operate a successful installation, because of your northern location,

seasonal variations in the availability of sunlight will also be an important determinant in operating systems and enclosure design, as well as crop selection.

**Please describe the type of consultation your company can provide to assist our planning committee with the information necessary to provide an informed decision regarding the development of a commercial aquaponics program.** For the purpose of discussion, we will use the term "aquaponics" to imply both aquaponics and hydroponics, because your RFP refers to both. The outcome of the feasibility study will likely point to one of these systems as being most likely to meet your goals with differing risk factors, depending on your overall project goals, and we will evaluate the relative merits of both for your project.

We have experience in feasibility analysis and business planning for start-ups for both non-profit and for-profit enterprises. Since you mention "commercial business" in your earlier question, our assumption is that your project is to be a profit making enterprise which seeks both a positive operating Profit and Loss Statement as well as the recovery of investment capital.

Our first step is to understand your goals and objectives, the project site, the proposed scale of operations, and the local markets. We use an extensive confidential Questionnaire which we will provide to you to help us understand the current status of your project planning and development.

Based on our understanding of the limited goals expressed in this RFP, we propose our consultation to comprise the following elements, which would require a visit to your location (included in the budget):

- We will review your planning and budgeting documents relating to the project by phone and email, and will respond with our detailed Questionnaire for your completion. We will follow up with your designated project contact to clarify or complete it,.
- One Colorado Aquaponics (CA) staff member (Jim Frasche, whose resume is attached, for your reference) will visit your location to review and clarify any remaining Questionnaire responses with you, conduct site evaluation (if a site has been selected), identify market opportunities, and evaluate fish and crop choices which would be most appropriate for your markets and location.
- We will conduct market research to identify and understand demand for your fish and produce. We will seek to define what products you should produce, what the possible volume is for each product to be sold, who will buy them, at what price per piece or per pound, and at what time of year. We will develop a conceptual growing platform design which will result in estimates of productivity for the selected fish species and crops, and this combined data will provide the basis for the income side of the balance sheet.
- Based on the above, we can develop an initial enclosure and general operating systems design concept budget, including both the structure and general component selection, for developing the operating cost side of the P&L Statement, including labor requirements. Bringing together this income and expense data will give you an understanding of the proposed project's financial operating performance down to EBITDA (Earnings Before Interest, Taxes, Depreciation, and Amortization).
- Based on the above, we will present a business case that will help you to understand the financial viability and performance of the project.
- We will provide an electronic Final Report .pdf file, and propose that we present the Report to you via teleconference. The report will emphasize:

- a. Comparative Pro-Forma P&L Statements for aquaponics and hydroponics, with an explanation of underlying market, technical, and financial assumptions and risk factors in the proposed business cases,
- b. Identification of information and data which we were unable to complete in the scope of this Report and which will have an impact on the success of the project,
- c. Presentation of comparative risks associated with aquaponic and hydroponic production,
- d. Basic conceptual designs for both aquaponic and hydroponic growing systems,
- e. Recommendations for start-up scale and incremental increases in capacity,
- f. Explanation of required technical and management skills to operate a successful greenhouse based aquaponic or hydroponic food business,
- g. Presentation of greenhouse and other possible alternatives as a growing environment,
- h. Presentation of acceptable chemical and biological characteristics of water resources,
- i. Presentation of electrical requirements and demand,
- j. Basic recommendations for fish and vegetable processing, packaging, and handling,
- k. Identification of support infrastructure requirements and site considerations, and a specific evaluation of your selected site, if you have selected a site, and
- l. Outline recommended next steps for moving to the next phase of decision making.

**What are your costs for the development of a feasibility study? Please describe the expected outcomes of your feasibility study.**

The cost of the feasibility study is \$6,500, including the cost of one site visit by CA staff. Our normal payment terms are 50% of the contract amount paid on signing our Agreement or Contract, and the remaining 50% to be paid on submission of our Final Report. This will leave \$1,000 from your grant to engage technical assistance, should you wish to proceed to the next phase, to work with a greenhouse manufacturer and understand local site preparation and construction costs under local code requirements, which is not included in the scope of this proposal.

By presenting the specific Report contents listed above, the expected outcome will be your understanding of core financial, technical, and market metrics that influence feasibility and risk, enabling you to make a business- like, analytically- based decision as to whether or not to go to the next stage of business development.

**Please provide three references that can be contacted regarding your services.**

Ken Armstrong - Owner, Ouroboros Farm [ken@ouroboros.com](mailto:ken@ouroboros.com)

Dr Lydia Prado - Vice President of Child and Family Services, Mental Health Center of Denver. [Lydia.prado@mhcd.org](mailto:Lydia.prado@mhcd.org)

Coby Gould - Executive Director, The Growhaus. [Coby@thegrowhaus.org](mailto:Coby@thegrowhaus.org)

**Please provide a timeline for the completion of the study.** The feasibility study could be prepared over a 30 to 60 day period, depending on when the Contract is signed, deposit payment received, and work is authorized to begin. Scheduling and availability of our staff will depend on business already in progress with other clients. We believe we could complete the work before the end of the year. The completion schedule will also depend on the timeliness and completeness of your Questionnaire responses, and availability of your staff to meet with the CA staff at your location at the time of his visit, and your participation as described below.



**At the conclusion of this engagement, the Aitkin County MN Aquaponics Project is requesting a written report that addresses the following questions:**

**What are the pros and cons of operating an aquaponics business vs. a hydroponics business? What recommendations would you provide to a startup company?**

**What are the practical considerations that should be considered as we determine the next steps in our decision making process?**

**What type of construction do you recommend for a start-up program? What is an ideal square footage building, and how do you build to ensure continued expansion opportunities?**

**What is the market potential for the Aitkin area, and how much of the market can be captured?**

**Please provide examples or realistic profit/loss statements and explain the assumptions used to determine these conclusions.**

**What type of infrastructure is recommended for ample water supply and electrical needs? Are these better secured with city utilities, or can a rural area offer an adequate supply of water, electricity and other utility needs?**

**What additional services or resources can your organization provide in the next stages of our planning process?**

All of these questions will be addressed in the final report. We will submit a written Final Report, and also can provide a presentation of the Report via online teleconference.

Projects of this nature are typically approached in phases with each major phase being dependent on the results of the previous phase. We can provide support in all these phases:

Phase 1—Project Evaluation, Conceptual Planning and Feasibility

Phase 2—Detailed Design Development of Food Production Systems

Phase 3—Procurement, Construction and Installation Management of the growing systems

Phase 4—Startup, Training, Turnkey Services and Support

We can also provide support in the production of:

- your Quality Manual, including standard operating procedures (SOPs), Operator's Manual and Management Processes
- Fish and Vegetable Processing plans
- Food Marketing and Distribution plans
- Food Safety Plans and SOPs

We offer a 4- day Aquaponics Farming Course four times per year, in Colorado, Florida, Texas, and California. The education and training programs scheduled through the end of this year may be seen at:

<http://www.coloradoaquaponics.com/education>

Concerning your question about the size of the Aitken market, and the possibility for you to control some volume or segment of this market:

It is a great question, and at the core of the income side of a projected Profit and Loss Statement. We advocate a business model based on meeting existing demand, rather than generally trying to create new demand for something new-to-market that you will grow, at least as a startup. Our staff will take the opportunity on his visit to your location to understand local consumption patterns, and therefore demand for your products, by visiting local food stores like Paulbeck's and Gramma's Pantry, for example, to see what is actually on the shelves, what the prices are, and gather additional information about seasonal costs and seasonal preferences, if any. He will also visit restaurants, the casino, tourist facilities, and other operations serving food, and try to interview owners and chefs/cooks as time allows in an effort to identify and understand seasonal consumption patterns. This is important, because both aquaponics and hydroponics are basically production management opportunities, offering the possibility to produce crops that command the highest prices in the "off" seasons, with rapid turnover. We would like to know, literally, who eats salad, for example, and whether it is just a summer dish. What produce do people eat in the winter? What are the relative perceptions of the various fresh water fish species available, and is there an opportunity to grow one of the same species and sell it fresh, rather than frozen, or should we consider a different variety?

We would like to think that we can draw on your resources on your website to introduce us to your community members who know something about what people eat, and what they pay for it. Can you give legitimacy and credibility to our staff by introducing him to local businesses, like grocers, which will benefit as potential customers of your project? As another example, are there seasonal farmers' markets, can we identify the farm stand operators, and are they available and willing to talk about the prices they charge for their produce?

It would be good to know if there are existing studies available through any of the resources listed on your website (or the University of Minnesota, your sponsor) relating to food consumption, dietary patterns, market segmentation by food "quality" descriptors like "local" and "organic", or related issues that would be helpful to us in identifying and targeting the higher profit consumer markets for you. You have a fairly homogeneous population, and any state-wide data would be useful. Clearly, while there is a variety of market segments in your community, ranging from a casino to restaurants and fishing/hunting camps, the range is limited, and we want to identify and evaluate niche markets and opportunities for higher value products.

As a startup, it is unlikely that you would begin operating at a scale beyond the size of the market, or ever reach a scale where you would out - pace demand, unless the chosen crops to produce are not consistent with market preferences. The real questions relate to what you can grow profitably for targeted markets which will buy every piece of every product you produce, day after day, and to design a growing platform and production management strategy that targets this demand in a consistent, high quality way. Hydroponics and aquaponics are basically a type of automated farming- you do not want to accumulate inventory of perishable products. You will want to brand and position your business as a reliable, safe, quality conscious grower that your customers can depend on.

Please note the attached resume, and do not hesitate to contact us if you require any additional information.

Thank you for inviting us to respond to your RFP. We hope to have the opportunity to work with

you.

**Other information you should know:**

- Proposals are due by October 31, 2016.
- Cost of the study, including any expenses, cannot exceed \$7,500.
- Aitkin County has received a Regional Sustainable Development Partnership Grant for hydroponic/aquaponics information through the University of Minnesota; this information will need to be included in the report and coordination with the University to avoid a duplication of information.
- Aitkin County will be the fiscal agent for this project.

**Please submit information either electronically or via mail to:**

Ross Wagner  
Aitkin County Courthouse  
217 2nd Street NW #131  
Aitkin, MN 56431  
[rwagner@co.aitkin.mn.us](mailto:rwagner@co.aitkin.mn.us)

**Contacts for further information:**

Ross Wagner  
Economic Development & Forest Industry Coordinator  
Aitkin County  
217 2nd Street NW #131  
Aitkin, MN 56431  
218-927-7305  
[rwagner@co.aitkin.mn.us](mailto:rwagner@co.aitkin.mn.us)

Michael Hagen  
Executive Director  
Aitkin Growth  
316 1<sup>st</sup> Avenue NW  
Aitkin, MN 56431  
[aitkingrowth.org](http://aitkingrowth.org)  
218-927-2172  
218-838-6774 (mobile)  
[mike@aitkingrowth.org](mailto:mike@aitkingrowth.org)

9/23/16

# JAMES W. FRASCHÉ

Denver, CO

Cell: (720) 212-6055

e-mail: [jim@coloradoaquaponics.com](mailto:jim@coloradoaquaponics.com)

## PROFESSIONAL QUALIFICATIONS

- Results-oriented, experienced executive with proven conceptual, leadership and management skills
- Extensive analysis and decision-making experience in both international and domestic business arenas
- Experienced team leader in multiple product sectors managing 50+ employees
- Creative marketer with proven success in managing companies with up to 100+ distribution, service, and sales organizations in diverse cultures, world-wide, including startups
- 30+ years experience in training and education in a wide variety of technical and management fields
- International Bottled Water Association (IBWA) Certified Plant Operator
- Two certifications in Hazards Analysis Critical Control Points (HACCP) for food safety management
- Trained in CARVER+ Shock (USDA security risk assessment) for food production operations
- Colorado Nursery and Greenhouse Association (CNGA) Certified Greenhouse Grower

## RELATED BUSINESS EXPERIENCE

### **AVOLVE CORPORATION, dba Colorado Aquaponics, LLC**, Denver, Colorado

A national leader in aquaponics system design and consulting, education and training, farm management, and retail sales.

**Director, Farm and Business Solutions**, November, 2013 to Present. Responsibilities include working with aquaponics, hydroponics, and raised bed farming clients to assure sustainability of operations. This includes business financial and market analysis and feasibility studies; design of food growing systems and supporting infrastructure to meet financial, market, food quality and security goals; and multi media integration to optimize system performance around site location and environmental constraints and opportunities.

### **TURN-KEY AQUAPONICS, LLC**, Denver, CO and Kabul, Afghanistan

Startup small business partnership designing and installing proprietary, integrated aquaculture, hydroponic, aquaponic, and raised bed food growing systems and greenhouse structures for high altitude, cold climate locations.

**Chief Operating Officer**, April, 2011 to Present. Responsibilities in Denver include the design, construction, operation, and evaluation of commercial hydroponic, aquaponic, and raised-bed systems suitable for the Colorado and Afghan markets. Innovated several greenhouse designs and food growing methods which have resulted in proven, integrated, turn-key systems ready for Colorado application, and technology transfer as a franchise-based business in Afghanistan. With excellent projected financial returns and social benefits, these businesses support education, local food security, food quality and safety, and employment opportunities for the private sector and will result in several related spin-off businesses in composting, vermiculture, fertilizers and fish meals, fish food, and food processing, distribution, and service. First applications expected in the Fall of 2016.

### **AFGHANISTAN NATURAL BEVERAGES, LLC**, Kabul, Afghanistan

A leading high-quality sanitary water bottler in Afghanistan.

**Chief Operating Officer**, April, 2005 to April, 2008. Built and operated this high-quality beverage bottling operation in some of the most difficult social, business, sanitation, and security conditions in the world. Responsible for P&L performance of the Company. About 40 Employees.

- Developed full process design and technology selection for PET bottle production, sanitary filling, and packaging operations for bottled water.
- Retooled and restructured production assets rated at 40,000 bottles per day capacity, to new capacity of 60,000 BPD by implementing innovative training and production management techniques.
- Wrote and implemented Quality Manual and education and training programs, enabling the Company to produce safe, sanitary, and consistent beverages in single-use and multiple-use containers to IBWA and 98/83-EC standards in multi-shift operations.
- Trained local staff to implement all QC, HACCP, and CIP programs to US DOD audit standards.
- Identified all sources, and managed all procurement and logistics supply chains for technology and raw materials from suppliers in USA, Europe, Middle East, and Asia
- Supervised marketing and sales programs, attracting customers including Afghan and foreign government offices, airlines, Kabul Airport, NATO Military units UN Agencies, and Afghan wholesalers throughout the country.
- Successfully positioned Company to take market share from highest quality importers (Nestle', Emirates)

**INTERNATIONAL FOUNDATION OF HOPE (IF HOPE)**, Jalalabad and Kabul, Afghanistan

Non Governmental Organization (Non-Profit NGO) with extensive tree nursery operations in Jalalabad, and a K-8 private co-ed school in Kabul. About 150 employees.

**Deputy Director**, January, 2006 to April, 2008. Initially worked as a consultant to perform a management audit for the Owner and newly hired Director of the Jalalabad tree nursery operation. Presented and implemented Audit recommendations, and was then retained to perform a comprehensive Security Assessment. The Jalalabad nursery produces more than 2 million fruit, nut, and wood-lot trees per year, and is partially financed by USAID as a counter-narcotics and economic development alternative livelihoods project for opium poppy crop substitution. Assisted in negotiating expanded program scope, redefining monitoring protocols, and setting realistic field performance evaluation criteria. Assisted the Director in daily operations, tightened financial monitoring and control, interfaced with local staff of approximately 150 Afghans on behalf of the Director.

**EUROPA DESIGN, INC.**, Denver, CO

Landscape design, installation and maintenance company serving greater Denver metropolitan area.

**Operating Partner and President**, June, 2001- April 2005. Purchased tax-distressed company assets from the Internal Revenue Service, restructured, operated, repackaged, and sold the company.

- Year-round operations employing 30 workers.

**KNUDSON MFG., INC.**, Broomfield, CO (1993- 2001)

A world leader in manufacturing mobile roll-forming machinery for the building and construction industry. Privately owned, 60 employees, with global sales through over 100 distributors.

**Executive Vice President**, June, 1999- May, 2001. Reporting to the Owner, with overall operating responsibility for P&L performance, and direct supervision of all departments.

- Re-staffed the accounting department, leading to timely and accurate financial reporting and inventory reduction
- Re-staffed the Production Management Department, leading to fully documented manufacturing practices resulting in production of the Company's first Quality Manual for manufacturing and support of complex product line
- Supervised development of systems for accurate inventory management and production cost-control
- Maintained responsibility for all business relationships in Europe and Asia
- Organized a company-wide participatory planning process, producing the Company's first strategic business plan

**Director of Marketing and Sales**, January, 1993- May, 1999. Restructured distribution, sales, and service channels, increasing gross sales from under \$4 million to over \$9 million.

- Conceptualized and implemented plan increasing international sales from 4% in FY 1993 to over 55% in FY 2000
- Restructured pricing strategy, increasing gross margins dramatically across the product line
- Redefined Company and product placement through adoption of internationally recognized UL and CE testing and quality standards
- Redefined product mix to increase market share and growth for highest profit product lines
- Downsized and reorganized sales department, & reintroduced organization, discipline, and motivation to sales force

### **PREVIOUS EXPERIENCE**

- World Technology Group, Inc., and World Network Trading, Inc. Import/Export operations management.
- Denver Research Institute, University of Denver. Management Scientist. Management consultant to research institutes under USAID contracts in Pakistan, Egypt, Indonesia, Thailand, Venezuela, and Colombia.
- RCA Globcom Systems, Inc., Teheran, Iran. Curriculum development, instructor, and training center management for Iranian Army communications training center.
- University of Pennsylvania Museum, Iranian Azerbaijan. Field expedition photographer.

### **EDUCATION**

MIM, American Graduate School of International Management  
BA, Anthropology, Colorado State University

### **COMMUNITY INVOLVEMENT**

World Trade Center- Denver, Board of Directors (1988-90)  
University of Colorado Medical Center, Cancer Cure Community Advisory Board (1996-2001)  
Byrne Foundation (now Denver Urban Scholars), Mentor to inner city youth and families (1999- 2005)  
University of Denver High School, Advisory Board Member (2001-2003)  
French-American Business Association (Denver), Founding Member  
Afghan International Chamber of Commerce, Kabul, Member (2006 to 2008)  
International Bottled Water Association, Member (2006- 2009)  
International Code Council, Member (2008- 2009)  
Construction Specifications Institute (2008- 2009)  
Colorado Committee on Foreign Relations, Member  
Colorado Nursery and Greenhouse Association, Member  
Colorado Fruit and Vegetable Growers Association, Member

## Ross Wagner

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**From:** Dave Roeser [droeser@gardenfreshfarms.com]  
**Sent:** Friday, October 21, 2016 2:27 PM  
**To:** rwagner@co.aitkin.mn.us  
**Subject:** RFP  
**Attachments:** Garden Fresh Farms XXXXXXXXXXXXXXXXproject 2016.docx; Feasibility Study Request for Proposal -Aitkin County.pdf

Ross,

Thank you for the opportunity to submit a RFP for the project.

I have attached a document with answers to the questions from your letter.

Also enclosed is a sampling of the awards we have won, our product line and our sustainability compass. I have also included a second document that briefly describes a 3P, Public Private Partnership farm that we will start building next month.

I look forward to a favorable reply regarding the RFP, and being able to help Aitkin County with the Regional Sustainability Development project.

Regards,

Dave Roeser  
Garden Fresh Farms, Inc  
[www.GardenFreshFarms.com](http://www.GardenFreshFarms.com)



Winner 2013 CleanTech Open



Division Winner 2013 Minnesota Cup



### CONFIDENTIALITY

The contents of this e-mail message and any attachments are intended solely for the addressee(s) named in this message. This communication is intended to be and to remain confidential and may be subject to applicable Non-Disclosure and Confidentiality Agreements. If you are not the intended recipient of this message, or if this message has been addressed to you in error, please immediately alert the sender by reply e-mail and then delete this message and its attachments. Do not deliver, distribute or copy this message and/or any attachments and if you are not the intended recipient, do not disclose the contents or take any action in reliance upon the information contained in this communication or any attachments.



**Garden Fresh Farms™**  
*Sustainable Agriculture*

**Feasibility Study Request for Proposal**

**October 2016**

Garden Fresh Farms  
1065 Hwy 36 E  
Maplewood, MN 55109

Dave Roeser  
droeser@gardenfreshfarms.com  
612-741-7747 cell

Established March 2010

Operate from two locations: Maplewood and St. Paul. St. Paul farm is Aquaponic and grows herbs which are sold under the Garden Fresh Farms brand at Lund's and Kowalski stores.

In November we will be starting installation of a new farm in Connecticut and have proposals for Minnesota and South Dakota.

We have a complete business package.

- Consulting and feasibility study up front.
- CAD design a farm to the building with our patent pending equipment and methods.
- We install the equipment and provide training
- Manuals with job descriptions, HACCP plans, GAP certification plans, marketing process, etc.
- Licensing and support with Garden Fresh Farms brand and help in getting products sold through existing approved vendor list.
- Proforma P&L statements
- Use of Funds statements
- Suppliers of packaging, fertilizers, media, seed and other farm related items.

A feasibility study is \$5,000 but can increase if the customer has additional requirements. Travel is additional. The study will involve the market, budget, weather, distribution, jobs created, energy study, products to be grown, plant and aquaculture species selection, site selection, re-use or build evaluation, and CAD designs.

**References:**

Dr. Wayne Dorband  
New Tech Haven  
New Opportunities Inc.  
CleanTech Open  
Minnesota Cup  
Dr. Phelps – Aquaculture Professor @ the U of M  
AURI

**Time Line:** Depends on travel schedules, but normally takes a couple weeks for the first proposal.



## Recognition and Awards

Garden Fresh Farms has been featured in both the Minneapolis Star-Tribune, and the front page of the St. Paul Pioneer Press, as well as magazines such as Minnesota Monthly, Delta's Sky Magazine, Minneapolis-St. Paul magazine, Food Service News, Twin Cities Business, Finance & Commerce, Midwest Energy News and UPSIZE magazine. Dave Roeser, the founder, has been on numerous talk shows, and has been a featured speaker at a number of events.



Garden Fresh Farms was the Minnesota Cup 2013 winner of the Energy and Clean Tech Division Award. The company was also the winner of the 2013 Midwest Regional Clean Tech Open Competition and won the Sustainability Award by near unanimous vote in October and then went on to win the National Clean Tech Open Global Forum in San Jose, California where the company won the National Sustainability award. At that same Forum Garden Fresh Farms also won the People's Choice Award. In 2014 we have been honored with Progress Minnesota, Eureka Award, the Green Products award from the City of St. Paul and recently the Sustainability Award from the City of Maplewood.



## Products Grown and Sold



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## Our business model has **sustainable benefits** that are all-encompassing

### **Environment**

- Reduce water use 90%
- Reduce energy 50%
- Reduce land use 100:1

### **Consumer**

- All-natural, no pesticides
- Fresher, tastier, higher nutrient value
- Competitive price
- Year-round quality



### **Economic**

- Investors achieve solid return on investment
- Real estate investment trusts (REIT)

### **Social and community**

- Revitalizes neighborhoods
  - Local access to healthy food through CSAs
  - Creates jobs
-

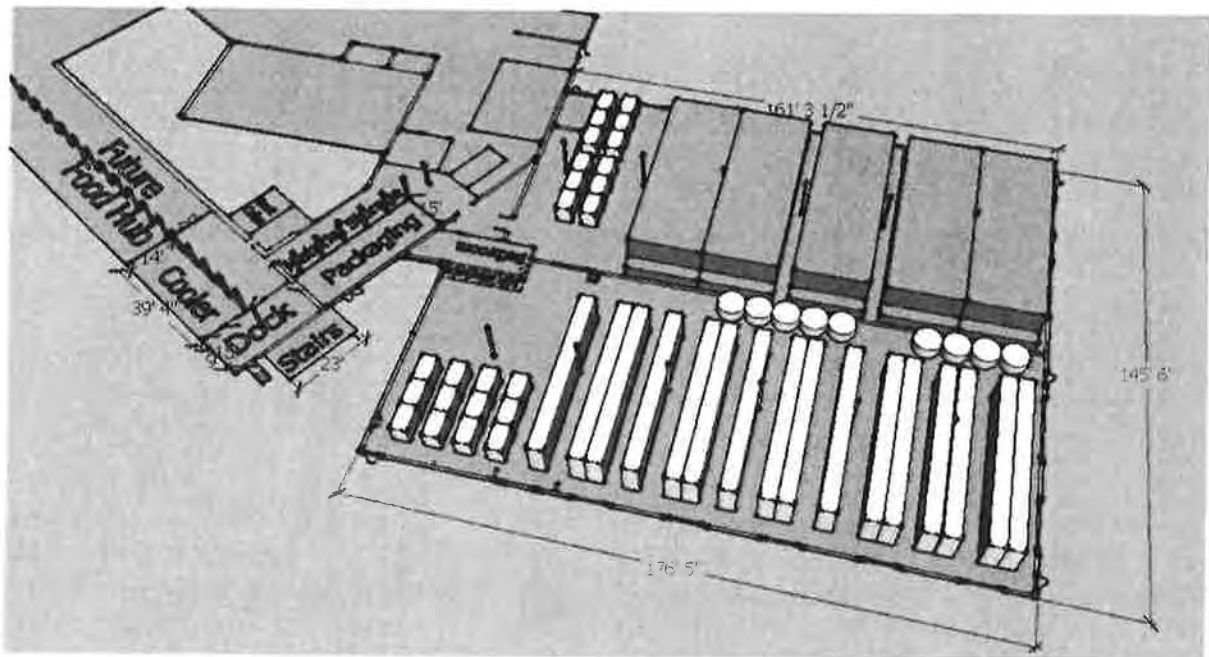
# Garden Fresh Farms

## New England Farm

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Garden Fresh Farms, Inc. has recently entered into a Letter of Intent with a large non-profit agency, to develop a commercial farm in a brownfield redevelopment site. This is a private/public partnership (3P) that will create jobs, training center, increased access to healthy food, local farmer food hub, education and university research opportunities. Other partners include the State of Department of Social Services and Economic Development, the City's Mayor's office, Landlord, and the Chamber of Commerce.

The project is to build an indoor farm within an old warehouse using Garden Fresh Farms equipment, methods, trademarks, distribution partners and ongoing support. Operational profits will be used to fund the social impact initiatives in the City.



## Michael Hagen

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**From:** Oliver Baysinger <baysinger@aquaponics.com>  
**Sent:** Friday, November 04, 2016 3:53 PM  
**To:** Mike Hagen  
**Subject:** RE: Feasibility Study Proposal  
**Attachments:** Aitkin Project Plan Consulting Agreement - Merge Template1.docx

Mike

I am attaching our project planning agreement. Not as a contract but as a description of the phases of the project planning process with fee notated in the text. (\$4500 total)

Also please follow the link to the website information. <http://aquaponics.com/business-opportunities/project-planning/>

Please let me know if this helps.

Oliver E. Baysinger  
Business Manager  
Nelson and Pade, Inc.  
[www.aquaponics.com](http://www.aquaponics.com)  
608-297-8708

**From:** Michael Hagen [mailto:mike@aitkingrowth.org]  
**Sent:** Friday, November 04, 2016 11:55 AM  
**To:** Oliver Baysinger <baysinger@aquaponics.com>  
**Subject:** RE: Feasibility Study Proposal

Thank you for your update. As we are working with a small group of individuals within our community I will share with them the information I received regarding the details outlined in the Project Plan Development outline. As we look at the various proposals I would like to get some idea of what the range of consultation would be for a project proposal. I know you do this in three phases and not sure if the costs are for all three phases or if these are broken down my Phase 1, 2 and 3. We are looking at a commercial venture similar in size to the Nelson + Pade 6-800 specifications. I know that any projected fees are based on more variables than I have provided but would like to give our committee some perspective of what your range of fees may be to ensure that Nelson + Pade will be considered.

Thanks Oliver.

Michael Hagen  
Executive Director  
Aitkin Growth  
316 1<sup>st</sup> Avenue NW  
Aitkin, MN 56431  
aitkingrowth.org  
218-927-2172  
218-838-6774 (mobile)

**From:** Oliver Baysinger [<mailto:baysinger@aquaponics.com>]  
**Sent:** Friday, November 04, 2016 8:03 AM  
**To:** Mike Hagen <[mike@aitkingrowth.org](mailto:mike@aitkingrowth.org)>  
**Subject:** RE: Feasibility Study Proposal

Mr. Hagen,

Thank you for the note. In meeting about your feasibility study we came up with a couple answers. To do a real feasibility study our firm would have to become very familiar with sales and marketing trends in your area plus a host of other factors. While we can look at your geographical area and point out where we would see possible purchasers of aquaponic produce, to do a real feasibility study taking into consideration all variables required is a bit out of our scope. We do offer project planning services that helps you through all the set up and implementation of an aquaponics facility including a spreadsheet specific to your project, equipment, and projected production of produce. Additionally it gives you initial costs, operating costs, percentage of profits, and return on investment. There is a fee for this service however, but the vast majority of our larger growers engage us to do this for them. It is useful tool when dealing with local zoning authorities, possible funding sources, and any state's department of natural resources. All that being said we would be honored to be involved in your project and I am confident you would find us to be responsive, knowledgeable, and thorough in our approach to your goals and concerns. I am afraid however, that your community would need to engage a professional marketing firm to conduct a true feasibility study. I am sure you will find that there is a place for aquaponics in your city and surrounding areas. We stand ready to assist your group to make that place rewarding, educational, and profitable.

Please let me know about anything I can do to help.

Sincerely,

Oliver E. Baysinger  
Business Manager  
Nelson and Pade, Inc.  
[www.aquaponics.com](http://www.aquaponics.com)  
608-297-8708

**From:** Michael Hagen [<mailto:mike@aitkingrowth.org>]  
**Sent:** Tuesday, November 01, 2016 10:04 AM  
**To:** Oliver Baysinger <[baysinger@aquaponics.com](mailto:baysinger@aquaponics.com)>  
**Subject:** Feasibility Study Proposal

Oliver .....

I very much enjoyed the Business and Investment Opportunities workshop that I attended on October 22<sup>nd</sup>. Nelson + Pade received a request from Aitkin Growth and Aitkin County for a feasibility study that is being sought to determine if

an aquaponic/hydroponic commercial business is feasible for our area. I believe you mentioned that you were going to submit material to us and I have not seen this yet so let me know so I can include your name in our review process. You may either send via mail or electronically. I believe all correspondence is being sent to Ross Wagner at: [rwagner@co.aitkin.mn.us](mailto:rwagner@co.aitkin.mn.us).

Please let me know if you have other specific questions or need further clarification.

Thanks.

Michael Hagen  
Executive Director  
Aitkin Growth  
316 1<sup>st</sup> Avenue NW  
Aitkin, MN 56431  
[aitkingrowth.org](http://aitkingrowth.org)  
218-927-2172  
218-838-6774 (mobile)

## **Agreement for Consulting Services**

### **1. Names**

This agreement is between «First\_Name» «Last\_Name», (Client), and Nelson and Pade, Inc., a Wisconsin corporation (Consultant).

### **2. Services to be performed**

Consultant agrees to perform the following services for Client:

Consultant will conduct a project plan for the purpose of planning, designing and organizing the construction of an integrated aquaponic system to be located in the «City», «State» area. The proposed greenhouse will be approximately «Square\_Footage» square feet. The purpose will be for the production of fresh fish and vegetables in an aquaponic system. The proposed facility will include a primary aquaponic growing system for commercial crop production, a crop packing area, fish nursery and plant propagation area.

In addition to offering recommendations on the environmental control and aquaponic culture systems, issues such as power, water source, existing infrastructure, market demands, labor required and business potential will be addressed. A written project plan report will be delivered to the Client upon completion of the project planning services.

The written Project Plan Report will include the following topics: Introduction and Project Overview; Industry History; Facility Overview; Proposed Aquaponic System; Environmental Control Requirements, Greenhouse Recommendations; Crop Recommendations; Marketing Considerations; Bio-Security and Food Safety; Site

Considerations and Recommendations; Infrastructure Considerations; System Installation Requirements and Time Frame; Staff and Labor Requirements; Estimated Project Costs (aquaponic systems, materials, specialists, contractors, etc); Estimated Income and Estimated Operating Expenses; General Comments; Conclusions;

Nelson and Pade, Inc. will perform the project planning and prepare the project plan.

Areas that Client will need to research and pursue include:  
Infrastructure issues, permitting and zoning

Client will need to pursue quotes from local specialists, including an electrician, heating and cooling specialist, plumbing contractor, and contractor for installation of cold storage, contractor for any related structures, offices, storage, restrooms or other locally-required infrastructure. Client will provide photos and details of the proposed site and information related to local issues and costs to Consultant.

### **3. Time for Performance**

Consultant will perform the services according to the Schedule of Work set forth below. This timeline is based on the execution date. The timeline might vary depending on site evaluations, discussions, input from the Client and quotes from manufacturers and contractors.

The project planning will be conducted in three parts:

1: One - three weeks after consultant receives the signed agreement and payment: Project discussions; exchange of information relating to the building, environmental needs, growing systems, etc.

2: One - three weeks after part 1: Preliminary Report. Consultant will prepare a



preliminary report based on the communications and information gathered to date. The purpose of the preliminary report is to provide a project overview, concepts and early cost estimates. Fine tuning of the project plan will result from this preliminary report.

3: Two - four weeks after part 2. Completion of the Project Plan Report. Consultant will prepare and deliver the complete Project Plan Report. Consultant will be available to meet with Client in person or by phone to discuss the details of the report.

#### **4. Payment**

Client will pay Consultant \$4500 for said services. Integrating technologies in addition to aquaponics or drastically changing the direction, scale or focus of the project will require additional time and effort by Consultant. Changes of this type will result in additional costs to Client. System assembly, installation guidance, commissioning of equipment, training and other services offered by Consultant will be quoted separately.

#### **5. Terms of Payment**

This agreement can be initiated with a payment and the signed Consulting Agreement.

#### **6. Limited Liability**

Every attempt will be made to ensure the accuracy of the information provided by the consultant. Designs will be based on current technology and equipment. Labor needed, time of construction and other areas can vary, depending on quality and availability of labor and materials and cannot be guaranteed by Consultant. Actual production levels may vary. Consultant recommends manufacturers and suppliers based on quality, past history and price competitiveness. Consultant is not responsible for manufacturer's quality of work or product. Consultant is not responsible for the hiring of or payment to said manufacturers or contractors. Consultant is not responsible for back-orders, mis-

shipments, defects, or other quality issues with the manufacturers. Consultant is not responsible for contractor's quality of work, workers or related liabilities. Consultant is not a general, electrical or plumbing contractor and does not assume the role, responsibility or liability of a contractor.

Neither party to this agreement shall be liable for the other's lost profits, or special, incidental or consequential damages, whether in an action in or contract or tort, even if the party has been advised by the other party of the possibility of such damages.

## **7. Expenses**

Consultant will be responsible for all expenses required for the performance of the contractual services, except for the following, which will be paid for by Client:

Travel expenses, if required, including: airfare, lodging, local transportation, daily per diem for meals and incidentals (\$80).

Consultant shall submit an itemized statement of these expenses. Client shall pay Consultant within 10 days from the date of each statement.

## **8. Terminating the Agreement**

This agreement will become effective when signed by both parties and will terminate on the earlier of the date Consultant completes the services required by this Agreement or the date a party terminates the Agreement as provided below.

With reasonable cause, either party may terminate this Agreement effective immediately by giving written notice of termination for cause. Reasonable cause includes:

- a material violation of this Agreement, or
- Client's failure to pay Consultant's fees as provided in this agreement, where Consultant has demanded payment, in writing, and has not received payment.

In addition, either party may terminate this Agreement at any time by giving 30 days written notice of termination.

Consultant shall be entitled to full payment for services performed prior to the date this Agreement is terminated.

#### **9. Intellectual Property Ownership**

Consultant shall retain all copyright, patent, trade secret and other intellectual property rights Consultant may have in anything created or developed by Consultant for Client under this Agreement ("Work Product"). Consultant grants Client a limited, nonexclusive license to use the Work Product for the purpose of pursuing funding and developing this project. Content of the Feasibility Study Report and Project Plan can be used for the client's project only. It cannot be sold, made public or shared with others. The information provided by the Consultant to the Client cannot be used by Client in a business enterprise that competes with the Consultant.

Consultant will not share information specific to this project with other clients, potential clients or others who would be potential competitors to the Client.

#### **10. No Partnership**

This Agreement does not create a partnership relationship. Neither party has authority to enter into contracts on the other's behalf.

#### **11. Entire Agreement**

This is the entire agreement between the parties. It replaces and supersedes any and all oral agreements between the parties, as well as any prior writings.

## **12. Successors and Assignees**

This agreement binds and benefits the heirs, successors and assignees of the parties.

## **13. Notices**

All notices must be in writing. A notice may be delivered to a party at the address that follows a party's signature or to a new address that a party designates in writing. A notice may be delivered: in person; by certified mail or by overnight courier.

## **14. Governing Law**

This agreement will be governed by and construed in accordance with the laws of the state of Wisconsin.

## **15. Counterparts**

This agreement may be signed by the parties in different counterparts and the signature pages combined will create a document binding on all parties.

## **16. Modification**

This agreement may be modified only by a written agreement signed by the parties.

## **17. Waiver**

If one party waives any term or provision of this agreement at any time, that waiver will be effective only for the specific instance and specific purpose for which the waiver was given. If either party fails to exercise or delays exercising any of its rights or remedies under this agreement, that party retains the right to enforce that term or provision at a later time.

## **18. Severability**

If any court determines that any provision of this agreement is invalid or unenforceable,

any invalidity or unenforceability will affect only that provision and will not make any other provision of this agreement invalid or unenforceable and such provision shall be modified, amended or limited only to the extent necessary to render it valid and enforceable.

CLIENT

Name: «First\_Name» «Last\_Name»

Address: «Address\_Line\_1»

City, State, Zip: «City», «State», «ZIP\_Code»

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

CONSULTANT

Nelson and Pade, Inc.,

A Wisconsin corporation

PO Box 761

Montello, Wisconsin 53949

Taxpayer ID: 26-1375556

Dated: \_\_\_\_\_

By: \_\_\_\_\_

John Pade

Chief Technology Officer

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Rebecca Nelson

Chief Branding Officer



# Aitkin County Board of Commissioners Agenda Request Form

6

Agenda Item #

**Requested Meeting Date:** November 22, 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 <sup>st</sup> Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Napstad
Aitkin County CARE Board			Westerlund
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	As needed		Wedel
Arrowhead Counties Association	8 or 9x yearly	1x a month	Niemi and Marcotte
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund
Arrowhead Regional Development Council	Monthly	3 <sup>rd</sup> Thursday	Niemi
ATV Committee	As needed		Napstad and Marcotte
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Thursday	Napstad, Alt. Marcotte
Central MN Corrections	Monthly	3 <sup>rd</sup> Wednesday	Wedel, Westerlund
Development Achievement Center	Monthly	3 <sup>rd</sup> Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Marcotte and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Wedel and Westerlund
Facilities/Technology	As needed		Wedel and Napstad
Forest Advisory	Every other month	3 <sup>rd</sup> Tues of even numbered mths	Marcotte and Napstad
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Westerlund and Marcotte
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA	Monthly	4 <sup>th</sup> Monday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Napstad and Land Cmr Jacobs
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 <sup>st</sup> Wednesday	Napstad
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	Monthly	3 <sup>rd</sup> Monday	Niemi, Westerlund
Mississippi Headwaters Board	Monthly	3 <sup>rd</sup> Friday	Napstad
MN Rural Counties Caucus	8x year	Varies	Niemi, Alt. Marcotte
NE MN Office Job Training	As called		Napstad
Northeast MN ATP	2x year		Niemi and Engineer Welle
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Napstad, Alt. Marcotte
Ordinance	As needed		Napstad and Marcotte
Park Commission	Monthly	2 <sup>nd</sup> Monday	Westerlund
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Niemi
Sobriety Court	Monthly	3 <sup>rd</sup> Tuesday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund



# Board of County Commissioners Agenda Request

7A

Agenda Item #

**Requested Meeting Date:** November 22, 2016

**Title of Item:** County Administrator Interviews

- ☒ REGULAR AGENDA  
☐ CONSENT AGENDA  
☐ INFORMATION ONLY

**Action Requested:**

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

☐ Direction Requested

☒ Discussion Item

☐ Hold Public Hearing\*

*\*provide copy of hearing notice that was published*

**Submitted by:**

Patrick Wussow

**Department:**

Administration

**Presenter (Name and Title):**

Patrick Wussow, Interim County Administrator

**Estimated Time Needed:**

**Summary of Issue:**

At Tuesday's Board meeting the Board will interview the following three candidates for County Administrator:

1. Scott Peters
2. Kathleen Ryan
3. Jessica Seibert

**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:*