

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS July 28, 2020 – BOARD AGENDA

Government Center Board Room

The Governor of the State of Minnesota has issued Executive Order 20-01 Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19. Based on these conditions, the Chair of the Aitkin County Board of Commissioners has determined that the requirements of Minnesota Statute 13D.021, Subd. (1) have been met and it is not practical or prudent for all members of the county board to meet in person. Therefore, on April 9th, 2020 the Aitkin County Board Chair signed a Determination related to COVID-19 part of which allows that the public, as well as some or all members of the County Board to join County board meetings remotely.

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code):126 603 0970; (meeting password): 7282

9:00 1) Bill Pratt, County Board Chair

- 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)

10:10 Break

- 10:20 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.
Anyone, whether attending in person or virtually, wishing to speak during the public comment period should notify the County Administrator's office at 218-927-7276 option 7 no later than 2:30 P.M. on the Monday before the 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 July 14, 2020 to July 27, 2020**
- B) Approve July 14, 2020 County Board Minutes**
- C) Approve Electronic Funds Transfers**
- D) Approve Commissioner Vouchers**
- E) Approve Auditor's Vouchers**
- F) Approve Auditor's Vouchers – Sales/Use Tax, Diesel Tax**
- G) Approve Auditor's Vouchers**
- H) Approve Auditor's Vouchers**
- I) Approve Manual Warrants/Voids/Corrections – Mtg, Reg. Tax, State Deed Tax**
- J) Approve Manual Warrants/Voids/Corrections – Elan Paid 7/9/20**

- K) Approve Manual Warrants/Voids/Corrections – FSA Claims
 - L) Approve Manual Warrants/Voids/Corrections – Camping Refund (COVID), NNSF Partial Refunds (COVID), FSA Claims
 - M) Approve Manual Warrants/Voids/Corrections – Elan Paid 7/9/20
 - N) Approve Manual Warrants/Voids/Corrections – Stop Pay Check
 - O) Approve Manual Warrants/Voids/Corrections – NNSF Refunds (COVID), Registrations
 - P) Approve Norseman Motorcycle Club Proposed EAW
 - Q) Approve Guidelines & Procedures for MN Government Data Practices Act
 - R) Approve Highway Department Office Expansion/Renovation Update
 - S) Adopt Resolution: Final Contract Payment – Contract No. 20194
 - T) Adopt Resolution: COPS Hiring Grant Award
 - U) Adopt Resolution: Donation to Aitkin County Veteran Services
- 10:25 3) Rich Courtemanche – Land Commissioner
- A) Forfeited Tax Sale Apportionment Discussion
- 10:35 4) Ross Wagner – Economic Development Coordinator
- A) Aitkin County CARES for Business Grants
 - B) Award Aitkin County Broadband Grants
- 11:05 5) Bobbie Danielson – HR Director
- A) Personnel Committee Recommendations
- 11:15 6) Jessica Seibert – County Administrator
- A) Administrator Updates
 - B) 2nd Quarter 2020 Budget Review Discussion
 - C) Coronavirus Relief Fund Discussion
- 11:45 7) Committee Updates
- 12:15 8) Jim Ratz – County Attorney
- A) Closed Session Under MN Statute 13D.05 Subd 3b Attorney Client Privilege
- 12:20 Adjourn

2B

AITKIN COUNTY BOARD

July 14, 2020

The Aitkin County Board of Commissioners met this 14th day of July, 2020 at 9:01 a.m. at the Aitkin Government Center with the following members present: Board Chair William Pratt, Commissioners J. Mark Wedel, Laurie Westerlund, Donald Niemi, Anne Marcotte, County Administrator Jessica Seibert, and Administrative Assistant Angie Sahr.

Motion made by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all voting yes to approve the July 14, 2020 amended agenda. Agenda Item 7C – Aitkin Airport Grant was added.

There was no Citizens' Public Comment

Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows. A) Correspondence File June 23, 2020 to July 13, 2020; B) Approve June 23, 2020 County Board Minutes; C) Approve June 23, 2020 BAE Minutes; D) Approve Electronic Funds Transfers \$4,468,613.04; E) Approve Commissioner Vouchers: General Fund \$105,527.39, Road & Bridge \$291,507.78, Health & Human Services \$27,178.61, State \$90.00, Trust \$6,712.96, Forest Development \$802.32, Capital Project \$335.94, Long Lake Conservation Center \$1,146.77, Parks \$14,124.32 for a total of \$447,426.09; F) Approve Commissioner Vouchers: General Fund \$128,284.87, Road & Bridge \$106,723.86, Health & Human Services \$23,217.49, State \$8,362.00, Trust \$10,987.53, Forest Development \$7,662.50, Capital Project \$3,847.06, Long Lake Conservation Center \$2,631.12, Parks \$5,581.39 for a total of \$297,297.82; G) Approve Auditor's Vouchers: Agency \$3,530,382.79; H) Approve Auditor's Vouchers: General Fund \$719.49, Road & Bridge \$128,704.43, Health & Human Services \$349.61, Trust \$81.08 for a total of \$129,854.61; I) Approve Auditor's Vouchers – R&B Contract Payment, Sheriff's Vehicle, Roof Replacement Fairgrounds Building: Reserves Fund \$34,110.00, Road & Bridge \$192,844.62, Trust \$49,900.00 for a total of \$273,854.62; J) Approve Auditor's Vouchers – Contegrity: Capital Project \$174,126.02; K) Approve Manual Warrants/Voids/Corrections – FSA Claims, Camping Refund (COVID): General Fund \$501.89, Parks \$70.00 for a total of \$571.89; L) Approve Manual Warrants/Voids/Corrections – State General Tax: State \$59,032.66; M) Approve Manual Warrants/Voids/Corrections – Camping Refund (COVID): Parks \$190.00; N) Approve Manual Warrants/Voids/Corrections – FSA, Peip: General Fund \$1,481.18; O) Approve Manual Warrants/Voids/Corrections – Mortgage Reg. State Deed Tax: State \$67,779.83; P) Approve Manual Warrants/Voids/Corrections – Elain Paid 6/11/20 – Allocation to Accounts: General Fund -\$2,844.20, Road & Bridge \$180.00, Health & Human Services \$1,652.78, Trust \$737.79, Long Lake Conservation Center \$57.98, Parks \$215.65 for a total of \$0.00; Q) Approve Manual Warrants/Voids/Corrections – Elan Paid 6/25/20: General Fund \$8,511.45; R) Approve Manual Warrants/Voids/Corrections – NSF Check/Taxes: Taxes & Penalties \$44.00; S) Approve Manual Warrants/Voids/Corrections – FSA Claims: General Fund \$2,611.01; T) Approve Manual Warrants/Voids/Corrections – Elan Paid 6/25/20: General Fund -\$6,119.92, Health & Human Services \$5,558.82, Trust \$276.10, Forest Development \$285.00 for a total of \$0.00; U) Approve Manual Warrants/Voids/Corrections – Camping Refund (COVID): Parks \$50.00; V) Approve Manual Warrants/Voids/Corrections – Merchant Acct Fee's June: Long Lake Conservation Center \$34.45; W) Approve Grant Signature – R101-10-2A Amendment #8; X) Adopt Resolution: Coronavirus Relief Fund Certificate Form; Y) Approve 2020 Squad Purchases; Z) Approve Motor Pool Vehicle Purchase; AA) Approve Deputy Registrar

Call to Order

Approved Agenda

Citizens' Public Comment

Consent Agenda

Agreement; BB) Adopt Resolution: Search & Rescue Donation – Mille Lacs Energy Community Trust;

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution of Coronavirus Relief Fund Certification Form.

BE IT RESOLVED, Gov. Tim Walz announced that federal funds allocated to Minnesota in March will now be allocated to local governments. The formulas are reportedly the same as the deal between the House and Senate during the Special Session.

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. General guidance and resources for administration of the funds has been developed, with additional resources available to address specific situations.

Aitkin County's allocation is \$2,007,508.

THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners approves the application for Coronavirus Relief Funds.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution for Search & Rescue Donation – Mille Lacs Energy Community Trust.

WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

Mille Lacs Energy Community Trust \$1,500.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Mille Lacs Energy Community Trust Aitkin County Search & Rescue

WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

Lori Grams – County Treasurer presented the Board a Property Tax Penalty Request and Payment Plan for discussion.

**Resolution
#20200714-065
Coronavirus
Relief Fund
Certification Form**

**Resolution
#20200714-066
Search & Rescue
Donation – Mille
Lacs Energy
Community Trust**

**Property Tax
Penalty Waiver
Request and
Payment Plan**

AITKIN COUNTY BOARD

July 14, 2020

| | |
|---|--|
| <p>Dan Guida – Sheriff discussed the COPS Hiring Grant Award.</p> | <p>COPS Hiring Grant Award</p> |
| <p>Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members present voted to approve the purchase of Barracuda Backup Appliance 8090.</p> | <p>Barracuda Backup Appliance 8090</p> |
| <p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members present voted to set Public Hearing August 11, 2020 at 10:00 a.m. at the Aitkin County Government Center Board Room for ADA Transition Plan for Public Rights of Way. Public Comment will be accepted in writing, remotely via phone during meeting, or in person.</p> | <p>ADA Transition Plan for Public Rights of Way</p> |
| <p>John Welle – County Engineer gave a Highway Department Office Expansion/Renovation Update.</p> | <p>Hwy. Department Office Expansion/Renovation Update</p> |
| <p>Jessica Seibert, County Administrator updated the Board on the following:</p> <ul style="list-style-type: none">• Building Project Update | <p>County Administrator Updates</p> |
| <p>Jessica Seibert, County Administrator discussed the Coronavirus Relief Fund with the Board.</p> | <p>Coronavirus Relief Fund Discussion</p> |
| <p>Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members present voted to approve Signature on the Aitkin Airport Grant.</p> | <p>Aitkin Airport Grant</p> |
| <p>The Board discussed: Budget Committee, Mississippi Headwaters Board, Natural Resources Advisory Board, Northern Counties Land Use Coordinating Board, East Central Regional Library, Planning Commission, Mille Lacs Watershed, Development Achievement Center, Aitkin County CARE Board, McGregor Airport Commission, Big Sandy Lake Management Plan, and Environmental Assessment Worksheet.</p> | <p>Board Discussion</p> |
| <p>Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to close the meeting at 11:53 a.m. under MN Statute 13D.05 Subd.1 (d) Security Briefing Report.</p> | <p>Closed Meeting</p> |
| <p>Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voting yes to reopen the meeting at 12:30 p.m.</p> | <p>Reopen Meeting</p> |
| <p>Motion by Commissioner Marcotte seconded by Commissioner Wedel and carried, all members voting yes to adjourn the meeting at 12:30 p.m. until Tuesday, July 28, 2020 at the Aitkin County Government Center.</p> | <p>Adjourn</p> |
| <p>_____ William Pratt, Board Chair Aitkin County Board of Commissioners</p> | <p>_____ Jessica Seibert County Administrator</p> |



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: 7/28/2020

Title of Item: Electronic funds transfers

| | | |
|--|---|---|
| <input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
| Submitted by: Lori Grams | | Department: County Treasurer |
| Presenter (Name and Title): N/A | | Estimated Time Needed: |
| Summary of Issue: Electronic funds transfers thru 07/20/2020 | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: | | |
| Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, <i>with tax and shipping</i> ? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> | | |

ELECTRONIC FUNDS TRANSFER

Thru July 20,2020 Board Meeting July 28, 2020

| Date | Amount | Reason |
|---------|--------------|-----------------------|
| 7/3/20 | \$34.45 | Manual Abstract |
| 7/6/20 | \$50.00 | Manual Abstract |
| 7/7/20 | \$57,872.67 | Commissioner Warrants |
| 7/8/20 | \$517.19 | Manual Abstract |
| 7/8/20 | \$3,562.70 | Manual Abstract |
| 7/9/20 | \$3,652.27 | Manual Abstract |
| 7/10/20 | \$2,332.93 | Auditor Warrants |
| 7/10/20 | \$28,601.51 | Commissioner Warrants |
| 7/10/20 | \$62,694.00 | Auditor Warrants |
| 7/15/20 | \$1,894.34 | Manual Abstract |
| 7/15/20 | \$886.75 | Manual Abstract |
| 7/17/20 | \$4,690.63 | Manual Abstract |
| 7/17/20 | \$160,091.38 | Manual Abstract |
| 7/17/20 | \$577,714.47 | Payroll Abstract |

\$904,595.29

20



Aitkin County

WLC1
7/21/20 1:09PM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
7/21/20 1:09PM

1 General Fund

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|---------------------------------------|-------------|---------------------|--------------------------------|---------------------------|-------------------------------------|
| <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> |
| 1 DEPT | | Commissioners | | | |
| 86222 Aitkin Independent Age | | | | | |
| 01-001-000-0000-6230 | | 82.50 | Synopsis 6/9/20 | 783391 | Printing, Publishing & Adv N |
| 86222 Aitkin Independent Age | | 82.50 | 1 Transactions | | |
| 14289 Pratt/Bill | | | | | |
| 01-001-000-0000-6330 | | 143.75 | mileage 5/26-6/24 | | Transportation & Travel & Parking N |
| 14289 Pratt/Bill | | 143.75 | 1 Transactions | | |
| 1 DEPT Total: | | 226.25 | Commissioners | 2 Vendors | 2 Transactions |
| 12 DEPT | | | Court Administration | | |
| 11634 Gammello & Pearson PLLC | | | | | |
| 01-012-000-0000-6232 | | 30.00 | 01-PR-20-214 | 74851 | Attorney Services Y |
| 11634 Gammello & Pearson PLLC | | 30.00 | 1 Transactions | | |
| 1976 Haberkorn Law Offices,Ltd | | | | | |
| 01-012-000-0000-6232 | | 1,605.00 | legal services - May | | Attorney Services N |
| | | | 05/01/2020 05/31/2020 | | |
| 1976 Haberkorn Law Offices,Ltd | | 1,605.00 | 1 Transactions | | |
| 86235 The Office Shop Inc | | | | | |
| 01-012-000-0000-6625 | | 159.38 | Courtroom Chairs | 1082115-0 | Office Equipment N |
| 86235 The Office Shop Inc | | 159.38 | 1 Transactions | | |
| 12 DEPT Total: | | 1,794.38 | Court Administration | 3 Vendors | 3 Transactions |
| 40 DEPT | | | Auditor | | |
| 86290 Mn Counties Information Systems | | | | | |
| 01-040-000-0000-6231 | | 4,123.00 | 2020 Qtrly Support | 1888 | Services, Labor, Contracts N |
| 01-040-000-0000-6231 | | 2,145.00 | 2020 OPEB Share | 1897 | Services, Labor, Contracts N |
| 86290 Mn Counties Information Systems | | 6,268.00 | 2 Transactions | | |
| 86235 The Office Shop Inc | | | | | |
| 01-040-000-0000-6405 | | 59.40 | BROWN EXPANDABLE POCKET FOLDER | | Office & Computer Supplies N |
| 01-040-000-0000-6405 | | 1.99 | TAB INSERTS FOR FILE FOLDERS | 1082528-0 | Office & Computer Supplies N |
| 86235 The Office Shop Inc | | 61.39 | 2 Transactions | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
7/21/20 1:09PM
1 General Fund

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--|------|---------------------|--|---------------------------|------------------------------------|
| No. Account/Formula | Accr | Amount | Service Dates | On Behalf of Name | |
| 40 DEPT Total: | | 6,329.39 | Auditor | 2 Vendors | 4 Transactions |
| 42 DEPT | | | Treasurer | | |
| 9152 ACI Payments Inc 01-042-000-0000-5524 | | 10.00 | Electronic Chargeback Fees- Jun 06/01/2020 06/30/2020 | Handling Fee (Nfs Check) | N |
| 9152 ACI Payments Inc | | 10.00 | 1 Transactions | | |
| 10930 Tidholm Productions 01-042-000-0000-6405 | | 516.27 | Window Envelopes | 1372 9142 | Office & Computer Supplies Y |
| 10930 Tidholm Productions | | 516.27 | 1 Transactions | | |
| 14330 US Bank 01-042-000-0000-6231 | | 117.53 | Copier Contract | 418609129 | Services, Labor, Contracts N |
| 14330 US Bank | | 117.53 | 1 Transactions | | |
| 42 DEPT Total: | | 643.80 | Treasurer | 3 Vendors | 3 Transactions |
| 43 DEPT | | | Assessor | | |
| 89471 Aitkin Co 4- H Council 01-043-000-0000-6405 | | 320.00 | Aitkin Co Plat Books (8) | | Office, Film & Computer Supplies N |
| 89471 Aitkin Co 4- H Council | | 320.00 | 1 Transactions | | |
| 10452 AT&T Mobility 01-043-000-0000-6250 | | 341.94 | wireless service 05/26/2020 06/25/2020 | 287298660812 | Telephone N |
| 10452 AT&T Mobility | | 341.94 | 1 Transactions | | |
| 4641 Holiday Credit Office 01-043-000-0000-6511 | | 110.15 | June fuel 06/01/2020 06/30/2020 | 1400-000-147-4 | Gas And Oil N |
| 4641 Holiday Credit Office | | 110.15 | 1 Transactions | | |
| 43 DEPT Total: | | 772.09 | Assessor | 3 Vendors | 3 Transactions |
| 44 DEPT | | | Central Services | | |
| 10452 AT&T Mobility 01-044-920-0000-6800 | | 38.23 | HOT SPOT- AUDITOR | 287298525602 | COVID Related Expenditures N |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
7/21/20 1:09PM
1 General Fund

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|------------|---|-------------|-----------|--|----------------------------|--|------|
| 10452 | AT&T Mobility | | 38.23 | 05/26/2020 06/25/2020 1 Transactions | | | |
| 14945 | Bobcat Properties LLC 01-044-000-0000-6231 | | 100.00 | July Rent 07/01/2020 07/31/2020 1 Transactions | | Services, Labor, Contracts | 1 |
| 14945 | Bobcat Properties LLC | | 100.00 | | | | |
| 1010 | City Of Aitkin 01-044-100-0000-6800 | | 7,664.00 | Tax Abatement - 1st half/Paulbe 1 Transactions | 56-0-181801 | Tax Abatements | N |
| 1010 | City Of Aitkin | | 7,664.00 | | | | |
| 88628 | Dalco Enterprises, Inc. 01-044-920-0000-6800 | | 22.50 | 32oz spray bottles 1 Transactions | 3623344 | COVID Related Expenditures | N |
| 88628 | Dalco Enterprises, Inc. | | 22.50 | | | | |
| 89081 | North Ambulance Brainerd 01-044-000-0000-6841 | | 2,250.00 | June 2020 Ambulance Subsidy 1 Transactions | | Ambulance Appropriations | N |
| 89081 | North Ambulance Brainerd | | 2,250.00 | | | | |
| 13722 | Quadient Finance USA, Inc. 01-044-048-0000-6205 | | 3,500.00 | Postage 7/10/20 1 Transactions | xxxx6665 | Postage | N |
| 13722 | Quadient Finance USA, Inc. | | 3,500.00 | | | | |
| 86235 | The Office Shop Inc 01-044-920-0000-6800 | | 47.11 | FEET- MOBILE PANEL 1 Transactions | 1082445-0 | COVID Related Expenditures | N |
| 86235 | The Office Shop Inc | | 47.11 | | | | |
| 44 | DEPT Total: | | 13,621.84 | Central Services | 7 Vendors | 7 Transactions | |
| 49 | DEPT | | | Information Technologies | | | |
| 111 | Aitkin Co Soil & Water 01-049-000-0000-6402 | | 321.34 | MS Office STD 2019 1 Transactions | | Computer Supplies & Software | N |
| 111 | Aitkin Co Soil & Water | | 321.34 | | | | |
| 86290 | Mn Counties Information Systems 01-049-000-0000-6231 | | 26,757.00 | 2020 Qtrly Support 1 Transactions | 1888 | Programming, Services, Contracts | N |
| 86290 | Mn Counties Information Systems | | 26,757.00 | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
7/21/20 1:09PM
1 General Fund

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|---|-----------|------------------------------|----------------|--------------------------------|------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 86235 | The Office Shop Inc 01-049-000-0000-6405 | | AIR DUSTER; ANTI-STATIC WIPE | 311817-0 | Office Supplies (Non Computer) | N |
| 86235 | The Office Shop Inc | 12.37 | | | | |
| | | 12.37 | | 1 Transactions | | |
| 49 | DEPT Total: | 27,090.71 | Information Technologies | 3 Vendors | 3 Transactions | |
| 53 | DEPT | | Human Resources | | | |
| 15240 | AT&T Mobility 01-053-000-0000-6250 | 15.01 | wireless service | 287299383308 | Telephone | N |
| | | | 06/19/2020 06/25/2020 | | | |
| 15240 | AT&T Mobility | 15.01 | | 1 Transactions | | |
| 13230 | BLR 01-053-000-0000-6208 | 400.00 | Training Today library | 18905989- B | Staff Development/Training | N |
| 13230 | BLR | 400.00 | | 1 Transactions | | |
| 12048 | McDowell Agency, Inc./The 01-053-000-0000-6234 | 79.00 | Background Screenings (2) | 124021 | Background Check Fees | N |
| 12048 | McDowell Agency, Inc./The | 79.00 | | 1 Transactions | | |
| 86235 | The Office Shop Inc 01-053-000-0000-6405 | 5.86 | Post it tabs | 1081960-0 | Office & Computer Supplies | N |
| | 01-053-000-0000-6405 | 9.30 | Index tabs | 1082052-0 | Office & Computer Supplies | N |
| 86235 | The Office Shop Inc | 15.16 | | 2 Transactions | | |
| 53 | DEPT Total: | 509.17 | Human Resources | 4 Vendors | 5 Transactions | |
| 60 | DEPT | | Elections | | | |
| 13129 | SeaChange 01-060-000-0000-6205 | 6,015.60 | Mail ballot postage | 33668 | Postage | N |
| 13129 | SeaChange | 6,015.60 | | 1 Transactions | | |
| 60 | DEPT Total: | 6,015.60 | Elections | 1 Vendors | 1 Transactions | |
| 90 | DEPT | | Attorney | | | |
| 10452 | AT&T Mobility 01-090-000-0000-6250 | 275.73 | cell phones - attorneys | 287287384077 | Telephone | N |
| | | | 05/26/2020 06/25/2020 | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
7/21/20 1:09PM
1 General Fund

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|----------------------------------|----------|---------------------------|----------------|-----------------------------|------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 10452 | AT&T Mobility | | | | | |
| | | 275.73 | | 1 Transactions | | |
| 1180 | Crow Wing Co Sheriff's Office | | | | | |
| | 01-090-000-0000-6234 | 75.00 | Subpeona - 01cr19847 | 8446 | Co Sheriff Services | N |
| 1180 | Crow Wing Co Sheriff's Office | | | | | |
| | | 75.00 | | 1 Transactions | | |
| 10855 | Culligan | | | | | |
| | 01-090-000-0000-6213 | 81.80 | Monthly water | 150x01139302 | Drug & Forfeiture Ms387.213 | N |
| 10855 | Culligan | | | | | |
| | | 81.80 | | 1 Transactions | | |
| 10879 | Shred- It | | | | | |
| | 01-090-000-0000-6231 | 188.05 | On- site service | 8129985252 | Services, Labor, Contracts | N |
| 10879 | Shred- It | | | | | |
| | | 188.05 | | 1 Transactions | | |
| 86235 | The Office Shop Inc | | | | | |
| | 01-090-000-0000-6625 | 29.28 | Fastners | 1081865-0 | Office Equipment | N |
| | 01-090-000-0000-6625 | 71.36 | Paper pads | 1081865-1 | Office Equipment | N |
| | 01-090-000-0000-6625 | 144.84 | Folders | 1082088-0 | Office Equipment | N |
| | 01-090-000-0000-6625 | 710.85 | Copier Contract | 311504-0 | Office Equipment | N |
| 86235 | The Office Shop Inc | | | | | |
| | | 956.33 | | 4 Transactions | | |
| 5173 | Thomson Reuters- West Publishing | | | | | |
| | 01-090-000-0000-6239 | 1,492.23 | West Info | 842566702 | Computer Research | N |
| | 01-090-000-0000-6239 | 326.73 | Subscrip Charges | 842671962 | Computer Research | N |
| 5173 | Thomson Reuters- West Publishing | | | | | |
| | | 1,818.96 | | 2 Transactions | | |
| 90 | DEPT Total: | 3,395.87 | Attorney | 6 Vendors | 10 Transactions | |
| 110 | DEPT | | Courthouse Maintenance | | | |
| 13725 | Beartooth True Value | | | | | |
| | 01-110-000-0000-6422 | 16.10 | battery | A85508 | Janitorial Supplies | N |
| | 01-110-000-0000-6422 | 54.05 | Augers, plugs | B122952 | Janitorial Supplies | N |
| 13725 | Beartooth True Value | | | | | |
| | | 70.15 | | 2 Transactions | | |
| 88628 | Dalco Enterprises, Inc. | | | | | |
| | 01-110-000-0000-6422 | 33.54 | Dust pans, toilet brushes | 3623352 | Janitorial Supplies | N |
| | 01-110-000-0000-6422 | 115.50 | XXL gloves | 3633801 | Janitorial Supplies | N |
| 88628 | Dalco Enterprises, Inc. | | | | | |
| | | 149.04 | | 2 Transactions | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
7/21/20 1:09PM
1 General Fund

| Vendor | Name | Rpt | Amount | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|--|------|----------|---|----------------|----------------------------|------|
| No. | Account/Formula | Accr | | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 1754 | Garrison Disposal Company, Inc 01-110-000-0000-6255 | | 648.85 | July Garbage Service 07/01/2020 07/31/2020 | 138572 | Garbage | N |
| 1754 | Garrison Disposal Company, Inc | | 648.85 | 1 Transactions | | | |
| 4641 | Holiday Credit Office 01-110-000-0000-6511 | | 66.87 | June fuel 06/01/2020 06/30/2020 | 1400-000-135-2 | Gas And Oil | N |
| 4641 | Holiday Credit Office | | 66.87 | 1 Transactions | | | |
| 2340 | Hyytinen Hardware Hank 01-110-000-0000-6422 | | 27.48 | scraper, filter bag | 1587866 | Janitorial Supplies | N |
| | 01-110-000-0000-6422 | | 15.99 | tarp | 1590399 | Janitorial Supplies | N |
| 2340 | Hyytinen Hardware Hank | | 43.47 | 2 Transactions | | | |
| 10698 | Stericycle, Inc 01-110-000-0000-6255 | | 30.10 | STERI-SAFE 08/01/2020 08/31/2020 | 4009412477 | Garbage | 6 |
| 10698 | Stericycle, Inc | | 30.10 | 1 Transactions | | | |
| 110 | DEPT Total: | | 1,008.48 | Courthouse Maintenance | 6 Vendors | 9 Transactions | |
| 120 | DEPT | | | Service Officer | | | |
| 10452 | AT&T Mobility 01-120-000-0000-6250 | | 61.94 | wireless service 05/26/2020 06/25/2020 | 287298585696 | Telephone | N |
| 10452 | AT&T Mobility | | 61.94 | 1 Transactions | | | |
| 86235 | The Office Shop Inc 01-120-000-0000-6405 | | 41.80 | Post its | 1082407-0 | Office & Computer Supplies | N |
| 86235 | The Office Shop Inc | | 41.80 | 1 Transactions | | | |
| 6097 | Verizon Wireless 01-120-000-0000-6250 | | 12.80 | Vet Van cell phone | 880690364-0001 | Telephone | N |
| 6097 | Verizon Wireless | | 12.80 | 1 Transactions | | | |
| 120 | DEPT Total: | | 116.54 | Service Officer | 3 Vendors | 3 Transactions | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
7/21/20 1:09PM
1 General Fund

| Vendor Name | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> | |
| 122 DEPT | | Planning & Zoning | | | |
| 170 Aitkin Motor Company | | | | | |
| 01-122-000-0000-6302 | | 2002 Olds Olero - Battery | 29145 | Car Maintenance | N |
| 170 Aitkin Motor Company | | | | | |
| | | | 1 Transactions | | |
| 14320 Benson/Lin | | | | | |
| 01-122-000-0000-6350 | | BOA mtgs / onsite | | Per Diem | Y |
| 01-122-038-0000-6330 | | mileage | | Boa/Pc Mileage | Y |
| 14320 Benson/Lin | | | 2 Transactions | | |
| 15142 Christensen/Charles | | | | | |
| 01-122-000-0000-6350 | | BOA mtgs / onsite | | Per Diem | Y |
| 01-122-038-0000-6330 | | mileage | | Boa/Pc Mileage | Y |
| 15142 Christensen/Charles | | | 2 Transactions | | |
| 13339 Marsh/Marcus M | | | | | |
| 01-122-000-0000-6350 | | BOA mts / onsite | | Per Diem | Y |
| 01-122-038-0000-6330 | | mileage | | Boa/Pc Mileage | Y |
| 13339 Marsh/Marcus M | | | 2 Transactions | | |
| 4010 Rasley Oil Company | | | | | |
| 01-122-000-0000-6511 | | Fuel - AITKCOZOS | 58071 | Gas And Oil | N |
| 4010 Rasley Oil Company | | | 1 Transactions | | |
| 10028 Spiel/Edward | | | | | |
| 01-122-000-0000-6350 | | BOA mtgs / onsite | | Per Diem | Y |
| 01-122-038-0000-6330 | | BOA Mileage | | Boa/Pc Mileage | Y |
| 10028 Spiel/Edward | | | 2 Transactions | | |
| 122 DEPT Total: | | 821.30 | Planning & Zoning | 6 Vendors | 10 Transactions |
| 200 DEPT | | | Enforcement | | |
| 50 Aitkin Body Shop, Inc | | | | | |
| 01-200-000-0000-6302 | | replace rear door lock #219 | 12218 | Car Maintenance | N |
| 50 Aitkin Body Shop, Inc | | | 1 Transactions | | |
| 9138 ASAP Towing | | | | | |
| 01-200-000-0000-6359 | | 20-1553 forfeiture | 7606 | Wrecker Service | Y |
| 01-200-000-0000-6359 | | 20-1618 Polaris Sportsman | 7611 | Wrecker Service | Y |

Aitkin County



WLC1
7/21/20 1:09PM
1 General Fund

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|-----------------------------------|------|---------------------|--------------------------------|---------------------------|-------------------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 9138 ASAP Towing | | | | | |
| | | 2 Transactions | | | |
| 9203 AT&T Mobility | | | | | |
| 01- 200- 000- 0000- 6250 | | 794.40 | deputy cell phones | 287297906116 | Telephone N |
| 9203 AT&T Mobility | | 794.40 | | 1 Transactions | |
| 10442 Bureau Of Crim.Apprehension | | | | | |
| 01- 200- 039- 0000- 6425 | | 735.00 | new, renewals 2nd quarter | 01- 000065 | Gun Permit Expenses N |
| 10442 Bureau Of Crim.Apprehension | | 735.00 | | 1 Transactions | |
| 783 Canon Financial Services, Inc | | | | | |
| 01- 200- 000- 0000- 6231 | | 181.45 | admin copier lease | 21608969 | Services & Labor (Incl Contracts) N |
| 783 Canon Financial Services, Inc | | 181.45 | | 1 Transactions | |
| 88628 Dalco Enterprises, Inc. | | | | | |
| 01- 200- 000- 0000- 6405 | | 177.14 | white roll towels admin office | 3636562 | Office Supplies N |
| 88628 Dalco Enterprises, Inc. | | 177.14 | | 1 Transactions | |
| 9284 Duluth Trading Co. | | | | | |
| 01- 200- 000- 0000- 6410 | | 69.50 | #202 uniform pants | 24476932 | Clothing Allowance N |
| 9284 Duluth Trading Co. | | 69.50 | | 1 Transactions | |
| 1775 Galls LLC | | | | | |
| 01- 200- 201- 0000- 6610 | | 287.56 | disposable cuff cutters | 015968918 | Equipment N |
| 1775 Galls LLC | | 287.56 | | 1 Transactions | |
| 4641 Holiday Credit Office | | | | | |
| 01- 200- 000- 0000- 6511 | | 40.34 | #221 gas | 1400000288942 | Gas And Oil N |
| 4641 Holiday Credit Office | | 40.34 | | 1 Transactions | |
| 2340 Hyytinen Hardware Hank | | | | | |
| 01- 200- 000- 0000- 6405 | | 0.45 | bolt, washer #222 | 1587662 | Office Supplies N |
| 2340 Hyytinen Hardware Hank | | 0.45 | | 1 Transactions | |
| 9027 Krosch/Fawn | | | | | |
| 01- 200- 000- 0000- 6511 | | 27.55 | gas at Mississippi Landing | 5113 | Gas And Oil N |
| 9027 Krosch/Fawn | | 27.55 | | 1 Transactions | |
| 4681 Streichers | | | | | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
7/21/20 1:09PM
1 General Fund

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|---|------|---------------------------------------|-------------------------|-----------------------------------|------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| | | #207 molle vest | I1438038 | Deputy Supplies | N |
| | | 40mm reloadable training shot | I1438896 | Equipment | N |
| 4681 Streichers | | 1,180.92 | | 2 Transactions | |
| 86235 The Office Shop Inc | | | | | |
| | | 15.77 staples, key tags | 311740-0 | Office Supplies | N |
| | | 9.43 UPS to BCA 20- 1509 | 311784-0 | Postage | N |
| 86235 The Office Shop Inc | | 25.20 | | 2 Transactions | |
| 13934 The Tire Barn | | | | | |
| | | 47.69 oil change #223 | 53464 | Car Maintenance | N |
| 13934 The Tire Barn | | 47.69 | | 1 Transactions | |
| 5170 Willeys Sportshop | | | | | |
| | | 24.04 #217 gas | 612482 6/30/20 | Gas And Oil | N |
| 5170 Willeys Sportshop | | 24.04 | | 1 Transactions | |
| 200 DEPT Total: | | 4,116.21 | Enforcement | 15 Vendors | 18 Transactions |
| 202 DEPT | | | Boat & Water | | |
| 9203 AT&T Mobility | | | | | |
| | | 49.65 #208 cell phone | 287297906116 | Telephone | N |
| 9203 AT&T Mobility | | 49.65 | | 1 Transactions | |
| 6049 Farm Island Repair & Marine | | | | | |
| | | 78.00 prop repair | 70824 | B&W Maintenance | N |
| 6049 Farm Island Repair & Marine | | 78.00 | | 1 Transactions | |
| 1682 Fishers Resort | | | | | |
| | | 450.00 Mille Lacs boat slip 2020 | 1419 | Services & Labor (Incl Contracts) | N |
| 1682 Fishers Resort | | 450.00 | | 1 Transactions | |
| 2340 Hyytinen Hardware Hank | | | | | |
| | | 39.98 ratchet tie downs | 1584733 | Office Supplies | N |
| 2340 Hyytinen Hardware Hank | | 39.98 | | 1 Transactions | |
| 5171 Willey's Marine Inc | | | | | |
| | | 944.00 trailer service, tuneup '08 Ld | 50743 | B&W Maintenance | N |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
7/21/20 1:09PM
1 General Fund

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|---------------------------------------|------|---------------------|-------------------------------|---------------------------|-------------------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 5171 Willey's Marine Inc | | 944.00 | 1 Transactions | | |
| 5170 Willeys Sportshop | | 36.00 | Logan & Seth B&W gas | 616752 7/10/20 | Gas And Oil N |
| 01- 202- 000- 0000- 6511 | | 36.00 | | | |
| 5170 Willeys Sportshop | | 36.00 | 1 Transactions | | |
| 202 DEPT Total: | | 1,597.63 | Boat & Water | 6 Vendors | 6 Transactions |
| 252 DEPT | | | Corrections | | |
| 5658 Amerigas | | 52.00 | tank rental water tower | 804720667 | Utilities & Heating N |
| 01- 252- 000- 0000- 6254 | | 93.00 | tank rental radio tower | 804720667 | Utilities & Heating N |
| 01- 252- 000- 0000- 6254 | | | | | |
| 5658 Amerigas | | 145.00 | 2 Transactions | | |
| 9203 AT&T Mobility | | 99.30 | xport, dispatch cell phone | 287297906116 | Telephone N |
| 01- 252- 000- 0000- 6250 | | 99.30 | 1 Transactions | | |
| 9203 AT&T Mobility | | 99.30 | | | |
| 788 Bureau of Crim. Apprehension | | 390.00 | quarterly CJDN access fee | 615326 | Services & Labor (Incl Contracts) N |
| 01- 252- 000- 0000- 6231 | | 390.00 | 1 Transactions | | |
| 788 Bureau of Crim. Apprehension | | | | | |
| 163 Charter Communications | | 194.48 | inmate cable | 6081062820 | Prisoner Welfare N |
| 01- 252- 252- 0000- 6405 | | 194.48 | 1 Transactions | | |
| 163 Charter Communications | | | | | |
| 14106 Cyntox LLC | | 196.00 | biohazard disposal | 64590 | Services & Labor (Incl Contracts) N |
| 01- 252- 000- 0000- 6231 | | 196.00 | 1 Transactions | | |
| 14106 Cyntox LLC | | | | | |
| 88628 Dalco Enterprises, Inc. | | 57.75 | gloves | 3633799 | Janitorial Supplies N |
| 01- 252- 000- 0000- 6422 | | 57.75 | 1 Transactions | | |
| 88628 Dalco Enterprises, Inc. | | | | | |
| 1829 Goble's Sewer Service Inc. | | 600.00 | holding cell jetting 20- 1325 | 18288 | Services & Labor (Incl Contracts) N |
| 01- 252- 000- 0000- 6231 | | 600.00 | 1 Transactions | | |
| 1829 Goble's Sewer Service Inc. | | | | | |
| 15362 GuidePoint Pharmacy #114 Aitkin | | | | | |

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WLC1
7/21/20 1:09PM
1 General Fund

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|---|----------|--------------------------|----------------|-------------------------------------|------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| | Amount | | | | |
| 15362 GuidePoint Pharmacy #114 Aitkin | | inmate meds | Acct #30 | Medical Expenses & Supplies - Inmat | N |
| | 1,052.51 | | | | |
| | 191.41 | inmate meds | Acct #82 | Medical Expenses & Supplies - Inmat | N |
| | 1,243.92 | | | | |
| | | 2 Transactions | | | |
| 13691 MEnD Correctional Care, PLLC | | July Healthcare Services | 4908 | Medical Expenses & Supplies - Inmat | 6 |
| | 7,518.48 | | | | |
| 13691 MEnD Correctional Care, PLLC | | | | | |
| | 7,518.48 | | | | |
| | | 1 Transactions | | | |
| 89765 Minnesota Elevator, Inc | | July monthly service | 862537 | Services & Labor (Incl Contracts) | N |
| | 184.53 | | | | |
| 89765 Minnesota Elevator, Inc | | | | | |
| | 184.53 | | | | |
| | | 1 Transactions | | | |
| 3789 Pan- O- Gold Baking Company | | groceries | 10002420184014 | Groceries | N |
| | 46.09 | | | | |
| | 42.16 | groceries | 10002420191009 | Groceries | N |
| | 88.25 | | | | |
| | | 2 Transactions | | | |
| 4010 Rasley Oil Company | | xport gas | June | Prisoner Transportation & Travel | N |
| | 25.90 | | | | |
| 4010 Rasley Oil Company | | | | | |
| | 25.90 | | | | |
| | | 1 Transactions | | | |
| 11538 RCB Collections Range Credit Bureau Inc | | background credit report | June | Services & Labor (Incl Contracts) | N |
| | 15.13 | | | | |
| 11538 RCB Collections Range Credit Bureau Inc | | | | | |
| | 15.13 | | | | |
| | | 1 Transactions | | | |
| 9295 Reinhart Foodservice | | groceries | 288821 | Groceries | Y |
| | 752.24 | | | | |
| | 888.23 | groceries | 295306 | Groceries | Y |
| | 1,640.47 | | | | |
| | | 2 Transactions | | | |
| 86235 The Office Shop Inc | | toner, labels | 1081991-0 | Office & Computer Supplies | N |
| | 227.33 | | | | |
| 86235 The Office Shop Inc | | | | | |
| | 227.33 | | | | |
| | | 1 Transactions | | | |
| 9287 The Teehive | | 20 hospital gowns | 122336 | Medical Expenses & Supplies - Inmat | N |
| | 600.00 | | | | |
| 9287 The Teehive | | | | | |
| | 600.00 | | | | |
| | | 1 Transactions | | | |
| 13934 The Tire Barn | | | | | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
7/21/20 1:09PM
1 General Fund

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|---|------------------|-------------------------------|----------------------|-----------------------------------|------|
| <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> | |
| 01-252-000-0000-6302 | | turn signal switch xport Expl | 23544 | Car Maintenance | N |
| 13934 The Tire Barn | | 1 Transactions | | | |
| 252 DEPT Total: | 13,417.77 | Corrections | 17 Vendors | 21 Transactions | |
| 253 DEPT | | Sentence to Serve | | | |
| 2340 Hyytinen Hardware Hank | | gorilla tape, palm sander | 1587474 | Operating Supplies | N |
| 01-253-000-0000-6405 | 66.98 | 1 Transactions | | | |
| 2340 Hyytinen Hardware Hank | 66.98 | | | | |
| 4010 Rasley Oil Company | | STS gas | June | Gas And Oil | N |
| 01-253-000-0000-6511 | 13.24 | 1 Transactions | | | |
| 4010 Rasley Oil Company | 13.24 | | | | |
| 253 DEPT Total: | 80.22 | Sentence to Serve | 2 Vendors | 2 Transactions | |
| 257 DEPT | | Community Corrections | | | |
| 4641 Holiday Credit Office | | Fuel | 1400-000-155-3 | Gas/Vehicle Fuel Charges | N |
| 01-257-255-0000-6335 | 13.99 | Fuel | 1400-000-155-3 | Gas/Vehicle Fuel Charges | N |
| 01-257-257-0000-6335 | 38.27 | Fuel | 1400-000-155-3 | Gas/Vehicle Fuel Charges | N |
| 01-257-258-0000-6335 | 103.01 | Fuel | 1400-000-155-3 | Gas/Vehicle Fuel Charges | N |
| 4641 Holiday Credit Office | 155.27 | 3 Transactions | | | |
| 87101 North Homes- Standard | | Juvenile Det Fees Pre- Dispo | 277047 | Juvenile Detention | N |
| 01-257-255-0000-6204 | 300.00 | 03/01/2020 03/31/2020 | | | |
| 87101 North Homes- Standard | 300.00 | 1 Transactions | | | |
| 13062 Prairie Lakes Youth Programs - Secure | | Juvenile Det Fees 6/1/- 6/30 | | Juvenile Detention | N |
| 01-257-255-0000-6204 | 7,447.50 | 06/01/2020 06/30/2020 | | | |
| 13062 Prairie Lakes Youth Programs - Secure | 7,447.50 | 1 Transactions | | | |
| 86235 The Office Shop Inc | | Copier Contract | 311666-0 | Office Equipment Rental/Contracts | N |
| 01-257-000-0000-6342 | 34.47 | 1 Transactions | | | |
| 86235 The Office Shop Inc | 34.47 | | | | |
| 6097 Verizon Wireless | | | | | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
7/21/20 1:09PM
1 General Fund

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|---|----------|--------------------------------------|-----------------|-------------------------------|------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 6097 Verizon Wireless | | Cell phone | 842105699- 0001 | Wireless Telephone Services | N |
| | | 1 Transactions | | | |
| 257 DEPT Total: | 8,106.45 | Community Corrections | 5 Vendors | 7 Transactions | |
| 280 DEPT | | Emergency Management | | | |
| 2340 Hyytinen Hardware Hank | | | | | |
| 01- 280- 201- 0000- 6610 | 22.79 | drill bits tent trailer | 1583874 | Enbridge Pipeline - Equipment | N |
| 01- 280- 201- 0000- 6610 | 42.29 | tongue jack tent trailer | 1583951 | Enbridge Pipeline - Equipment | N |
| 01- 280- 201- 0000- 6610 | 55.97 | trailer lights, ratchets | 1583993 | Enbridge Pipeline - Equipment | N |
| 2340 Hyytinen Hardware Hank | 121.05 | 3 Transactions | | | |
| 280 DEPT Total: | 121.05 | Emergency Management | 1 Vendors | 3 Transactions | |
| 392 DEPT | | Water Wells | | | |
| 13679 Thomas Scientific | | | | | |
| 01- 392- 000- 0000- 6405 | 193.63 | Nitrogen, Nitrate, EPTIP | 1939400 | Office & Film Supplies | N |
| 01- 392- 000- 0000- 6405 | 51.38 | Nitrogen, Nitrate | 1941413 | Office & Film Supplies | N |
| 01- 392- 000- 0000- 6405 | 117.71 | Silver Sulfate | 1951541 | Office & Film Supplies | N |
| 13679 Thomas Scientific | 362.72 | 3 Transactions | | | |
| 392 DEPT Total: | 362.72 | Water Wells | 1 Vendors | 3 Transactions | |
| 600 DEPT | | Ag Society, Soil & Water, Ag Inspect | | | |
| 89856 Aitkin Co Agricultural Society | | | | | |
| 01- 600- 550- 0000- 5840 | 4,393.50 | 2020 Ag Revenue | 00 00102236 | Misc Receipts | N |
| 89856 Aitkin Co Agricultural Society | 4,393.50 | 1 Transactions | | | |
| 600 DEPT Total: | 4,393.50 | Ag Society, Soil & Water, Ag Inspect | 1 Vendors | 1 Transactions | |
| 700 DEPT | | Promotion,AEOA Tran,Airport,RC&D,Tot | | | |
| 13599 AITKIN FARMER'S MARKET @ THE BUTL | | | | | |
| 01- 700- 909- 0000- 6800 | 900.00 | Aitkin Co Tourism Grant | 191 | Tourism Miscellaneous | N |
| 13599 AITKIN FARMER'S MARKET @ THE BUTL | 900.00 | 1 Transactions | | | |
| 10263 Long Lake Conservation Foundation | | | | | |
| 01- 700- 909- 0000- 6800 | 750.00 | Aitkin Co Tourism Grant | #194 | Tourism Miscellaneous | N |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
7/21/20 1:09PM
1 General Fund

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|---|------|---------------------|------------------------------------|---------------------------|------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 10263 Long Lake Conservation Foundation | | 750.00 | 1 Transactions | | |
| 700 DEPT Total: | | 1,650.00 | Promotion,AEOA Tran,Airport,RC&D,T | 2 Vendors | 2 Transactions |
| 1 Fund Total: | | 96,190.97 | General Fund | | 126 Transactions |

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WLC1
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2 Reserves Fund

| | <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</u> |
|----|---|-------------|----------------------------|----------------------|---------------------------------------|-------------|
| | <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> | |
| 12 | DEPT | | Court Administration | | | |
| | 86235 The Office Shop Inc | | Courtroom Chairs | 1082115-0 | Equipment Reserve Expense - Court , N | |
| | 02-012-028-0000-6405 | | | | | |
| | 86235 The Office Shop Inc | | | | | |
| | | 9,840.62 | | | | |
| | | 9,840.62 | | | | |
| | | | 1 Transactions | | | |
| 12 | DEPT Total: | 9,840.62 | Court Administration | 1 Vendors | 1 Transactions | |
| 49 | DEPT | | Information Technologies | | | |
| | 9224 Professional Development Academy LLC | | NACo High Perf Acad | 10318 | Staff Training Reserve Expense - IT Y | |
| | 02-049-251-0000-6208 | | | | | |
| | 9224 Professional Development Academy LLC | | | | | |
| | | 1,695.00 | | | | |
| | | 1,695.00 | | | | |
| | | | 1 Transactions | | | |
| 49 | DEPT Total: | 1,695.00 | Information Technologies | 1 Vendors | 1 Transactions | |
| 2 | Fund Total: | 11,535.62 | Reserves Fund | | 2 Transactions | |

Aitkin County



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WLC1
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3 Road & Bridge

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|--------------------------|------|------------------------------|------------------------------|-------------------------------|----------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 301 | DEPT | | R&B Administration | | | |
| 10855 | Culligan | | | | | |
| | 03- 301- 000- 0000- 6400 | | 29.60 | 504028 | Supplies And Materials | N |
| | 03- 301- 000- 0000- 6400 | | 10.50 | STMT | Supplies And Materials | N |
| 10855 | Culligan | | 40.10 | | | |
| | | | | 2 Transactions | | |
| 301 | DEPT Total: | | 40.10 | R&B Administration | 1 Vendors | 2 Transactions |
| 302 | DEPT | | R&B Engineering/Construction | | | |
| 1818 | Glen's Sign Dezine | | | | | |
| | 03- 302- 000- 0000- 6449 | | 10.00 | | Rd/Br Engr. Supplies | Y |
| 1818 | Glen's Sign Dezine | | 10.00 | | | |
| | | | | 1 Transactions | | |
| 10930 | Tidholm Productions | | | | | |
| | 03- 302- 000- 0000- 6449 | | 345.00 | 1375 9176 | Rd/Br Engr. Supplies | Y |
| 10930 | Tidholm Productions | | 345.00 | | | |
| | | | | 1 Transactions | | |
| 302 | DEPT Total: | | 355.00 | R&B Engineering/Construction | 2 Vendors | 2 Transactions |
| 303 | DEPT | | R&B Highway Maintenance | | | |
| 170 | Aitkin Motor Company | | | | | |
| | 03- 303- 000- 0000- 6590 | | 21.00 | 29135 | Repair & Maintenance Supplies | N |
| | 03- 303- 000- 0000- 6590 | | 40.95 | 29135 | Repair & Maintenance Supplies | N |
| 170 | Aitkin Motor Company | | 61.95 | | | |
| | | | | 2 Transactions | | |
| 195 | Aitkin Tire Shop | | | | | |
| | 03- 303- 000- 0000- 6590 | | 112.00 | 0- 059935 | Repair & Maintenance Supplies | Y |
| | 03- 303- 000- 0000- 6590 | | 50.00 | 0- 059935 | Repair & Maintenance Supplies | Y |
| 195 | Aitkin Tire Shop | | 162.00 | | | |
| | | | | 2 Transactions | | |
| 12106 | Antoine Electric | | | | | |
| | 03- 303- 000- 0000- 6298 | | 983.00 | 20148 | Shop Maintenance | N |
| 12106 | Antoine Electric | | 983.00 | | | |
| | | | | 1 Transactions | | |
| 8693 | ASV, LLC | | | | | |
| | 03- 303- 000- 0000- 6590 | | 3,580.00 | 506414 | Repair & Maintenance Supplies | N |
| 8693 | ASV, LLC | | 3,580.00 | | | |
| | | | | 1 Transactions | | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
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3 Road & Bridge

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------------|--|------|----------------------------|----------------|----------------------------------|------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 86467 | Auto Value Aitkin | | | | | |
| | 03- 303- 000- 0000- 6590 | | 71.96 FILTERS | 40159103 | Repair & Maintenance Supplies | N |
| | 03- 303- 000- 0000- 6590 | | 71.96 FILTERS | 40159156 | Repair & Maintenance Supplies | N |
| | 03- 303- 000- 0000- 6590 | | 597.98 REPAIR PARTS | 40159687 | Repair & Maintenance Supplies | N |
| | 03- 303- 000- 0000- 6590 | | 160.76 FILTERS | 40159891 | Repair & Maintenance Supplies | N |
| | 03- 303- 000- 0000- 6590 | | 33.00 REPAIR PARTS | 40159957 | Repair & Maintenance Supplies | N |
| | 03- 303- 000- 0000- 6298 | | 8.49 AITKIN SHOP SUPPLIES | 40161011 | Shop Maintenance | N |
| 86467 | Auto Value Aitkin | | 878.15 | | | |
| | | | | 6 Transactions | | |
| 13725 | Beartooth True Value | | | | | |
| | 03- 303- 000- 0000- 6517 | | 14.97 SEALING PROPANE | A85446 | Asphalt,Crackfiller,Tack Oil,Etc | N |
| 13725 | Beartooth True Value | | 14.97 | | | |
| | | | | 1 Transactions | | |
| 8674 | Boyer Trucks | | | | | |
| | 03- 303- 000- 0000- 6590 | | 55.40 REPAIR PARTS | 80713R | Repair & Maintenance Supplies | N |
| 8674 | Boyer Trucks | | 55.40 | | | |
| | | | | 1 Transactions | | |
| 14887 | Cintas Corporation | | | | | |
| | 03- 303- 000- 0000- 6298 | | 17.72 SHOP LAUNDRY | 4055007848 | Shop Maintenance | N |
| | 03- 303- 000- 0000- 6298 | | 17.72 SHOP LAUNDRY | 4055696406 | Shop Maintenance | N |
| 14887 | Cintas Corporation | | 35.44 | | | |
| | | | | 2 Transactions | | |
| 15149 | COLLINS BROTHERS TOWING OF ST CLO | | | | | |
| | 03- 303- 000- 0000- 6590 | | 425.00 TOWING | 20- 52053 | Repair & Maintenance Supplies | N |
| 15149 | COLLINS BROTHERS TOWING OF ST CLO | | 425.00 | | | |
| | | | | 1 Transactions | | |
| 5893 | Consolidated Telecommunications Co. | | | | | |
| | 03- 303- 000- 0000- 6254 | | 150.00 HIGH SPEED INTERNET | 20793257 | Utilities | N |
| 5893 | Consolidated Telecommunications Co. | | 150.00 | | | |
| | | | | 1 Transactions | | |
| 2763 | Countryside Sanitation | | | | | |
| | 03- 303- 000- 0000- 6254 | | 76.05 JUL PALISADE | 174559 | Utilities | Y |
| | 03- 303- 000- 0000- 6254 | | 111.15 JUL MCGREGOR | 174657 | Utilities | Y |
| 2763 | Countryside Sanitation | | 187.20 | | | |
| | | | | 2 Transactions | | |
| 8500 | Diamond Mowers, Inc | | | | | |
| | 03- 303- 000- 0000- 6590 | | 374.01 REPAIR PARTS | 0179951- IN | Repair & Maintenance Supplies | N |
| 8500 | Diamond Mowers, Inc | | 374.01 | | | |
| | | | | 1 Transactions | | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
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3 Road & Bridge

| Vendor Name | <u>Rpt</u> | | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> | |
| 11180 Fastenal Company 03- 303- 000- 0000- 6298 | | 245.03 | AITKIN SHOP SUPPLIES | MNBAX237348 | Shop Maintenance | N |
| 11180 Fastenal Company | | 245.03 | | 1 Transactions | | |
| 7060 Federated Co- Ops Inc. 03- 303- 000- 0000- 6297 | | 339.96 | MCGREGOR SHOP PROPANE | 0- 0024967 | Shop Fuel | N |
| 7060 Federated Co- Ops Inc. | | 339.96 | | 1 Transactions | | |
| 12181 Fleet Pride, Inc. 03- 303- 000- 0000- 6590 | | 292.17 | REPAIR PARTS | 54541479 | Repair & Maintenance Supplies | N |
| 12181 Fleet Pride, Inc. | | 292.17 | | 1 Transactions | | |
| 1701 Forestry Suppliers Inc 03- 303- 000- 0000- 6298 | | 279.77 | AITKIN SHOP SUPPLIES | 734096- 00 | Shop Maintenance | N |
| 1701 Forestry Suppliers Inc | | 279.77 | | 1 Transactions | | |
| 1754 Garrison Disposal Company, Inc 03- 303- 000- 0000- 6254 | | 140.28 | AITKIN SHOP | 138654 | Utilities | N |
| 1754 Garrison Disposal Company, Inc | | 140.28 | | 1 Transactions | | |
| 1818 Glen's Sign Dezine 03- 303- 000- 0000- 6516 | | 40.00 | DEER STREET SIGNS | | Signs & Posts | Y |
| 1818 Glen's Sign Dezine | | 40.00 | | 1 Transactions | | |
| 1829 Goble's Sewer Service Inc. 03- 303- 000- 0000- 6298 | | 165.00 | PALISADE SHOP | 18419 | Shop Maintenance | N |
| 1829 Goble's Sewer Service Inc. | | 165.00 | | 1 Transactions | | |
| 2340 Hyytinen Hardware Hank 03- 303- 000- 0000- 6298 | | 26.96 | AITKIN SHOP SUPPLIES | 1587534 | Shop Maintenance | N |
| 03- 303- 000- 0000- 6516 | | 8.49 | SIGN SUPPLIES | 1587814 | Signs & Posts | N |
| 03- 303- 000- 0000- 6590 | | 29.85 | REPAIR PARTS | 1590459 | Repair & Maintenance Supplies | N |
| 03- 303- 000- 0000- 6590 | | 1.99 | REPAIR PARTS | 1590478 | Repair & Maintenance Supplies | N |
| 03- 303- 000- 0000- 6590 | | 9.95 | REPAIR PARTS | 1590493 | Repair & Maintenance Supplies | N |
| 03- 303- 000- 0000- 6590 | | 2.58 | REPAIR PARTS | 1590507 | Repair & Maintenance Supplies | N |
| 2340 Hyytinen Hardware Hank | | 79.82 | | 6 Transactions | | |
| 7899 Locators & Supplies, Inc 03- 303- 000- 0000- 6298 | | 111.30 | AITKIN SHOP SUPPLIES | 0285715- IN | Shop Maintenance | N |

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WLC1
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3 Road & Bridge

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|------------------------------------|----------|--------------------------|-----------------|-------------------------------|------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 7899 | Locators & Supplies, Inc | | | | | |
| | | 111.30 | | 1 Transactions | | |
| 3100 | McGregor Oil | | | | | |
| | 03-303-000-0000-6513 | 825.95 | PALISADE DIESEL | 5945 | Motor Fuel & Lubricants | N |
| | 03-303-000-0000-6513 | 710.98 | JACOBSON DIESEL | 5952 | Motor Fuel & Lubricants | N |
| 3100 | McGregor Oil | 1,536.93 | | 2 Transactions | | |
| 3160 | Mille Lacs Energy Coop- Albert Lea | | | | | |
| | 03-303-000-0000-6254 | 169.44 | POWER: PALISADE | 18-52-026-01 | Utilities | N |
| | 03-303-000-0000-6254 | 49.02 | 169 & CSAH 3 | 19-23-010-01 | Utilities | N |
| | 03-303-000-0000-6254 | 79.00 | CSAH 5 | 27-35-015-02 | Utilities | N |
| | 03-303-000-0000-6254 | 107.83 | POWER: MCGREGOR | 29-53-003-01 | Utilities | N |
| | 03-303-000-0000-6254 | 79.00 | CSAH 8 | 30-06-012-02 | Utilities | N |
| | 03-303-000-0000-6254 | 79.00 | CSAH 4 | 32-32-007-02 | Utilities | N |
| | 03-303-000-0000-6254 | 1,073.72 | POWER: AITKIN | 33-52-007-02 | Utilities | N |
| | 03-303-000-0000-6254 | 59.41 | 169 & CSAH 28 | 39-62-022-01 | Utilities | N |
| | 03-303-000-0000-6254 | 42.88 | CSAH 12 | 40-06-000-01 | Utilities | N |
| | 03-303-000-0000-6254 | 79.00 | CSAH 12 | 46-56-023-02 | Utilities | N |
| | 03-303-000-0000-6254 | 80.00 | CSAH 11 | 48-09-009-02 | Utilities | N |
| | 03-303-000-0000-6254 | 49.88 | 47 & CSAH 2 | 54-51-104-01 | Utilities | N |
| 3160 | Mille Lacs Energy Coop- Albert Lea | 1,948.18 | | 12 Transactions | | |
| 3555 | Newman Signs | | | | | |
| | 03-303-000-0000-6516 | 724.55 | RESIDENTIAL E- 911 SIGNS | TRFINV022523 | Signs & Posts | N |
| 3555 | Newman Signs | 724.55 | | 1 Transactions | | |
| 9179 | NORTH CENTRAL INTERNATIONAL, LLC | | | | | |
| | 03-303-000-0000-6590 | 1,481.16 | REPAIR PARTS | 845616 | Repair & Maintenance Supplies | N |
| | 03-303-000-0000-6590 | 34.56 | REPAIR PARTS | 845616X1 | Repair & Maintenance Supplies | N |
| | 03-303-000-0000-6590 | 1,449.49 | REPAIR PARTS | 845681 | Repair & Maintenance Supplies | N |
| 9179 | NORTH CENTRAL INTERNATIONAL, LLC | 2,965.21 | | 3 Transactions | | |
| 8691 | Northland Hydraulic Service | | | | | |
| | 03-303-000-0000-6590 | 400.00 | REPAIR LABOR | 11038 | Repair & Maintenance Supplies | Y |
| | 03-303-000-0000-6590 | 1,374.45 | REPAIR PARTS | 11038 | Repair & Maintenance Supplies | Y |
| 8691 | Northland Hydraulic Service | 1,774.45 | | 2 Transactions | | |
| 8436 | Northland Parts | | | | | |
| | 03-303-000-0000-6590 | 31.99 | REPAIR PART | 405313 | Repair & Maintenance Supplies | N |

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3 Road & Bridge

| Vendor Name | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 8436 Northland Parts | | 31.99 | | 1 Transactions | |
| 14861 Parman Energy Group | | | | | |
| 03-303-000-0000-6298 | | 284.41 | AITKIN SHOP SUPPLIES | 0887184- IN | Shop Maintenance N |
| 03-303-000-0000-6513 | | 848.10 | TRANNNY FLUID | 0887184- IN | Motor Fuel & Lubricants N |
| 03-303-000-0000-6513 | | 652.85 | MOTOR OIL | 0887184- IN | Motor Fuel & Lubricants N |
| 14861 Parman Energy Group | | 1,785.36 | | 3 Transactions | |
| 13116 Rally Snares | | | | | |
| 03-303-000-0000-6521 | | 938.30 | MILEAGE | JUN | Maintenance Supplies Y |
| 03-303-000-0000-6521 | | 35.00 | DAM REMVAL LABOR | JUN | Maintenance Supplies Y |
| 03-303-000-0000-6521 | | 245.00 | DAM REMOVAL LABOR | JUN | Maintenance Supplies Y |
| 03-303-000-0000-6521 | | 917.50 | BEAVER REMOVAL | JUN | Maintenance Supplies Y |
| 13116 Rally Snares | | 2,135.80 | | 4 Transactions | |
| 4010 Rasley Oil Company | | | | | |
| 03-303-000-0000-6517 | | 25.99 | PROPANE | 58233 | Asphalt,Crackfiller,Tack Oil,Etc N |
| 4010 Rasley Oil Company | | 25.99 | | 1 Transactions | |
| 9273 Reichert Enterprises, Inc | | | | | |
| 03-303-000-0000-6590 | | 2,013.50 | REPAIR LABOR | 107056 | Repair & Maintenance Supplies Y |
| 03-303-000-0000-6590 | | 8,145.73 | REPAIR PARTS | 107056 | Repair & Maintenance Supplies N |
| 9273 Reichert Enterprises, Inc | | 10,159.23 | | 2 Transactions | |
| 4070 Riley Auto Supply | | | | | |
| 03-303-000-0000-6590 | | 14.78 | REPAIR PARTS | 617097 | Repair & Maintenance Supplies N |
| 03-303-000-0000-6590 | | 96.60 | REPAIR PARTS | 617104 | Repair & Maintenance Supplies N |
| 03-303-000-0000-6590 | | 11.09 | REPAIR PARTS | 617108 | Repair & Maintenance Supplies N |
| 03-303-000-0000-6590 | | 3.49 | REPAIR PARTS | 617294 | Repair & Maintenance Supplies N |
| 03-303-000-0000-6590 | | 293.08 | REPAIR PARTS | 617384 | Repair & Maintenance Supplies N |
| 03-303-000-0000-6590 | | 190.18 | REPAIR PARTS | 617506 | Repair & Maintenance Supplies N |
| 03-303-000-0000-6590 | | 80.28 | REPAIR PARTS | 617561 | Repair & Maintenance Supplies N |
| 03-303-000-0000-6590 | | 712.00 | REPAIR PARTS | 617709 | Repair & Maintenance Supplies N |
| 03-303-000-0000-6298 | | 5.78 | AITKIN SHOP SUPPLIES | 617712 | Shop Maintenance N |
| 03-303-000-0000-6590 | | 28.78 | REPAIR PARTS | 617741 | Repair & Maintenance Supplies N |
| 03-303-000-0000-6298 | | 16.68 | AITKIN SHOP SUPPLIES | 617743 | Shop Maintenance N |
| 03-303-000-0000-6590 | | 4.99 | REPAIR PARTS | 617744 | Repair & Maintenance Supplies N |
| 03-303-000-0000-6590 | | 102.60 | REPAIR PARTS | 617862 | Repair & Maintenance Supplies N |

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WLC1
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3 Road & Bridge

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|--------|----------------------------------|-----------|----------------------------|-----------------|-------------------------------|------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 4070 | Riley Auto Supply | | | | | |
| | | 1,560.33 | | 13 Transactions | | |
| 9176 | SPARKY'S TOOLS, LLC | | | | | |
| | 03- 303- 000- 0000- 6298 | 139.66 | AITKIN SHOP SUPPLIES | D 77827 | Shop Maintenance | N |
| 9176 | SPARKY'S TOOLS, LLC | | | 1 Transactions | | |
| 86235 | The Office Shop Inc | | | | | |
| | 03- 303- 000- 0000- 6298 | 13.99 | SWATARA SHOP SUPPLIES | 311836- 0 | Shop Maintenance | N |
| 86235 | The Office Shop Inc | | | 1 Transactions | | |
| 10431 | Verizon Business | | | | | |
| | 03- 303- 000- 0000- 6254 | 18.91 | JUNE- HWY OFFICE | 4227948182006 | Utilities | N |
| 10431 | Verizon Business | | | 1 Transactions | | |
| 6097 | Verizon Wireless | | | | | |
| | 03- 303- 000- 0000- 6254 | 454.07 | DEPT CELL PHONES | 9857823792 | Utilities | N |
| 6097 | Verizon Wireless | | | 1 Transactions | | |
| 5295 | Ziegler Inc | | | | | |
| | 03- 303- 000- 0000- 6590 | 23.10 | REPAIR PARTS | PC190096117 | Repair & Maintenance Supplies | N |
| 5295 | Ziegler Inc | | | 1 Transactions | | |
| 303 | DEPT Total: | 33,898.20 | R&B Highway Maintenance | 37 Vendors | 84 Transactions | |
| 307 | DEPT | | R&B Capital Infrastructure | | | |
| 90628 | Aitkin Co Environmental Services | | | | | |
| | 03- 307- 000- 0000- 6362 | 40.00 | R/W COSTS | 50443 | Right Of Way | N |
| 90628 | Aitkin Co Environmental Services | | | 1 Transactions | | |
| 8694 | Department of Transportation | | | | | |
| | 03- 307- 000- 0000- 6260 | 303.66 | STRUCTURAL METALS INSP | P00011709 | Professional Services | N |
| 8694 | Department of Transportation | | | 1 Transactions | | |
| 7652 | Erickson Engineering Co. | | | | | |
| | 03- 307- 000- 0000- 6260 | 3,306.00 | PROFESSIONAL SVCS | 13692 | Professional Services | Y |
| 7652 | Erickson Engineering Co. | | | 1 Transactions | | |
| 5128 | Widseth Smith & Nolting Inc | | | | | |
| | 03- 307- 000- 0000- 6260 | 3,812.50 | PROFESSIONAL SERVICES | 205149 | Professional Services | N |

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WLC1
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3 Road & Bridge

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|----------------------------|------|---------------------|----------------------------|---------------------------|-----------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 5128 | Wiseth Smith & Nolting Inc | | | 1 Transactions | | |
| 307 | DEPT Total: | | 7,462.16 | R&B Capital Infrastructure | 4 Vendors | 4 Transactions |
| 3 | Fund Total: | | 41,755.46 | Road & Bridge | | 92 Transactions |

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WLC1
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5 Health & Human Services

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|---|-------|--|------------------|--------------------------------------|------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 257 | DEPT | | Community Corrections | | | |
| 8239 | Ameripride Linen & Apparel Services 05- 257- 000- 0000- 6422 | | Cleaning Supplies 07/14/2020 | 2201353450 | Janitorial Services/Supplies | N |
| 8239 | Ameripride Linen & Apparel Services | 3.72 | | | | |
| | | 3.72 | | 1 Transactions | | |
| 10855 | Culligan 05- 257- 000- 0000- 6342 | | Cooler Rental Service 07/01/2020 | 150- 10016285- 1 | Office Equipment Rental/Contracts | N |
| 10855 | Culligan | 16.20 | | 07/31/2020 | | |
| | | 16.20 | | 1 Transactions | | |
| 89765 | Minnesota Elevator, Inc 05- 257- 000- 0000- 6300 | | Elevator Service 07/01/2020 | 863064 | Maintenance- Service Contracts | N |
| 89765 | Minnesota Elevator, Inc | 20.50 | | 07/31/2020 | | |
| | | 20.50 | | 1 Transactions | | |
| 9091 | The Sherwin- Williams Company 05- 257- 000- 0000- 6605 | | Gray paint/rollers 07/09/2020 | 3792- 0 | Building & Structure Related Expendi | N |
| 9091 | The Sherwin- Williams Company | 10.39 | | | | |
| | | 10.39 | | 1 Transactions | | |
| 257 | DEPT Total: | 50.81 | Community Corrections | 4 Vendors | 4 Transactions | |
| 400 | DEPT | | Public Health Department | | | |
| 88023 | American Payment Centers, LLC 05- 400- 440- 0410- 6301 | | Box Service 07/01/2020 | 21058 | Equipment Lease/Space Rental | N |
| 88023 | American Payment Centers, LLC | 13.67 | | 09/30/2020 | | |
| | | 13.67 | | 1 Transactions | | |
| 8239 | Ameripride Linen & Apparel Services 05- 400- 440- 0410- 6422 | | Cleaning Supplies 07/14/2020 | 2201353450 | Janitorial Services/Supplies | N |
| 8239 | Ameripride Linen & Apparel Services | 4.74 | | | | |
| | | 4.74 | | 1 Transactions | | |
| 783 | Canon Financial Services, Inc 05- 400- 440- 0410- 6301 | | Mailroom Contract Charge - 07/ 07/01/2020 | 21680566 | Equipment Lease/Space Rental | N |
| | | 44.29 | | 07/31/2020 | | |
| | | 42.53 | PH Contract Charge - July'20 07/01/2020 | 21680569 | Equipment Lease/Space Rental | N |
| | | | | 07/31/2020 | | |

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WLC1
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5 Health & Human Services

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|---|------|---------------------|--------------------------------|---------------------------|--|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 783 Canon Financial Services, Inc | | 86.82 | 2 Transactions | | |
| 13629 Complete Computer Solutions, Inc. | | 57.44 | RPM Rep Payee Management | 8921 - Client | Software Fees/License Fees N |
| 05- 400- 440- 0410- 6239 | | | 08/04/2020 08/03/2021 | | |
| 13629 Complete Computer Solutions, Inc. | | 57.44 | 1 Transactions | | |
| 10855 Culligan | | 20.61 | Cooler Rental Service | 150- 10016285- 1 | Equipment Lease/Space Rental N |
| 05- 400- 440- 0410- 6301 | | | 07/01/2020 07/31/2020 | | |
| 10855 Culligan | | 20.61 | 1 Transactions | | |
| 89765 Minnesota Elevator, Inc | | 26.08 | Elevator Service | 863064 | Maintenance/Service Contracts N |
| 05- 400- 440- 0410- 6300 | | | 07/01/2020 07/31/2020 | | |
| 89765 Minnesota Elevator, Inc | | 26.08 | 1 Transactions | | |
| 88859 Spee*Dee- St Cloud | | 143.76 | FAP Service | 4030159 | Services/Labor/Contracts N |
| 05- 400- 430- 0408- 6231 | | | 06/04/2020 07/04/2020 | | |
| 88859 Spee*Dee- St Cloud | | 143.76 | 1 Transactions | | |
| 10698 Stericycle, Inc | | 19.27 | STERI- SAFE | 4009412477 | Services/Labor/Contracts 6 |
| 05- 400- 440- 0410- 6231 | | | 08/01/2020 08/31/2020 | | |
| 10698 Stericycle, Inc | | 19.27 | 1 Transactions | | |
| 86235 The Office Shop Inc | | 570.54 | Storage Cabinet | 1081253- 0 | Small Equipment: Telephones, Chairs, N |
| 05- 400- 440- 0410- 6450 | | | 06/11/2020 06/11/2020 | | |
| 05- 400- 440- 0410- 6405 | | 9.10 | Post- its, CD's | 1081564- 0 | Office Supplies N |
| 05- 400- 440- 0410- 6300 | | 1,701.98 | PH- COPIER CONTRACT IRC5550III | 311507- 0 | Maintenance/Service Contracts N |
| 06/23/2020 | | | | | |
| 86235 The Office Shop Inc | | 2,281.62 | 3 Transactions | | |
| 9091 The Sherwin- Williams Company | | 13.23 | Gray paint/rollers | 3792- 0 | Building & Structure Related Expendi N |
| 05- 400- 440- 0410- 6605 | | | 07/09/2020 | | |

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WLC1
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5 Health & Human Services

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--|------|---------------------|--------------------------------|---------------------------|--------------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 9091 The Sherwin- Williams Company | | 13.23 | 1 Transactions | | |
| 400 DEPT Total: | | 2,667.24 | Public Health Department | 10 Vendors | 13 Transactions |
| 420 DEPT | | | Income Maintenance | | |
| 88023 American Payment Centers, LLC | | 28.22 | Box Service | 21058 | Equipment Lease/Space Rental N |
| | | | 07/01/2020 09/30/2020 | | |
| 88023 American Payment Centers, LLC | | 28.22 | 1 Transactions | | |
| 8239 Ameripride Linen & Apparel Services | | 9.82 | Cleaning Supplies | 2201353450 | Janitorial Services/Supplies N |
| | | | 07/14/2020 | | |
| 8239 Ameripride Linen & Apparel Services | | 9.82 | 1 Transactions | | |
| 783 Canon Financial Services, Inc | | 91.34 | Mailroom Contract Charge - 07/ | 21680566 | Equipment Lease/Space Rental N |
| | | | 07/01/2020 07/31/2020 | | |
| | | 87.70 | PH Contract Charge - July'20 | 21680569 | Equipment Lease/Space Rental N |
| | | | 07/01/2020 07/31/2020 | | |
| 783 Canon Financial Services, Inc | | 179.04 | 2 Transactions | | |
| 13629 Complete Computer Solutions, Inc. | | 118.47 | RPM Rep Payee Management | 8921 - Client | Software Fees/License Fees N |
| | | | 08/04/2020 08/03/2021 | | |
| 13629 Complete Computer Solutions, Inc. | | 118.47 | 1 Transactions | | |
| 10855 Culligan | | 42.70 | Cooler Rental Service | 150- 10016285- 1 | Equipment Lease/Space Rental N |
| | | | 07/01/2020 07/31/2020 | | |
| 10855 Culligan | | 42.70 | 1 Transactions | | |
| 11051 Department of Human Services | | 140.25 | MAXIS MFIP RECOV TANF | A300MX01206I | County Share- Afdc/Mfip N |
| | | | 04/01/2020 04/30/2020 | | |
| | | 1,472.56 | MAXIS GRH RECOVERIES | A300MX01206I | County Share - Ga N |
| | | | 04/01/2020 04/30/2020 | | |
| | | 18.75 | MAXIS MFIP RECOV STATE | A300MX01207I | County Share- Afdc/Mfip N |
| | | | 05/01/2020 05/31/2020 | | |

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5 Health & Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor No. | Name <u>Account/Formula</u> | Rpt <u>Accr</u> | Amount | Warrant Description <u>Service Dates</u> | Invoice # <u>Paid On Bhf #</u> | Account/Formula Descripti <u>On Behalf of Name</u> | 1099 |
|------------|---|--------------------|----------|---|-----------------------------------|---|------|
| | 05- 420- 620- 4100- 6011 | | 1,632.94 | MAXIS GRH RECOVERIES 05/01/2020 05/31/2020 | A300MX012071 | County Share - Ga | N |
| 11051 | Department of Human Services | | 3,264.50 | 4 Transactions | | | |
| 89765 | Minnesota Elevator, Inc 05- 420- 600- 4800- 6300 | | 54.04 | Elevator Service 07/01/2020 07/31/2020 | 863064 | Maintenance/Service Contracts | N |
| 89765 | Minnesota Elevator, Inc | | 54.04 | 1 Transactions | | | |
| 88859 | Spee*Dee- St Cloud 05- 420- 600- 4800- 6205 | | 78.00 | IM Service 06/04/2020 07/04/2020 | 4030159 | Postage | N |
| 88859 | Spee*Dee- St Cloud | | 78.00 | 1 Transactions | | | |
| 10698 | Stericycle,Inc 05- 420- 600- 4800- 6231 | | 39.73 | STERI- SAFE 08/01/2020 08/31/2020 | 4009412477 | Services/Labor/Contracts | 6 |
| 10698 | Stericycle,Inc | | 39.73 | 1 Transactions | | | |
| 86235 | The Office Shop Inc 05- 420- 600- 4800- 6405 | | 159.22 | Toner Cartridge- (JG) 06/05/2020 | 1081053- 0 | Office Supplies | N |
| | 05- 420- 600- 4800- 6405 | | 18.76 | Post- its, CD's 06/18/2020 | 1081564- 0 | Office Supplies | N |
| 86235 | The Office Shop Inc | | 177.98 | 2 Transactions | | | |
| 9091 | The Sherwin- Williams Company 05- 420- 600- 4800- 6605 | | 27.40 | Gray paint/rollers 07/09/2020 | 3792- 0 | Building & Structure Related Expendi | N |
| 9091 | The Sherwin- Williams Company | | 27.40 | 1 Transactions | | | |
| 420 | DEPT Total: | | 4,019.90 | Income Maintenance | 11 Vendors | 16 Transactions | |
| 430 | DEPT | | | Social Services | | | |
| 88023 | American Payment Centers, LLC 05- 430- 700- 4800- 6301 | | 43.61 | Box Service 07/01/2020 09/30/2020 | 21058 | Equipment Lease/Space Rental | N |
| 88023 | American Payment Centers, LLC | | 43.61 | 1 Transactions | | | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
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5 Health & Human Services

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--|-------------|---------------------|---|---------------------------|--|
| <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> |
| 8239 Ameripride Linen & Apparel Services 05- 430- 700- 4800- 6422 | | 15.57 | Cleaning Supplies 07/14/2020 | 2201353450 | Janitorial Services/Supplies N |
| 8239 Ameripride Linen & Apparel Services | | 15.57 | 1 Transactions | | |
| 783 Canon Financial Services, Inc 05- 430- 700- 4800- 6301 | | 141.16 | Mailroom Contract Charge - 07/ 07/01/2020 07/31/2020 | 21680566 | Equipment Lease/Space Rental N |
| 05- 430- 700- 4800- 6301 | | 135.54 | PH Contract Charge - July'20 07/01/2020 07/31/2020 | 21680569 | Equipment Lease/Space Rental N |
| 783 Canon Financial Services, Inc | | 276.70 | 2 Transactions | | |
| 13629 Complete Computer Solutions, Inc. 05- 430- 700- 4800- 6239 | | 183.09 | RPM Rep Payee Management 08/04/2020 08/03/2021 | 8921 - Client | Software Fees/License Fees N |
| 13629 Complete Computer Solutions, Inc. | | 183.09 | 1 Transactions | | |
| 10855 Culligan 05- 430- 700- 4800- 6301 | | 67.74 | Cooler Rental Service 07/01/2020 07/31/2020 | 150- 10016285- 1 | Equipment Lease/Space Rental N |
| 10855 Culligan | | 67.74 | 1 Transactions | | |
| 89765 Minnesota Elevator, Inc 05- 430- 700- 4800- 6300 | | 85.71 | Elevator Service 07/01/2020 07/31/2020 | 863064 | Maintenance/Service Contracts N |
| 89765 Minnesota Elevator, Inc | | 85.71 | 1 Transactions | | |
| 13624 Quadient Leasing USA, Inc 05- 430- 000- 0000- 1205 | | 573.27 | LEASE 05/17/2020 | N8308779 | Postage Account 1 |
| 13624 Quadient Leasing USA, Inc | | 573.27 | 1 Transactions | | |
| 10698 Stericycle, Inc 05- 430- 700- 4800- 6231 | | 61.40 | STERI- SAFE 08/01/2020 08/31/2020 | 4009412477 | Services/Labor/Contracts 6 |
| 10698 Stericycle, Inc | | 61.40 | 1 Transactions | | |
| 86235 The Office Shop Inc 05- 430- 700- 4800- 6450 | | 199.00 | Bookcase- 6 shelf (AF) | 1081171- 0 | Small Equipment: Telephones, Chairs, N |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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5 Health & Human Services

| Vendor No. | Vendor Name | Account/Formula | Accr | Rpt | Amount | Warrant Description | Service Dates | Invoice # | Paid On Bhf # | Account/Formula Descripti | 1099 |
|------------|-------------------------------|--------------------------|------|-----|----------|-------------------------|---------------|------------|---------------|--------------------------------------|-----------------|
| | | 05- 430- 700- 4800- 6405 | | | 28.99 | Post- its, CD's | 06/09/2020 | 1081564- 0 | | Office Supplies | N |
| 86235 | The Office Shop Inc | | | | 227.99 | | 06/18/2020 | | | | |
| | | | | | | | | | | 2 Transactions | |
| 9091 | The Sherwin- Williams Company | | | | | | | | | | |
| | | 05- 430- 700- 4800- 6605 | | | 43.46 | Gray paint/rollers | 07/09/2020 | 3792- 0 | | Building & Structure Related Expendi | N |
| 9091 | The Sherwin- Williams Company | | | | 43.46 | | | | | | |
| | | | | | | | | | | 1 Transactions | |
| 430 | DEPT Total: | | | | 1,578.54 | Social Services | | | 10 Vendors | | 12 Transactions |
| 5 | Fund Total: | | | | 8,316.49 | Health & Human Services | | | | | 45 Transactions |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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6 Debt Service

| | <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</u> |
|---|----------------------------|-------------|----------------------------|----------------------|----------------------------------|--------------------------|
| | <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 0 | DEPT | | | Undesignated | | |
| | 5777 U.S. Bank N.A. | | | | | |
| | 06-000-000-0000-6796 | | 163,282.51 | Interest - 0058739NS | 1613523 | Interest N |
| | 5777 U.S. Bank N.A. | | 163,282.51 | 1 Transactions | | |
| 0 | DEPT Total: | | 163,282.51 | Undesignated | 1 Vendors | 1 Transactions |
| 6 | Fund Total: | | 163,282.51 | Debt Service | | 1 Transactions |

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9 State

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| | <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> |
|---|----------------------------|-------------|----------------------------|----------------------|--|
| | <u>No. Account/Formula</u> | <u>Accr</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 | | | June 2020 | State Fees, Assessments & Surcharge: N |
| | 4580 Mn Dept Of Finance | | 06/01/2020 06/30/2020 | | |
| | | | 1 Transactions | | |
| 0 | DEPT Total: | | Undesignated | 1 Vendors | 1 Transactions |
| 9 | Fund Total: | | State | | 1 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
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10 Trust

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|-------------------------------------|----------|---|-------------------|-------------------------------|------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 900 DEPT | | Timber Permit Bonds | | | |
| 13447 Futurewood Corp. | | Bond Refund | 13512 | Timber Permit Bonds | N |
| 10- 900- 000- 0000- 2300 | 1,197.70 | | | | |
| 13447 Futurewood Corp. | 1,197.70 | 1 Transactions | | | |
| 999999000 Nistler/David | | Bond Refund | 14067 | Timber Permit Bonds | N |
| 10- 900- 000- 0000- 2300 | 515.20 | | | | |
| 999999000 Nistler/David | 515.20 | 1 Transactions | | | |
| 900 DEPT Total: | 1,712.90 | Timber Permit Bonds | 2 Vendors | 2 Transactions | |
| 923 DEPT | | Forfeited Tax Sales | | | |
| 170 Aitkin Motor Company | | #224 - F250 - Oil Change | 28797 | Repair & Maintenance Supplies | N |
| 10- 923- 000- 0000- 6590 | 48.76 | | | | |
| 10- 923- 000- 0000- 6590 | 200.14 | #394 - F150 - replaced belts | 28909 | Repair & Maintenance Supplies | N |
| 10- 923- 000- 0000- 6590 | 51.76 | 2020 F350 - Oil change | 29003 | Repair & Maintenance Supplies | N |
| 170 Aitkin Motor Company | 300.66 | 3 Transactions | | | |
| 13725 Beartooth True Value | | Tape, batteries, tiedown, tow | B123955 | Field Supplies | N |
| 10- 923- 000- 0000- 6406 | 76.95 | | | | |
| 13725 Beartooth True Value | 76.95 | 1 Transactions | | | |
| 10855 Culligan | | Monthly water | 150100464562 | Utilities | N |
| 10- 923- 000- 0000- 6254 | 87.00 | | | | |
| 10855 Culligan | 87.00 | 1 Transactions | | | |
| 1754 Garrison Disposal Company, Inc | | LLCC demo, ACLD 2- yd, Aitkin 2 | 138629/138632 | Utilities | N |
| 10- 923- 000- 0000- 6254 | 853.80 | | | | |
| 1754 Garrison Disposal Company, Inc | 853.80 | 1 Transactions | | | |
| 4641 Holiday Credit Office | | June fuel | 1400- 000- 134- 9 | Gas And Oil | N |
| 10- 923- 000- 0000- 6511 | 28.51 | | | | |
| 4641 Holiday Credit Office | 28.51 | 06/01/2020 06/30/2020 1 Transactions | | | |
| 2340 Hyytinen Hardware Hank | | Tie- down | 1585606 | Field Supplies | N |
| 10- 923- 000- 0000- 6406 | 14.99 | | | | |
| 10- 923- 000- 0000- 6406 | 3.49 | Steering seal | 1585606 | Field Supplies | N |
| 10- 923- 000- 0000- 6406 | 3.49 | Steering fluid | 1587383 | Field Supplies | N |

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10 Trust

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|------------------------------------|------|---------------------|------------------------|---------------------------|---------------------------------|
| No. | Account/Formu | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| | | | Amount | | | |
| | 10- 923- 000- 0000- 6406 | | 3.49 | Steering fluid | 1589272 | Field Supplies N |
| | 10- 923- 000- 0000- 6406 | | 6.99 | cleaning wipes | 1589838 | Field Supplies N |
| 2340 | Hyytinen Hardware Hank | | 32.45 | 5 Transactions | | |
| 3160 | Mille Lacs Energy Coop- Albert Lea | | | | | |
| | 10- 923- 000- 0000- 6254 | | 193.98 | Berglund Park Electric | 18- 51- 106- 02 | Utilities N |
| | | | | 06/01/2020 06/30/2020 | | |
| 3160 | Mille Lacs Energy Coop- Albert Lea | | 193.98 | 1 Transactions | | |
| 8436 | Northland Parts | | | | | |
| | 10- 923- 000- 0000- 6590 | | 53.18 | Pins, Hydraulic Fluid | 405666 | Repair & Maintenance Supplies N |
| 8436 | Northland Parts | | 53.18 | 1 Transactions | | |
| 4010 | Rasley Oil Company | | | | | |
| | 10- 923- 000- 0000- 6511 | | 354.16 | June Fuel- AITCOL&PS | AITCOL&PS | Gas And Oil N |
| 4010 | Rasley Oil Company | | 354.16 | 1 Transactions | | |
| 86235 | The Office Shop Inc | | | | | |
| | 10- 923- 000- 0000- 6405 | | 67.09 | Board | 1081369 | Office Supplies N |
| | 10- 923- 000- 0000- 6405 | | 1.56 | Memo books | 311314 | Office Supplies N |
| | 10- 923- 000- 0000- 6405 | | 4.39 | Envelopes | 311643 | Office Supplies N |
| 86235 | The Office Shop Inc | | 73.04 | 3 Transactions | | |
| 9642 | WEX BANK | | | | | |
| | 10- 923- 000- 0000- 6511 | | 2,583.17 | June Fuel | 66430702 | Gas And Oil N |
| 9642 | WEX BANK | | 2,583.17 | 1 Transactions | | |
| 923 | DEPT Total: | | 4,636.90 | Forfeited Tax Sales | 11 Vendors | 19 Transactions |
| 10 | Fund Total: | | 6,349.80 | Trust | | 21 Transactions |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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11 Forest Development

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|---|------|---------------------|------------------------------|---------------------------|-------------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 925 DEPT | | Resource Management | | | |
| 14742 Berg/James M | | | | | |
| 11-925-000-0000-6330 | | NRAC mlg | 7/13/20 | Transportation & Travel | Y |
| 11-925-000-0000-6350 | | NRAC mtg | 7/13/20 | Per Diem | Y |
| 14742 Berg/James M | | 60.30 | 2 Transactions | | |
| 12526 Bixby/James | | | | | |
| 11-925-000-0000-6330 | | NRAC mlg | 7/13/20 | Transportation & Travel | Y |
| 11-925-000-0000-6350 | | NRAC mtg | 7/13/20 | Per Diem | Y |
| 12526 Bixby/James | | 71.80 | 2 Transactions | | |
| 589 Blomberg/Judith | | | | | |
| 11-925-000-0000-6350 | | NRAC mtg | 7/13/20 | Per Diem | Y |
| 589 Blomberg/Judith | | 35.00 | 1 Transactions | | |
| 2270 Hoppe/Russell Peter | | | | | |
| 11-925-000-0000-6330 | | NRAC mlg | 7/13/20 | Transportation & Travel | Y |
| 11-925-000-0000-6350 | | NRAC mtg | 7/13/20 | Per Diem | Y |
| 2270 Hoppe/Russell Peter | | 69.50 | 2 Transactions | | |
| 9296 Hosch Appraisal & Consulting, Inc | | | | | |
| 11-925-000-0000-6231 | | 3,495.00 | Appraisal 8-45-24 / 17-45-24 | HAC20033-00-01 | Services, Labor, Contracts |
| 9296 Hosch Appraisal & Consulting, Inc | | 3,495.00 | 1 Transactions | | Y |
| 2448 Janzen/Carroll Mark | | | | | |
| 11-925-000-0000-6330 | | NRAC Mlg | 7/13/20 | Transportation & Travel | Y |
| 11-925-000-0000-6350 | | NRAC Mtg | 7/13/20 | Per Diem | Y |
| 2448 Janzen/Carroll Mark | | 67.20 | 2 Transactions | | |
| 9174 Kassbohrer All Terrain Vehicles, Inc | | | | | |
| 11-925-000-0000-6590 | | 2,231.39 | Piston Bully service | 90372115 | Repair & Maintenance Supplies |
| 9174 Kassbohrer All Terrain Vehicles, Inc | | 2,231.39 | 1 Transactions | | N |
| 5784 Lake/Robert | | | | | |
| 11-925-000-0000-6330 | | NRAC mlg | 7/13/20 | Transportation & Travel | Y |
| 11-925-000-0000-6350 | | NRAC Mtg | 7/13/20 | Per Diem | Y |
| 5784 Lake/Robert | | 51.10 | 2 Transactions | | |
| 11990 Lange/David | | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
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11 Forest Development

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 | |
|----------------------------------|------|---------------------|-------------------------------|---------------------------|-------------------------------|---|
| No. Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name | |
| | | 32.78 | NRAC mlg | 7/13/20 | Transportation & Travel | Y |
| | | 35.00 | NRAC Mtg | 7/13/20 | Per Diem | Y |
| 11990 Lange/David | | 67.78 | | 2 Transactions | | |
| 11407 Lightning Motor Sports | | | | | | |
| | | 291.98 | 2000 Ski- Doo Tundra repair | 19137 | Repair & Maintenance Supplies | N |
| 11407 Lightning Motor Sports | | 291.98 | | 1 Transactions | | |
| 12927 Midwest Machinery Co. | | | | | | |
| | | 86.90 | Stihl #029 - Cleanup | 366981 | Repair & Maintenance Supplies | N |
| | | 177.64 | Stihl #025 - Cleanup | 366984 | Repair & Maintenance Supplies | N |
| | | 408.98 | Stihl #MS250C - cleanup | 366990 | Repair & Maintenance Supplies | N |
| 12927 Midwest Machinery Co. | | 673.52 | | 3 Transactions | | |
| 8436 Northland Parts | | | | | | |
| | | 202.38 | Hose, fitting, fluid, towels, | 404390 | Repair & Maintenance Supplies | N |
| 8436 Northland Parts | | 202.38 | | 1 Transactions | | |
| 10906 Shipp/Dale | | | | | | |
| | | 18.40 | NRAC Mlg | 7/13/20 | Transportation & Travel | Y |
| | | 35.00 | NRAC Mtg | 7/13/20 | Per Diem | Y |
| 10906 Shipp/Dale | | 53.40 | | 2 Transactions | | |
| 13934 The Tire Barn | | | | | | |
| | | 317.05 | F150 #798 Repair | 53048 | Repair & Maintenance Supplies | N |
| 13934 The Tire Barn | | 317.05 | | 1 Transactions | | |
| 15229 Thompson/Dennis J | | | | | | |
| | | 21.85 | NRAC Mileage | 7/13/20 | Transportation & Travel | N |
| 15229 Thompson/Dennis J | | 21.85 | | 1 Transactions | | |
| 12788 Timmer Implement of Aitkin | | | | | | |
| | | 63.59 | Grease/Fuel Filter | IA17730 | Repair & Maintenance Supplies | N |
| | | 88.94 | Oil HYD | IA17866 | Repair & Maintenance Supplies | N |
| 12788 Timmer Implement of Aitkin | | 152.53 | | 2 Transactions | | |
| 4927 Turnnock/Franklin Allen | | | | | | |
| | | 34.50 | NRAC Mileage | 7/13/20 | Transportation & Travel | Y |
| | | 35.00 | NRAC Mtg | 7/13/20 | Per Diem | Y |

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11 Forest Development

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 4927 Turnock/Franklin Allen | | 69.50 | 2 Transactions | | |
| 10017 Tveit/Galen | | | | | |
| 11- 925- 000- 0000- 6330 | | 20.70 | NRAC Mileage | 7/13/20 | Transportation & Travel Y |
| 11- 925- 000- 0000- 6350 | | 35.00 | NRAC Mtg | 7/13/20 | Per Diem Y |
| 10017 Tveit/Galen | | 55.70 | 2 Transactions | | |
| 12065 Warnest/Timothy E | | | | | |
| 11- 925- 000- 0000- 6330 | | 36.23 | NRAC Mileage | 7/13/20 | Transportation & Travel Y |
| 11- 925- 000- 0000- 6350 | | 35.00 | NRAC Mtg | 7/13/20 | Per Diem Y |
| 12065 Warnest/Timothy E | | 71.23 | 2 Transactions | | |
| 925 DEPT Total: | | 8,058.21 | Resource Management | 19 Vendors | 32 Transactions |
| 939 DEPT | | | County Surveyor | | |
| 2340 Hyytinen Hardware Hank | | | | | |
| 11- 939- 000- 0000- 6406 | | 16.98 | Batteries | 1586067 | Supplies N |
| 2340 Hyytinen Hardware Hank | | 16.98 | 1 Transactions | | |
| 939 DEPT Total: | | 16.98 | County Surveyor | 1 Vendors | 1 Transactions |
| 11 Fund Total: | | 8,075.19 | Forest Development | | 33 Transactions |

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14 Capital Project

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|----------------------------------|----------|--------------------------------|---------------|--------------------------------|------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 949 | DEPT | | Courthouse Addition | | | |
| 9300 | Bieniek's Abatement Services LLC | | | | | |
| | 14- 949- 000- 0000- 6630 | | Asbestos removal - 3rd Floor C | 51320c | Miscellaneous- Capital Expense | Y |
| | | 2,500.00 | | | | |
| 9300 | Bieniek's Abatement Services LLC | | | | | |
| | | 2,500.00 | 1 Transactions | | | |
| 9298 | Elite Environmental Services | | | | | |
| | 14- 949- 000- 0000- 6630 | | PCM air sampling - 3rd fl conf | 371 | Miscellaneous- Capital Expense | Y |
| | | 800.00 | | | | |
| 9298 | Elite Environmental Services | | | | | |
| | | 800.00 | 1 Transactions | | | |
| 949 | DEPT Total: | 3,300.00 | Courthouse Addition | 2 Vendors | 2 Transactions | |
| 14 | Fund Total: | 3,300.00 | Capital Project | | 2 Transactions | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
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19 Long Lake Conservation C

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|-------------------------------------|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|----------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 521 | DEPT | | LLCC Administration | | | |
| 11419 | Beaudry Propane | | Propane | 1514597 | Utilities | N |
| | 19- 521- 000- 0000- 6254 | | | | | |
| | 11419 | Beaudry Propane | 196.90 | | | |
| | | | 196.90 | 1 Transactions | | |
| 14812 | SCI Broadband/Savage Communications | | Phone/Broadband | 24- 033167 | Telephone | N |
| | 19- 521- 000- 0000- 6250 | | | | | |
| | 14812 | SCI Broadband/Savage Communications | 648.40 | | | |
| | | | 648.40 | 1 Transactions | | |
| 521 | DEPT Total: | | 845.30 | LLCC Administration | 2 Vendors | 2 Transactions |
| 525 | DEPT | | LLCC Capital Improvement | | | |
| 15300 | MCGREGOR ACE HARDWARE | | Level, impact dye, wood screws | 2006- 061087 | Capital Outlay- Non Marcum House | N |
| | 19- 525- 000- 0000- 6601 | | | | | |
| | 15300 | MCGREGOR ACE HARDWARE | 83.83 | | | |
| | | | 83.83 | 1 Transactions | | |
| 525 | DEPT Total: | | 83.83 | LLCC Capital Improvement | 1 Vendors | 1 Transactions |
| 19 | Fund Total: | | 929.13 | Long Lake Conservation Center | | 3 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name <u>Account/Formula</u> | Rpt <u>Accr</u> | Amount | Warrant Description <u>Service Dates</u> | Invoice # <u>Paid On Bhf #</u> | Account/Formula Descripti <u>On Behalf of Name</u> | 1099 |
|------------|---|--------------------|----------|---|-----------------------------------|---|------|
| 520 | DEPT | | | Parks | | | |
| 9075 | Aardvark by On Site Companies 21- 520- 000- 0000- 6231 | | 904.00 | Portable Restrooms- June 06/01/2020 06/30/2020 | 020493 | Services, Labor, Contracts | N |
| 9075 | Aardvark by On Site Companies | | 904.00 | 1 Transactions | | | |
| 13725 | Beartooth True Value 21- 520- 000- 0000- 6406 | | 126.55 | Chip Brush, Cover, Vac, toilet | B121127 | Field Supplies | N |
| | 21- 520- 000- 0000- 6406 | | 25.98 | Seed/Mulch, etc | B122122 | Field Supplies | N |
| | 21- 520- 000- 0000- 6406 | | 25.43 | Sealant, tubing, cement, clamp | B122218 | Field Supplies | N |
| | 21- 520- 000- 0000- 6406 | | 24.76 | Scraper, grit paper, seed | B122311 | Field Supplies | N |
| | 21- 520- 000- 0000- 6406 | | 34.99 | Gas Can | B123953 | Field Supplies | N |
| 13725 | Beartooth True Value | | 237.71 | 5 Transactions | | | |
| 2763 | Countryside Sanitation 21- 520- 000- 0000- 6231 | | 234.00 | July Garbage - Burglund Park 07/01/2020 07/31/2020 | 174634 | Services, Labor, Contracts | Y |
| 2763 | Countryside Sanitation | | 234.00 | 1 Transactions | | | |
| 88628 | Dalco Enterprises, Inc. 21- 520- 000- 0000- 6405 | | 54.72 | Toilet brushes | 3623356 | Office Supplies | N |
| 88628 | Dalco Enterprises, Inc. | | 54.72 | 1 Transactions | | | |
| 10618 | Erik's Lawn Service 21- 520- 000- 0000- 6231 | | 2,147.00 | June Mowing 06/01/2020 06/30/2020 | 6671 | Services, Labor, Contracts | Y |
| 10618 | Erik's Lawn Service | | 2,147.00 | 1 Transactions | | | |
| 1829 | Goble's Sewer Service Inc. 21- 520- 000- 0000- 6231 | | 360.00 | Pumping - 6/19, 7/1 | 355/356/497 | Services, Labor, Contracts | N |
| 1829 | Goble's Sewer Service Inc. | | 360.00 | 1 Transactions | | | |
| 7525 | Hometown Bldg Supply 21- 520- 000- 0000- 6231 | | 152.89 | lumber | 2006- 011466 | Services, Labor, Contracts | N |
| | 21- 520- 000- 0000- 6231 | | 1,864.48 | lumber- picnic tables | 2006- 012128 | Services, Labor, Contracts | N |
| 7525 | Hometown Bldg Supply | | 2,017.37 | 2 Transactions | | | |
| 2340 | Hyytinen Hardware Hank 21- 520- 000- 0000- 6406 | | 4.19 | non- stick hardware | 1588229 | Field Supplies | N |

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21 Parks

1:09PM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 40

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|------------------------------|------------|--------------------------|------------------|----------------------------|------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| | 21- 520- 000- 0000- 6406 | | Stain | 1589121 | Field Supplies | N |
| | 21- 520- 000- 0000- 6406 | | Paint thinner | 1589272 | Field Supplies | N |
| | 21- 520- 000- 0000- 6406 | | screws | 1589272 | Field Supplies | N |
| 2340 | Hyytinen Hardware Hank | | | | | |
| | | 88.14 | | 4 Transactions | | |
| 14483 | Norland Sanitary Services | | | | | |
| | 21- 520- 000- 0000- 6231 | | Jacobson Dumpster - July | 17485 | Services, Labor, Contracts | N |
| | | 137.19 | 07/01/2020 07/31/2020 | | | |
| 14483 | Norland Sanitary Services | | | 1 Transactions | | |
| | | 137.19 | | | | |
| 15211 | Quality Disposal Systems Inc | | | | | |
| | 21- 520- 000- 0000- 6231 | | Snake River Garbage | 1187622 | Services, Labor, Contracts | N |
| 15211 | Quality Disposal Systems Inc | | | 1 Transactions | | |
| | | 234.00 | | | | |
| | | 234.00 | | | | |
| 520 | DEPT Total: | | Parks | 10 Vendors | 18 Transactions | |
| | | 6,414.13 | | | | |
| 21 | Fund Total: | | Parks | | 18 Transactions | |
| | | 6,414.13 | | | | |
| | Final Total: | | 230 Vendors | 344 Transactions | | |
| | | 347,229.30 | | | | |

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|------------------|-------------------|-------------------------------|
| 1 | 96,190.97 | General Fund |
| 2 | 11,535.62 | Reserves Fund |
| 3 | 41,755.46 | Road & Bridge |
| 5 | 8,316.49 | Health & Human Services |
| 6 | 163,282.51 | Debt Service |
| 9 | 1,080.00 | State |
| 10 | 6,349.80 | Trust |
| 11 | 8,075.19 | Forest Development |
| 14 | 3,300.00 | Capital Project |
| 19 | 929.13 | Long Lake Conservation Center |
| 21 | 6,414.13 | Parks |
| All Funds | 347,229.30 | Total |

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Aitkin County



WLC1
7/9/20 9:07AM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

1 General Fund

| | <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 60 | DEPT | | | Elections | | |
| | 9212 Dominion Voting Systems Inc. | | | | | |
| | 01- 060- 000- 0000- 6630 | | 133,510.00 | 19 ICE / Ballot Boxes | DVS131051 | Miscellaneous- Capital Outlay N |
| | 9212 Dominion Voting Systems Inc. | | 133,510.00 | 1 Transactions | | |
| 60 | DEPT Total: | | 133,510.00 | Elections | 1 Vendors | 1 Transactions |
| 1 | Fund Total: | | 133,510.00 | General Fund | | 1 Transactions |

Aitkin County



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3 Road & Bridge

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| | <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</u> |
|-----|----------------------------|-------------|---------------------------------------|----------------------|----------------------------------|-------------|
| | <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> | |
| 307 | DEPT | | R&B Capital Infrastructure | | | |
| | 7814 Kern & Tabery Inc | | | | | |
| | 03- 307- 000- 0000- 6262 | | Partial Payment #4 | 20198 | Contract Payments | N |
| | | 295,555.15 | 06/15/2020 07/05/2020 | | | |
| | 7814 Kern & Tabery Inc | | 1 Transactions | | | |
| | | 295,555.15 | | | | |
| 307 | DEPT Total: | | R&B Capital Infrastructure | 1 Vendors | 1 Transactions | |
| | | 295,555.15 | | | | |
| 3 | Fund Total: | | Road & Bridge | | 1 Transactions | |
| | | 295,555.15 | | | | |

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 7/9/20 9:07AM
 12 Agency

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|-----------------------------|------|---------------------|--------------------------|---------------------------|-----------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 932 | DEPT | | Schools | | | |
| | 393 ISD 1 Aitkin- Treasurer | | | | | |
| | 12- 932- 000- 0000- 2047 | | 62,694.00 | 1st 1/2 Taconite balance | Taconite Production Tax | N |
| | 393 ISD 1 Aitkin- Treasurer | | 62,694.00 | 1 Transactions | | |
| 932 | DEPT Total: | | 62,694.00 | Schools | 1 Vendors | 1 Transactions |
| 12 | Fund Total: | | 62,694.00 | Agency | | 1 Transactions |
| | Final Total: | | 491,759.15 | 3 Vendors | 3 Transactions | |

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 1 | 133,510.00 | General Fund |
| | 3 | 295,555.15 | Road & Bridge |
| | 12 | 62,694.00 | Agency |
| All Funds | | 491,759.15 | Total |

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7/10/20 12:52PM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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

*Sales/Use Tax
Diesel Tax*

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1
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1 General Fund

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|----------------------|----------------------|----------|---------------|-----------------------------------|-------------------------|---|------|
| 89991 | Bremer Bank | | | | | | |
| 1 | 01-040-021-0000-5840 | | 0.64 | Receipt Nbr 14180 06/10/2020 | | Misc Receipts | N |
| 2 | 01-040-021-0000-5840 | | 0.64 | Receipt Nbr 14180 06/10/2020 | | Misc Receipts | N |
| 3 | 01-040-021-0000-5840 | | 1.61 | Receipt Nbr 14290 06/30/2020 | | Misc Receipts | N |
| 4 | 01-040-021-0000-5840 | | 1.29 | Receipt Nbr 14290 06/30/2020 | | Misc Receipts | N |
| 5 | 01-042-000-0000-5840 | | 0.13 | Receipt Nbr 14247 06/23/2020 | | Misc Receipts | N |
| 6 | 01-042-000-0000-5840 | | 0.13 | Receipt Nbr 14256 06/24/2020 | | Misc Receipts | N |
| 7 | 01-042-000-0000-5840 | | 0.13 | Receipt Nbr 14291 06/30/2020 | | Misc Receipts | N |
| 8 | 01-043-000-0000-5840 | | 0.77 | Receipt Nbr 14223 06/17/2020 | | Misc Receipts | N |
| 9 | 01-043-000-0000-5840 | | 0.51 | Receipt Nbr 14223 06/17/2020 | | Misc Receipts | N |
| 10 | 01-090-000-0000-5840 | | 3.86 | Receipt Nbr 14221 06/16/2020 | | Misc Receipts | N |
| 11 | 01-090-000-0000-5840 | | 1.93 | Receipt Nbr 14258 06/24/2020 | | Misc Receipts | N |
| 12 | 01-090-000-0000-5840 | | 6.11 | Receipt Nbr 14265 06/26/2020 | | Misc Receipts | N |
| 13 | 01-090-000-0000-5840 | | 2.89 | Receipt Nbr 14265 06/26/2020 | | Misc Receipts | N |
| 14 | 01-090-000-0000-5840 | | 3.86 | Receipt Nbr 14265 06/26/2020 | | Misc Receipts | N |
| 15 | 01-090-000-0000-5840 | | 1.29 | Receipt Nbr 14265 06/26/2020 | | Misc Receipts | N |
| 16 | 01-090-000-0000-5840 | | 0.64 | Receipt Nbr 14265 06/26/2020 | | Misc Receipts | N |
| 17 | 01-100-000-0000-5840 | | 4.50 | Receipt Nbr 14084 06/01/2020 | | Misc Receipts | N |
| 18 | 01-100-000-0000-5840 | | 1.42 | Receipt Nbr 19 06/04/2020 | | Misc Receipts | N |
| 19 | 01-100-000-0000-5840 | | 4.70 | Receipt Nbr 41 06/10/2020 | | Misc Receipts | N |
| 20 | 01-100-000-0000-5840 | | 15.18 | Receipt Nbr 49 06/11/2020 | | Misc Receipts | N |
| 21 | 01-100-000-0000-5840 | | 70.76 | Receipt Nbr 57 06/12/2020 | | Misc Receipts | N |
| 22 | 01-100-000-0000-5840 | | 1.22 | Receipt Nbr 69 06/17/2020 | | Misc Receipts | N |
| 23 | 01-100-000-0000-5840 | | 0.19 | Receipt Nbr 96 06/24/2020 | | Misc Receipts | N |
| 24 | 01-100-000-0000-5840 | | 33.26 | Receipt Nbr 106 06/24/2020 | | Misc Receipts | N |
| 25 | 01-252-252-0000-5872 | | 39.10 | Receipt Nbr 14182 06/11/2020 | | Phone Card Prisoner Welfare(Taxab | N |
| 26 | 01-252-252-0000-5872 | | 70.71 | Receipt Nbr 14233 06/19/2020 | | Phone Card Prisoner Welfare(Taxab | N |
| 27 | 01-252-252-0000-5885 | | 27.87 | Receipt Nbr 14146 06/04/2020 | | Commissary Sales Taxable | N |
| 28 | 01-252-252-0000-5885 | | 8.06 | Receipt Nbr 14182 06/11/2020 | | Commissary Sales Taxable | N |
| 29 | 01-252-252-0000-5885 | | 7.49 | Receipt Nbr 14233 06/19/2020 | | Commissary Sales Taxable | N |
| 30 | 01-252-252-0000-5885 | | 1.35 | Receipt Nbr 14268 06/26/2020 | | Commissary Sales Taxable | N |
| 89991 | Bremer Bank | | 312.24 | 30 Transactions | | | |
| 1 Fund Total: | | | 312.24 | General Fund | 1 Vendors | 30 Transactions | |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1
7/10/20 12:52PM
3 Road & Bridge

| Vendor Name | <u>No.</u> | <u>Account/Formula</u> | <u>Rpt</u> | <u>Amount</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</u> |
|-------------|------------|------------------------|-------------|---------------|------------------------------|----------------------|----------------------------------|-------------|
| | | | <u>Accr</u> | | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> | |
| 89991 | | Bremer Bank | | | | | | |
| 31 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14115 06/02/2020 | | Charges- Individuals | N |
| 32 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14115 06/02/2020 | | Charges- Individuals | N |
| 33 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14148 06/05/2020 | | Charges- Individuals | N |
| 34 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14149 06/05/2020 | | Charges- Individuals | N |
| 35 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14149 06/05/2020 | | Charges- Individuals | N |
| 36 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14149 06/05/2020 | | Charges- Individuals | N |
| 37 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14158 06/08/2020 | | Charges- Individuals | N |
| 38 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14193 06/12/2020 | | Charges- Individuals | N |
| 39 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14196 06/12/2020 | | Charges- Individuals | N |
| 40 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14196 06/12/2020 | | Charges- Individuals | N |
| 41 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14196 06/12/2020 | | Charges- Individuals | N |
| 42 | | 03-000-000-0000-5855 | | 3.44 | Receipt Nbr 14196 06/12/2020 | | Charges- Individuals | N |
| 43 | | 03-000-000-0000-5855 | | 3.44 | Receipt Nbr 14196 06/12/2020 | | Charges- Individuals | N |
| 44 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14202 06/15/2020 | | Charges- Individuals | N |
| 45 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14203 06/15/2020 | | Charges- Individuals | N |
| 46 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14227 06/18/2020 | | Charges- Individuals | N |
| 47 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14227 06/18/2020 | | Charges- Individuals | N |
| 48 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14234 06/19/2020 | | Charges- Individuals | N |
| 49 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14235 06/19/2020 | | Charges- Individuals | N |
| 50 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14235 06/19/2020 | | Charges- Individuals | N |
| 51 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14235 06/19/2020 | | Charges- Individuals | N |
| 52 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14235 06/19/2020 | | Charges- Individuals | N |
| 53 | | 03-000-000-0000-5855 | | 3.44 | Receipt Nbr 14235 06/19/2020 | | Charges- Individuals | N |
| 54 | | 03-000-000-0000-5855 | | 3.44 | Receipt Nbr 14235 06/19/2020 | | Charges- Individuals | N |
| 55 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14238 06/22/2020 | | Charges- Individuals | N |
| 56 | | 03-000-000-0000-5855 | | 0.64 | Receipt Nbr 14245 06/23/2020 | | Charges- Individuals | N |
| 57 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14251 06/23/2020 | | Charges- Individuals | N |
| 58 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14271 06/26/2020 | | Charges- Individuals | N |
| 59 | | 03-000-000-0000-5855 | | 5.79 | Receipt Nbr 14273 06/26/2020 | | Charges- Individuals | N |
| 60 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14282 06/29/2020 | | Charges- Individuals | N |
| 61 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14283 06/29/2020 | | Charges- Individuals | N |
| 62 | | 03-000-000-0000-5855 | | 3.86 | Receipt Nbr 14293 06/30/2020 | | Charges- Individuals | N |
| 63 | | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 14294 06/30/2020 | | Charges- Individuals | N |
| 64 | | 03-000-000-0000-5857 | | 11.25 | Receipt Nbr 14149 06/05/2020 | | Culverts | N |
| 65 | | 03-000-000-0000-5857 | | 24.70 | Receipt Nbr 14149 06/05/2020 | | Culverts | N |
| 131 | | 03-303-000-0000-6513 | | 1,004.34 | Diesel Tax: June 2020 | | Motor Fuel & Lubricants | N |
| 89991 | | Bremer Bank | | 1,114.52 | 36 Transactions | | | |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1
7/10/20 12:52PM
3 Road & Bridge

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 3 Fund Total: | | 1,114.52 | Road & Bridge | 1 Vendors | 36 Transactions |

KMR1
 7/10/20 12:52PM
 10 Trust

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 66 89991 Bremer Bank | | 1.61 | Receipt Nbr 1650 06/22/2020 | FTS- Leases/Easements | N |
| 89991 Bremer Bank | | 1.61 | 1 Transactions | | |
| 10 Fund Total: | | 1.61 | Trust | 1 Vendors | 1 Transactions |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1
7/10/20 12:52PM
11 Forest Development

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 89991 Bremer Bank | | | | | |
| 67 11- 939- 000- 0000- 5840 | | 0.96 | Receipt Nbr 14269 06/26/2020 | Misc Receipts | N |
| 89991 Bremer Bank | | 0.96 | 1 Transactions | | |
| 11 Fund Total: | | 0.96 | Forest Development | 1 Vendors | 1 Transactions |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1
7/10/20 12:52PM
21 Parks

| Vendor Name | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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 | | | | | |
| 68 | 21-520-000-0000-5510 | 3.86 | Receipt Nbr 1610 06/01/2020 | Co. Parks Campground Fees | N |
| 69 | 21-520-000-0000-5510 | 5.15 | Receipt Nbr 1610 06/01/2020 | Co. Parks Campground Fees | N |
| 70 | 21-520-000-0000-5510 | 2.89 | Receipt Nbr 1610 06/01/2020 | Co. Parks Campground Fees | N |
| 71 | 21-520-000-0000-5510 | 6.43 | Receipt Nbr 1612 06/02/2020 | Co. Parks Campground Fees | N |
| 72 | 21-520-000-0000-5510 | 1.93 | Receipt Nbr 1612 06/02/2020 | Co. Parks Campground Fees | N |
| 73 | 21-520-000-0000-5510 | 10.29 | Receipt Nbr 1613 06/03/2020 | Co. Parks Campground Fees | N |
| 74 | 21-520-000-0000-5510 | 12.54 | Receipt Nbr 1613 06/03/2020 | Co. Parks Campground Fees | N |
| 75 | 21-520-000-0000-5510 | 2.57 | Receipt Nbr 1614 06/03/2020 | Co. Parks Campground Fees | N |
| 76 | 21-520-000-0000-5510 | 7.85 | Receipt Nbr 1614 06/03/2020 | Co. Parks Campground Fees | N |
| 77 | 21-520-000-0000-5510 | 5.79 | Receipt Nbr 1614 06/03/2020 | Co. Parks Campground Fees | N |
| 78 | 21-520-000-0000-5510 | 4.18 | Receipt Nbr 1614 06/03/2020 | Co. Parks Campground Fees | N |
| 79 | 21-520-000-0000-5510 | 3.86 | Receipt Nbr 1614 06/03/2020 | Co. Parks Campground Fees | N |
| 80 | 21-520-000-0000-5510 | 7.85 | Receipt Nbr 1614 06/03/2020 | Co. Parks Campground Fees | N |
| 81 | 21-520-000-0000-5510 | 2.89 | Receipt Nbr 1616 06/04/2020 | Co. Parks Campground Fees | N |
| 82 | 21-520-000-0000-5510 | 7.72 | Receipt Nbr 1616 06/04/2020 | Co. Parks Campground Fees | N |
| 83 | 21-520-000-0000-5510 | 23.16 | Receipt Nbr 1632 06/11/2020 | Co. Parks Campground Fees | N |
| 84 | 21-520-000-0000-5510 | 8.68 | Receipt Nbr 1632 06/11/2020 | Co. Parks Campground Fees | N |
| 85 | 21-520-000-0000-5510 | 2.57 | Receipt Nbr 1632 06/11/2020 | Co. Parks Campground Fees | N |
| 86 | 21-520-000-0000-5510 | 3.86 | Receipt Nbr 1632 06/11/2020 | Co. Parks Campground Fees | N |
| 87 | 21-520-000-0000-5510 | 12.87 | Receipt Nbr 1633 06/11/2020 | Co. Parks Campground Fees | N |
| 88 | 21-520-000-0000-5510 | 6.43 | Receipt Nbr 1633 06/11/2020 | Co. Parks Campground Fees | N |
| 89 | 21-520-000-0000-5510 | 5.79 | Receipt Nbr 1633 06/11/2020 | Co. Parks Campground Fees | N |
| 90 | 21-520-000-0000-5510 | 7.72 | Receipt Nbr 1633 06/11/2020 | Co. Parks Campground Fees | N |
| 91 | 21-520-000-0000-5510 | 15.44 | Receipt Nbr 1634 06/12/2020 | Co. Parks Campground Fees | N |
| 92 | 21-520-000-0000-5510 | 3.86 | Receipt Nbr 1635 06/12/2020 | Co. Parks Campground Fees | N |
| 93 | 21-520-000-0000-5510 | 1.93 | Receipt Nbr 1635 06/12/2020 | Co. Parks Campground Fees | N |
| 94 | 21-520-000-0000-5510 | 3.86 | Receipt Nbr 1635 06/12/2020 | Co. Parks Campground Fees | N |
| 95 | 21-520-000-0000-5510 | 13.51 | Receipt Nbr 1636 06/15/2020 | Co. Parks Campground Fees | N |
| 96 | 21-520-000-0000-5510 | 5.15 | Receipt Nbr 1636 06/15/2020 | Co. Parks Campground Fees | N |
| 97 | 21-520-000-0000-5510 | 12.87 | Receipt Nbr 1636 06/15/2020 | Co. Parks Campground Fees | N |
| 98 | 21-520-000-0000-5510 | 5.15 | Receipt Nbr 1637 06/17/2020 | Co. Parks Campground Fees | N |
| 99 | 21-520-000-0000-5510 | 7.72 | Receipt Nbr 1637 06/17/2020 | Co. Parks Campground Fees | N |
| 100 | 21-520-000-0000-5510 | 1.93 | Receipt Nbr 1637 06/17/2020 | Co. Parks Campground Fees | N |
| 101 | 21-520-000-0000-5510 | 1.93 | Receipt Nbr 1637 06/17/2020 | Co. Parks Campground Fees | N |
| 102 | 21-520-000-0000-5510 | 38.60 | Receipt Nbr 1638 06/17/2020 | Co. Parks Campground Fees | N |
| 103 | 21-520-000-0000-5510 | 10.29 | Receipt Nbr 1638 06/17/2020 | Co. Parks Campground Fees | N |
| 104 | 21-520-000-0000-5510 | 5.15 | Receipt Nbr 1639 06/17/2020 | Co. Parks Campground Fees | N |
| 105 | 21-520-000-0000-5510 | 4.50 | Receipt Nbr 1639 06/17/2020 | Co. Parks Campground Fees | N |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------------------------|----------------------|---------------------|-----------------------------|---------------------------------|------------------------|
| No. Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # On Behalf of Name | |
| 106 | 21-520-000-0000-5510 | 8.68 | Receipt Nbr 1639 06/17/2020 | Co. Parks Campground Fees | N |
| 107 | 21-520-000-0000-5510 | 5.15 | Receipt Nbr 1639 06/17/2020 | Co. Parks Campground Fees | N |
| 108 | 21-520-000-0000-5510 | 2.44 | Receipt Nbr 1639 06/17/2020 | Co. Parks Campground Fees | N |
| 109 | 21-520-000-0000-5510 | 7.08 | Receipt Nbr 1640 06/18/2020 | Co. Parks Campground Fees | N |
| 110 | 21-520-000-0000-5510 | 3.86 | Receipt Nbr 1648 06/19/2020 | Co. Parks Campground Fees | N |
| 111 | 21-520-000-0000-5510 | 5.79 | Receipt Nbr 1648 06/19/2020 | Co. Parks Campground Fees | N |
| 112 | 21-520-000-0000-5510 | 1.93 | Receipt Nbr 1648 06/19/2020 | Co. Parks Campground Fees | N |
| 113 | 21-520-000-0000-5510 | 8.68 | Receipt Nbr 1649 06/22/2020 | Co. Parks Campground Fees | N |
| 114 | 21-520-000-0000-5510 | 20.58 | Receipt Nbr 1649 06/22/2020 | Co. Parks Campground Fees | N |
| 115 | 21-520-000-0000-5510 | 7.72 | Receipt Nbr 1649 06/22/2020 | Co. Parks Campground Fees | N |
| 116 | 21-520-000-0000-5510 | 6.43 | Receipt Nbr 1652 06/24/2020 | Co. Parks Campground Fees | N |
| 117 | 21-520-000-0000-5510 | 0.96 | Receipt Nbr 1652 06/24/2020 | Co. Parks Campground Fees | N |
| 118 | 21-520-000-0000-5510 | 7.72 | Receipt Nbr 1653 06/24/2020 | Co. Parks Campground Fees | N |
| 119 | 21-520-000-0000-5510 | 9.65 | Receipt Nbr 1653 06/24/2020 | Co. Parks Campground Fees | N |
| 120 | 21-520-000-0000-5510 | 7.72 | Receipt Nbr 1653 06/24/2020 | Co. Parks Campground Fees | N |
| 121 | 21-520-000-0000-5510 | 14.15 | Receipt Nbr 1654 06/24/2020 | Co. Parks Campground Fees | N |
| 122 | 21-520-000-0000-5510 | 3.60 | Receipt Nbr 1654 06/24/2020 | Co. Parks Campground Fees | N |
| 123 | 21-520-000-0000-5510 | 14.47 | Receipt Nbr 1654 06/24/2020 | Co. Parks Campground Fees | N |
| 124 | 21-520-000-0000-5510 | 5.15 | Receipt Nbr 1654 06/24/2020 | Co. Parks Campground Fees | N |
| 125 | 21-520-000-0000-5510 | 5.15 | Receipt Nbr 1654 06/24/2020 | Co. Parks Campground Fees | N |
| 126 | 21-520-000-0000-5510 | 2.64 | Receipt Nbr 1654 06/24/2020 | Co. Parks Campground Fees | N |
| 127 | 21-520-000-0000-5510 | 6.43 | Receipt Nbr 1655 06/26/2020 | Co. Parks Campground Fees | N |
| 128 | 21-520-000-0000-5510 | 7.72 | Receipt Nbr 1655 06/26/2020 | Co. Parks Campground Fees | N |
| 129 | 21-520-000-0000-5510 | 0.96 | Receipt Nbr 1655 06/26/2020 | Co. Parks Campground Fees | N |
| 130 | 21-520-000-0000-5510 | 11.58 | Receipt Nbr 1655 06/26/2020 | Co. Parks Campground Fees | N |
| 89991 Bremer Bank | | 465.01 | 63 Transactions | | |
| 21 Fund Total: | | 465.01 | Parks | 1 Vendors | 63 Transactions |
| Final Total: | | 1,894.34 | 5 Vendors | 131 Transactions | |

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 1 | 312.24 | General Fund |
| | 3 | 1,114.52 | Road & Bridge |
| | 10 | 1.61 | Trust |
| | 11 | 0.96 | Forest Development |
| | 21 | 465.01 | Parks |
| All Funds | | 1,894.34 | Total |

Approved by,

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WLC1
7/15/20 3:52PM

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1
7/15/20 3:52PM
3 Road & Bridge

| Vendor No. | Vendor Name | Account/Formula | Accr | Rpt | Amount | Warrant Description | Service Dates | Invoice # | Account/Formula Descripti | 1099 |
|----------------------|-------------|--------------------------------|------|-----|-------------------|--------------------------|------------------|-----------------------|---------------------------|------|
| | | | | | | | | Paid On Bhf # | On Behalf of Name | |
| 1 | 7050 | Anderson Brothers Construction | | | 160,091.38 | Partial Payment #2 | | 20204 | Contract Payments | N |
| | | 03- 307- 000- 0000- 6262 | | | | 06/22/2020 | 07/12/2020 | | | |
| | 7050 | Anderson Brothers Construction | | | 160,091.38 | | 1 Transactions | | | |
| 2 | 9231 | DESIGN ELECTRIC, INC | | | 14,873.29 | Partial Payment #2 | | 20196 | Contract Payments | N |
| | | 03- 307- 000- 0000- 6262 | | | | 05/16/2020 | 07/14/2020 | | | |
| | 9231 | DESIGN ELECTRIC, INC | | | 14,873.29 | | 1 Transactions | | | |
| 3 Fund Total: | | | | | 174,964.67 | Road & Bridge | | 2 Vendors | 2 Transactions | |
| Final Total: | | | | | 174,964.67 | | 2 Vendors | 2 Transactions | | |

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 3 | 174,964.67 | Road & Bridge |
| All Funds | | 174,964.67 | Total |

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WLC1
7/22/20 12:03PM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1
7/22/20 12:03PM
1 General Fund

| | <u>Vendor Name</u> | <u>Rpt</u> | <u>Amount</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</u> |
|----------------------|---|-------------|---------------|-------------------------------|-----------------------|----------------------------------|-------------|
| | <u>No. Account/Formula</u> | <u>Accr</u> | | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> | |
| 3 | 14967 KNOWINK LLC 01- 060- 000- 0000- 6231 | | 7,875.00 | Poll Pad / ePulse Annual Fees | 5972 | Services, Labor, Contracts | N |
| | 14967 KNOWINK LLC | | 7,875.00 | 1 Transactions | | | |
| 1 | 11997 Minnesota Monitoring, Inc 01- 257- 267- 0000- 6341 | | 2,940.00 | EHM Equip Rental | 12928 | Equipment Rental | N |
| 2 | 01- 257- 258- 0000- 6342 | | 653.75 | EHM - Equip Rental | 12930 | Equipment Rental/Contracts- Home | N |
| | 11997 Minnesota Monitoring, Inc | | 3,593.75 | 2 Transactions | | | |
| 1 Fund Total: | | | 11,468.75 | General Fund | 2 Vendors | 3 Transactions | |
| Final Total: | | | 11,468.75 | 2 Vendors | 3 Transactions | | |

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 1 | 11,468.75 | General Fund |
| All Funds | | 11,468.75 | Total |

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KMR1
7/9/20 10:49AM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

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

Mtg. Reg Tax
State Deed Tax

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

KMR1
7/9/20 10:49AM
1 General Fund

| Vendor Name | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 780 Bremer Bank | | | | | |
| 3 01- 040- 000- 0000- 5081 | | 0.02 | Mtg Reg - June Final Pmt | | Mortgage Registry- 3% N |
| 4 01- 042- 000- 0000- 5079 | | 0.03 | Deed Tax - June Final Pmt | | 3% State Deed Tax N |
| 780 Bremer Bank | | 0.05 | 2 Transactions | | |
| 1 Fund Total: | | 0.05 | General Fund | 1 Vendors | 2 Transactions |

Aitkin County



KMR1
7/9/20 10:49AM
9 State

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|------------------------|------|---------------------|---------------------------|-------------------------------------|-------------------|
| No. Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name |
| 780 Bremer Bank | | | | | |
| 2 09-000-000-0000-2025 | | 1,675.68 | Deed Tax - June Final Pmt | State's Share Of Deed Tax (97%) | N |
| 1 09-000-000-0000-2026 | | 1,886.97 | Mtg Reg - June Final Pmt | State Share Of Mortgage Registry (9 | N |
| 780 Bremer Bank | | 3,562.65 | 2 Transactions | | |
| 9 Fund Total: | | 3,562.65 | State | 1 Vendors | 2 Transactions |
| Final Total: | | 3,562.70 | 2 Vendors | 4 Transactions | |

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 1 | 0.05 | General Fund |
| | 9 | 3,562.65 | State |
| All Funds | | 3,562.70 | Total |

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KMR1
7/9/20 10:15AM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Elan Paid 7/9/20

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1
7/9/20 10:15AM
1 General Fund

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 5462 Bremer Bank (Elan ACH) | | | | | |
| 1 01- 044- 000- 0000- 6800 | | 3,652.27 | ELAN - Paid 07/09/2020 | ELAN - Statement Payment | N |
| 5462 Bremer Bank (Elan ACH) | | 3,652.27 | 1 Transactions | | |
| 1 Fund Total: | | 3,652.27 | General Fund | 1 Vendors | 1 Transactions |
| Final Total: | | 3,652.27 | 1 Vendors | 1 Transactions | |

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIOI

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 1 | 3,652.27 | General Fund |
| All Funds | | 3,652.27 | Total |

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KMR1
7/8/20 1:52PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

FSA Claims

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



KMR1
7/8/20 1:52PM
1 General Fund

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

Page 2

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 8410 Bremer Bank | | | | | |
| 1 01-044-904-0000-6360 | | 156.97 | Dep Care FSA Claims 2020 | 39479092 | Flex Plan Withdrawals N |
| 2 01-044-904-0000-6360 | | 360.22 | Med FSA Claims 2020 | 39479092 | Flex Plan Withdrawals N |
| 8410 Bremer Bank | | 517.19 | 2 Transactions | | |
| 1 Fund Total: | | 517.19 | General Fund | 1 Vendors | 2 Transactions |
| Final Total: | | 517.19 | 1 Vendors | 2 Transactions | |

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 1 | 517.19 | General Fund |
| All Funds | | 517.19 | Total |

Approved by,
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KMR1
7/15/20 10:40AM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Camping Refund (Corvis)
NNSF Partial Refunds (Corvis)
FSA Claims

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1
7/15/20 10:40AM
1 General Fund

| Vendor Name | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 8410 Bremer Bank | | | | | |
| 3 01-044-904-0000-6360 | | 466.68 | Dep Care FSA Claims 2020 | 39486236 | Flex Plan Withdrawals N |
| 4 01-044-904-0000-6360 | | 89.93- | Med FSA Claims 2020 | 39486236 | Flex Plan Withdrawals N |
| 8410 Bremer Bank | | 376.75 | 2 Transactions | | |
| 1 Fund Total: | | 376.75 | General Fund | 1 Vendors | 2 Transactions |

Aitkin County



KMR1
7/15/20 10:40AM
19 Long Lake Conservation C

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 3

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 8410 Bremer Bank | | | | | |
| 2 19- 522- 000- 0000- 6217 | | 410.00 | NNSF Partial Refund- COVID | Credit Card Fees | N |
| 8410 Bremer Bank | | 410.00 | 1 Transactions | | |
| 19 Fund Total: | | 410.00 | Long Lake Conservation Center | 1 Vendors | 1 Transactions |

Aitkin County



KMR1
7/15/20 10:40AM
21 Parks

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|----------------------------|------|---------------------|------------------------|---------------------------|-----------------------------|
| No. Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name |
| 8410 Bremer Bank | | | | | |
| 1 21- 520- 000- 0000- 5510 | | 100.00 | Camping Refund - COVID | 2594 | Co. Parks Campground Fees N |
| 8410 Bremer Bank | | 100.00 | 1 Transactions | | |
| 21 Fund Total: | | 100.00 | Parks | 1 Vendors | 1 Transactions |
| Final Total: | | 886.75 | 3 Vendors | 4 Transactions | |

Aitkin County



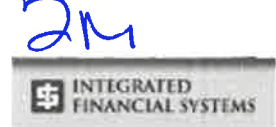
Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|-------------------------------|
| | 1 | 376.75 | General Fund |
| | 19 | 410.00 | Long Lake Conservation Center |
| | 21 | 100.00 | Parks |
| All Funds | | 886.75 | Total |

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KMR1
7/15/20 3:32PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

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

Elan paid 7/19/20

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1
7/15/20 3:32PM
1 General Fund

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|------------------------------------|------|--|-----------------|----------------------------------|------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 5462 Bremer Bank (Elan ACH) | | | | | |
| 15 01-090-000-0000-6625 | | 279.99 Monitor | | Office Equipment | N |
| 25 01-120-000-0000-6208 | | 350.00 NACVSO Training | | Training/Education | N |
| 26 01-200-003-0000-6332 | | 457.35 #211 - Hotel Rifle Training | | Hotels / Motels | N |
| 27 01-200-019-0000-6231 | | 60.42 Nationwide - K-9 Insurance | | Services, Labor, Contracts | N |
| 30 01-252-000-0000-6418 | | 23.90 Walmart - Groceries | | Groceries | N |
| 20 01-252-252-0000-6405 | | 16.90 Adapter Jail Camera System | | Prisoner Welfare | N |
| 22 01-254-003-0000-6332 | | 286.54- Arrowwood - Blazak Lodging Can | | Hotel | N |
| 23 01-254-003-0000-6332 | | 286.54- Arrowwood - Honstrom Lodging C | | Hotel | N |
| 1 01-044-000-0000-6800 | | 3,652.27- ELAN Paid 07/09/20- Allocation | | ELAN - Statement Payment | N |
| 24 01-280-000-0000-6240 | | 200.00 AMEM - Erickson Annual Dues | | Dues | N |
| 17 01-049-000-0000-6231 | | 29.00 Melody Loops Hold Music | 126169825 | Programming, Services, Contracts | N |
| 18 01-049-000-0000-6402 | | 598.50 Visio Standard 2019 | 3884533517 | Computer Supplies & Software | N |
| 16 01-255-000-0000-6625 | | 169.93 Nitro Subscription | Gabrea | Office Equipment & Other Equipme | N |
| 32 01-043-000-0000-6405 | | 419.00 Laser Measuring Tool | Mello | Office, Film & Computer Supplies | N |
| 31 01-043-000-0000-6302 | | 110.99 New Battery - 2012 Ford Escape | VIN#CKB31609 | Car Maintenance | N |
| 5462 Bremer Bank (Elan ACH) | | 1,509.37- | | | |
| | | | 15 Transactions | | |
| 1 Fund Total: | | 1,509.37- | | General Fund | 1 Vendors |
| | | | | | 15 Transactions |

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1
7/15/20 3:32PM
3 Road & Bridge

| <u>Vendor Name</u> | | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> | |
| 19 | 5462 Bremer Bank (Elan ACH) 03- 303- 000- 0000- 6590 | | Sprayer for ATV - Unit #13 | Amazon | Repair & Maintenance Supplies | N |
| | 5462 Bremer Bank (Elan ACH) | | 1 Transactions | | | |
| 3 Fund Total: | | | 445.00 | Road & Bridge | 1 Vendors | 1 Transactions |

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1
7/15/20 3:32PM
5 Health & Human Services

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|-----------------------------|------|---------------------|---|---|------------------------|
| No. Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name |
| 5462 Bremer Bank (Elan ACH) | | | | | |
| 9 05-400-000-0000-6801 | | 16.37 | Covid-19 Sanitizing Wipes 06/18/2020 | Disaster Services - Expenditure | N |
| 11 05-400-410-0413-6405 | | 113.86 | WIC - Number Stickers 06/23/2020 | Office Supplies | N |
| 7 05-400-440-0410-6405 | | 46.86 | Acct - Toner Cartridges 06/17/2020 | Office Supplies | N |
| 10 05-400-440-0410-6405 | | 6.22 | Round laser printer labels 06/23/2020 | Office Supplies | N |
| 7 05-420-600-4800-6405 | | 96.64 | Acct - Toner Cartridges 06/17/2020 | Office Supplies | N |
| 12 05-430-700-4800-6332 | | 338.30 | Hoarding Conf Lodging credit(T 06/22/2020 | Hotel/Lodging | N |
| 7 05-430-700-4800-6405 | | 149.36 | Acct - Toner Cartridges 06/17/2020 | Office Supplies | N |
| 6 05-430-700-4800-6450 | | 46.34 | Plantronics Hook Switch Adapte 06/19/2020 | Small Equipment: Telephones,Chair | N |
| 8 05-430-700-4800-6450 | | 256.38 | Plantronics Headset (HK) 06/19/2020 | Small Equipment: Telephones,Chair | N |
| 13 05-430-710-3980-6020 | | 20.19 | License & Resource Dev- Thermom 06/29/2020 | License & Resource Development | N |
| 5 05-430-710-3980-6020 | | 20.00 | Background Check, Child Care 06/18/2020 | License & Resource Development | N |
| 2 05-430-710-3980-6020 | | 20.00 | Background Check, Child Care 06/19/2020 | License & Resource Development | N |
| 4 05-430-710-3980-6020 | | 20.00 | Background Check, Child Care 06/18/2020 | License & Resource Development | N |
| 3 05-430-710-3980-6020 | | 20.00 | Background Check, Child Care 06/19/2020 | License & Resource Development | N |
| 14 05-400-450-0451-6241 | | 184.00 | 2020 MAND Conf Registration 06/24/2020 | Budget Meeting/Conference Registration Fe | N |
| 5462 Bremer Bank (Elan ACH) | | 677.92 | 15 Transactions | | |
| 5 Fund Total: | | 677.92 | Health & Human Services | 1 Vendors | 15 Transactions |

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1
7/15/20 3:32PM
11 Forest Development

| <u>Vendor Name</u> | | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 5462 | Bremer Bank (Elan ACH) | | | | | |
| 29 | 11-925-000-0000-6406 | | 233.96 | OSHA Signs/Cell Phone Booster | | Field Supplies N |
| 28 | 11-939-000-0000-6240 | | 122.50 | MN Board of AELSLAGID Cert Ren | Quale | Dues/Assoc Fees N |
| 5462 | Bremer Bank (Elan ACH) | | 356.46 | 2 Transactions | | |
| 11 Fund Total: | | | 356.46 | Forest Development | 1 Vendors | 2 Transactions |

Aitkin County



KMR1
7/15/20 3:32PM
19 Long Lake Conservation C

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| Vendor Name | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 5462 Bremer Bank (Elan ACH) | | | | | |
| 21 19- 521- 000- 0000- 6230 | | 29.99 | Adobe - Creative Cloud Renewal | | Printing, Publ & Adv Promotion N |
| 5462 Bremer Bank (Elan ACH) | | 29.99 | 1 Transactions | | |
| 19 Fund Total: | | 29.99 | Long Lake Conservation Center | 1 Vendors | 1 Transactions |
| Final Total: | | 0.00 | 5 Vendors | 34 Transactions | |

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> | |
|----------------------|--------------------|----------------------|-------------------------------|--------------------|
| | 1 | -1,509.37 | General Fund | |
| | 3 | 445.00 | Road & Bridge | |
| | 5 | 677.92 | Health & Human Services | |
| | 11 | 356.46 | Forest Development | |
| | 19 | 29.99 | Long Lake Conservation Center | |
| | All Funds | 0.00 | Total | Approved by, |
| | | | | |
| | | | | |

KMR1
7/20/20 4:00PM

Aitkin County

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO



Stop Pay Check

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



KMR1
7/20/20 4:00PM
13 Taxes & Penalties

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 8410 Bremer Bank | | | | | |
| 1 13- 943- 000- 0000- 2001 | | 158.00 | Stop Pay Check 561113701 | Curr RE Per 2 | Cur - Property Taxes N |
| 8410 Bremer Bank | | 158.00 | 1 Transactions | | |
| 13 Fund Total: | | 158.00 | Taxes & Penalties | 1 Vendors | 1 Transactions |
| Final Total: | | 158.00 | 1 Vendors | 1 Transactions | |

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 13 | 158.00 | Taxes & Penalties |
| All Funds | | 158.00 | Total |

Approved by,

.....

.....

KMR1
7/20/20 3:58PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

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

*NNSF Refunds (Covid)
Registrations*

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

KMR1
 7/20/20 3:58PM
 19 Long Lake Conservation C

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| Vendor Name | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</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> |
| 8410 Bremer Bank | | | | | |
| 1 19- 522- 000- 0000- 5553 | | 150.00 | NNSF Partical Refunds- COVID | Non School Groups | N |
| 2 19- 522- 000- 0000- 5553 | | 60.00- | NNSF Registration Deposit | Non School Groups | N |
| 8410 Bremer Bank | | 90.00 | 2 Transactions | | |
| 19 Fund Total: | | 90.00 | Long Lake Conservation Center | 1 Vendors | 2 Transactions |
| Final Total: | | 90.00 | 1 Vendors | 2 Transactions | |

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

| <u>Recap by Fund</u> | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> | |
|----------------------|-------------|---------------|-------------------------------|--------------------|
| | 19 | 90.00 | Long Lake Conservation Center | |
| All Funds | | 90.00 | Total | Approved by, |
| | | | | |
| | | | | |



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: July 28, 2020


Title of Item: Norseman Motorcycle Club Proposed EAW

| | | |
|---|--|---|
| <input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
| Submitted by: Terry Neff, Environmental Services Director | | Department: Environmental Services |
| Presenter (Name and Title): N/A | | Estimated Time Needed: |
| Summary of Issue: See attached Memorandum. | | |
| Alternatives, Options, Effects on Others/Comments: Alternative County Employee or Board Chair can sign the EAW. Due to the proposed project eventually seeking a conditional use permit the appropriate person to sign the EAW is the Environmental Services Director. | | |
| Recommended Action/Motion: Authorize the Environmental Services Director to sign the EAW. | | |
| Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ unknown Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> EAW's are billed to the project proposer based on Environmental Services staff time and additional costs. | | |

Aitkin County Environmental Services Planning and Zoning
307 Second Street NW
Room 219
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM

DATE: July 14, 2020
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: EAW for the Norseman Motorcycle Club Off-Highway
Vehicle Recreation Area

This memo is to inform you that a proposed Environmental Assessment Worksheet (EAW) has been submitted by Norseman Motorcycle Club (Club), for the above referenced project. The EAW was reviewed for completeness and accuracy with members of the EAW review committee. Comments were sent back to the Club to address concerns of the committee. Once the concerns are addressed, I am requesting the Boards approval to sign the EAW and send it to the Environmental Quality Board for publication in the EQB Monitor. I will then distribute the EAW to those required by MN Rules Chapter 4410. A press release identifying the name, location, description of the project, location where to view EAW copies, the date the comment period ends and where to send comments will be published in the Aitkin Independent Age and Kanabec County Times. After all comments have been received, I will gather the EAW review committee to respond to the comments and draft up recommended findings of fact and conclusions for Board approval.

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

c:\EAW\NorsemanEAW



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: July 28, 2020

Title of Item: Guidelines & Procedures for MN Government Data Practices Act

| | | |
|--|--|---|
| <input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
| Submitted by: Jessica Seibert | | Department: Administration |
| Presenter (Name and Title): | | Estimated Time Needed: |
| Summary of Issue: <p>Changes to the Data Practices Policy must be made by August 1st of each year. Attached is an updated Aitkin County Guidelines and Procedures for MN Government Data Practices Act for Board approval.</p> <p>Changes for the Data Practices Act can be found on Pages 1, 34, 35, 36, 41, and 42. All Changes are indicted in red. The changes consist of revising the date on the cover page, and updating the contact information under Responsible Authority, Data Practices Compliance Official and Designees.</p> <p>Changes to the Fee Schedule are being proposed under Auditor's, Human Resources, and Sheriff's Office.</p> | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: Approve Changes to the Data Practices Policy and Fee Schedule. | | |
| Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> | | |

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

**AITKIN COUNTY
GUIDELINES AND PROCEDURES
FOR
MINNESOTA
GOVERNMENT DATA PRACTICES ACT**



Adopted by the Aitkin County Board of Commissioners
July 23, 2019-July 28, 2020

To the extent that the Minnesota Government Data Practices Act changes, these guidelines and procedures shall be construed as consistent with those changes.

MINNESOTA GOVERNMENT DATA PRACTICES ACT

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MINNESOTA GOVERNMENT DATA PRACTICES ACT

Introduction

These guidelines and procedures provide direction in complying with those portions of the MGDPA that relate to *public access to government data* and to the *rights of subjects of data*.

The public access requirements are:

- The presumption that all government data are public unless classified as not public by state or federal statute;
- The right of any person to know what kinds of data are collected by the government entity and how that data is classified;
- The right of any person to inspect, at no charge, all public government data at reasonable times and places;
- The right of any person to have public data explained in an understandable way;
- The right of any person to get copies of public government data at a reasonable cost;
- The right of any person to an appropriate and prompt response from the government entity when exercising these rights; and
- The right of any person to be informed of the authority by which an entity can deny access to government data.

A BRIEF OVERVIEW OF THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

The Minnesota Government Data Practices Act regulates the management of all government data that are created, collected, received, or released by a government entity, no matter what form the data are in, or how they are stored or used.

Briefly, the Act regulates:

- what data can be collected;
- who may see or get copies of the data;
- the classification of specific types of government data;
- the duties of government personnel in administering the Act;
- procedures for access to the data;
- procedures for classifying data as not public;
- civil penalties for violation of the Act; and
- the charging of fees for copies of government data.

Government data is either *data on individuals* or *data not on individuals*. Data on individuals are classified as either public, private, or confidential. Data not on individuals are classified as public, nonpublic, or protected nonpublic. This classification system determines how government data are handled (see chart below).

| Data on Individuals | Meaning of Classification | Data Not on Individuals |
|---------------------|---|-------------------------|
| Public | Available to anyone for any reason | Public |
| Private | Available only to the data subject and to anyone authorized by the data subject or by law to see it | Nonpublic |
| Confidential | Not available to the public or the data subject | Protected Nonpublic |

I. COLLECTION OF GOVERNMENT DATA

What is the Minnesota Government Data Practices Act?

The Minnesota Government Data Practices Act (MGDPA), which is Chapter 13 of Minnesota Statutes, is a state law that controls how government data are collected, created, stored, maintained, used, and disseminated.

What are government data?

Government data are all data maintained in any recorded form by government entities, including counties. As long as data are recorded in some way by a government entity, they are government data, no matter what physical form they are in, or how they are stored or used. Government data may be stored on paper forms/records/files, in electronic form, on audio or video tape, on charts, maps, etc. Government data normally do not include mental impressions.

Persons or entities licensed or funded by, or under contract to, a government entity are subject to the MGDPA to the extent specified in the licensing, contract, or funding agreement.

Official records must be kept. MINN. STAT. § 15.17, subd. 1 requires all officers and agencies of the state, and all officers and agencies of the counties, cities, and towns to make and keep all records necessary for a full and accurate knowledge of their official activities. Requirements for collecting, creating, maintaining, storing, and disseminating data are found in MINN. STAT. CH. 13 AND MINN. R. 1205, the Minnesota Government Data Practices Act and Rules. Links for locating the governing statute and rules are shown below.

Minnesota Statutes

Chapter 13. Government Data Practices

<https://www.revisor.mn.gov/statutes/?id=13>

Minnesota Administrative Rules, Chapter 1205, Data Practices

<https://www.revisor.mn.gov/rules/?id=1205>

- A. The collection and storage of public, private, and confidential data on individuals are limited to that necessary for the administration and management of programs specifically authorized or mandated by the state, local governing body, or the federal government.

B. DEFINITIONS

1. **Data Inventory** - The public document required by MINN. STAT. § 13.025, subd. 1, containing the name of the responsible authority and the individual designee, title and address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the government entity. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory.

2. **Authorized Representative** - The individual, entity, or person authorized to act on behalf of another individual, entity or person. For the purposes of the Act, the authorized representative may include, but is not limited to: (a) in the case of a minor, a parent, or guardian, (see Section IX.B, Notification to Minors); (b) an attorney acting on behalf of an individual when the individual has given written informed consent (see page 30-31); (c) any other individual entity, or person given written authorization by the data subject; or (d) an insurer or its representative, provided that the data subject has given informed consent (see page 30-31) for the release of the information, (e) court appointed guardian/conservator.
3. **Court Order** - The direction of a judge, or other appropriate presiding judicial officer made or entered in writing, or on the record in a legal proceeding.
4. **Data** - All data collected, created, received, maintained, or disseminated by a government entity regardless of its physical form, storage media, or conditions of use, including, but not limited to, paper records and files, microfilm, computer media, or other processes.
5. **Data Subject** - The individual or person about whom the data is created or collected.
6. **Designee** - Any person designated by a responsible authority (a) to be in charge of individual files or systems containing government data and (b) to receive and comply with requests for government data.
7. **Government Entity** – A state agency, statewide system, or political subdivision.
8. **Individual** - A natural person. In the case of a minor or an individual adjudged mentally incompetent, “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.
9. **Informed Consent** (see page 30-31) - The written consent that must be given by a data subject to allow disclosure of private data about the individual.
10. **Person** - Any individual, partnership, corporation, association, business trust, or legal representative of an organization.
11. **Political Subdivision** - Any county, statutory or home rule charter city, school district, special district, any town exercising powers under Minn. Stat. 368 and located in a metropolitan area, and any board, commission, district or authority created pursuant to law, local ordinance, or charter provision. It includes any nonprofit corporation which is a community action agency organized to qualify for public funds, or any nonprofit social service agency which performs services under contract to a government entity to the extent that the nonprofit social service

agency or nonprofit corporation collects, stores, disseminates, and uses data on individuals because of a contractual relationship with a government entity.

12. **Representative of the Decedent** - The personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed, or after discharge, the surviving spouse, any child of the decedent, or, if there are no surviving spouse or children, the parents of the decedent.
13. **Requestor** - The individual, entity, or person requesting access and/or copies of the government data.
14. **Responsible Authority - Counties** - Each elected official of the county shall be the responsible authority of the respective office. An individual who is an employee of the county shall be appointed by the County Board to be the responsible authority for any data administered outside the departments of elected officials. For a statewide system, the responsible authority is the commissioner of any state department, or any executive officer designated by statute or executive order as responsible for such system.
15. **Rules** - "The Rules Governing the Enforcement of the Minnesota Government Data Practices Act." Minn. R., Chap. 1205. .
16. **State Agency** - The state, the University of Minnesota, and any office, officer, department, division, bureau, board, commission, authority, district, or agency of the state.
17. **Statewide System** - Any recordkeeping system in which government data is collected, stored, disseminated, and used by means of a system common to one or more state agencies or more than one of its political subdivisions or any combination of state agencies and political subdivisions.
18. **Temporary Classification** - An application by a state agency, statewide system, or political subdivision, pursuant to MINN. STAT. § 13.06 which has been approved by the Commissioner of Administration to classify government data not classified by state statute or federal law as either private or confidential for data on individuals, or nonpublic or protected nonpublic for data not on individuals.
19. **Tennessee Warning (see page 28-29)** - Those rights, as contained in Section IX.A, communicated to an individual asked to supply private or confidential data concerning himself or herself.

II. CLASSIFICATION OF GOVERNMENT DATA

For the purposes of these guidelines, government data is divided into four types; (a) data on individuals, which is classified as either public, private, or confidential; (b) data not on individuals, which is classified as either public, nonpublic, or protected nonpublic; (c) statistical or summary data derived from data on individuals in which individuals are not identified; and (d) data on decedents. These classifications, the criteria for classification, and the description of who has access are as follows:

A. DATA ON INDIVIDUALS

1. Public Data on Individuals

- a. **Definition:** All data on individuals is public, unless classified as private or confidential.
- b. **Data on Individuals is Public if:**
 - 1) A statute or federal law requires or allows the collection of the data and does not classify the data as private or confidential.
 - 2) An application for Temporary Classification for private or confidential data on individuals is disapproved by the Commissioner of Administration.
 - 3) The data is summary or statistical data derived from data on individuals.
 - 4) Private or confidential data becomes public in order to comply with either judicial or administrative rules pertaining to the conduct of legal action. (For example: Private or confidential data which is presented in court and made public by the court.)
- c. **Access:** All public data on individuals is accessible by any person regardless of their interest in that data.

2. Private Data on Individuals

- a. **Definition:** Private data on individuals is data which is not accessible to the public, but is accessible to the individual subject of the data.
- b. **Tennessee Warning (see page 28-29):** Except for law enforcement investigations, a Tennessee Warning must be given when private data is collected from the subject of the data (Section IX.A describes the Tennessee Warning.)

A Tennessee Warning need not be given when private data is collected from someone other than the subject of the data.

c. Data on Individuals is Private if:

- 1) A state statute or federal law expressly classifies the data as not accessible to the public, but accessible to the subject of the data.
- 2) A Temporary Classification of private has been approved by the Commissioner of Administration and has not expired.
- 3) If data is classified as both private and confidential by state or federal law, the data is private.

d. Access: Private data on individuals is accessible to:

- 1) The individual subject of the data or the representative as authorized in writing (if the subject is a minor, usually by the subject's parent or guardian).
- 2) Individuals, entities, or persons who have been given express written permission by the data subject. (Section IX.C describes Informed Consent.)
- 3) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
- 4) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that use, storage, and dissemination was not accessible to the public, but accessible to the data subject. Use, storage, and dissemination of this data is limited to the purposes for which it was originally collected.
- 5) Individuals, entities, or persons for which a state, local, or federal law authorizes new use or new dissemination of the data.
- 6) Individuals, entities, or persons subsequent to the collection of the data and subsequent to the communication of the Tennessean Warning, when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.
- 7) Pursuant to a court order.
- 8) Individuals, entities, or persons as otherwise provided by law.

3. Confidential Data on Individuals

- a. **Definition:** Data on individuals is confidential if it is made by statute or federal law not accessible by the public and not accessible to the individual subject of the data.
- b. **Tennessean Warning (see page 28-29):** Except for law enforcement

investigations, a Tennessee Warning must be given when confidential data is collected from the subject of the data.

A Tennessee Warning is not given when confidential data is collected from someone other than the subject of the data.

c. Data on Individuals is Confidential if:

- 1) A state or federal statute expressly provides that: (a) the data shall not be available to either the public or to the data subject, or (b) the data shall not be available to anyone except those agencies which need the data for agency purposes.
- 2) A Temporary Classification of confidential has been approved by the Commissioner of Administration and has not expired.

d. Access: Confidential data on individuals is accessible to:

- 1) Individuals, entities, or persons who are authorized by state, local, or federal law to gain access.
- 2) Personnel within the entity whose work assignment requires access as determined by the responsible authority, or the designee.
- 3) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that the data was not accessible to the individual subject of the data.
- 4) Individuals, entities, or persons for which a state or federal law authorizes a new use or new dissemination of the data.
- 5) Individuals, entities, or persons subsequent to the collection of the data and communication of the Tennessee Warning when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.
- 6) Pursuant to a court order.
- 7) Individuals, entities, or persons as otherwise provided for by law.

B. PUBLIC, NONPUBLIC, OR PROTECTED NONPUBLIC DATA NOT ON INDIVIDUALS

1. Public Data Not on Individuals

- a. **Definition:** Public data not on individuals means data not on individuals which is accessible to the public.

b. Data Not on Individuals is Public if:

- 1) A statute or federal law does not expressly classify the data as not public.
- 2) An application for Temporary Classification for data as nonpublic or protected nonpublic is not approved by the Commissioner of Administration.
- 3) A statute requires the data to be made available to the public.

c. Access: Public data not on individuals is accessible to any person regardless of their interest in the data.

2. Nonpublic Data Not on Individuals

a. Definition: Nonpublic data not on individuals means data which is not public, but is accessible to the subject of the data, if any. As used here, the subject of the data means a person as defined in Section I.C., paragraph 10.

b. Data Not on Individuals is Nonpublic if:

- 1) A state statute or federal law classifies the data as not public, but accessible to the subject of the data, if any.
- 2) A Temporary Classification of data as nonpublic has been approved by the Commissioner of Administration.

c. Access: Nonpublic data not on individuals is accessible to:

- 1) The subject of the data, if any.
- 2) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
- 3) Individuals, entities, or persons authorized by statute or federal statute to gain access.
- 4) It is reasonable to conclude that access to the data should be limited to entities or persons who have the legal authority to do so, and to entity staff on a need-to-know basis, that a representative of the organization which is the subject of the data may access the nonpublic data and may consent to its release.
- 5) Pursuant to court order.
- 6) Individuals, entities, or persons as otherwise provided by law.

3. Protected Nonpublic Data Not on Individuals

a. Definition: Protected nonpublic data not on individuals means data which is

not public and not accessible to the subject of the data, if any. As used here, the subject data means a person as defined in Section I.C., paragraph 10.

b. Data Not on Individuals is Protected Nonpublic if:

- 1) A state statute or federal law classifies the data as not accessible to the public and not accessible to the data subject.
- 2) A Temporary Classification of government data as protected nonpublic has been approved by the Commissioner of Administration.

c. Access: Protected nonpublic data not on individuals is accessible to:

- 1) Personnel within the entity whose work assignment requires access as determined by the responsible authority or the designee.
- 2) Individuals, entities, or persons authorized by statute or federal law to gain access.
- 3) Pursuant to a court order.
- 4) Individuals, entities, or persons as otherwise provided by law.

C. SUMMARY DATA

1. **Definition:** Summary data means statistical records and reports derived from data on individuals, but in which the individuals are not identified and neither their identities nor other characteristics that could uniquely identify the individual is ascertainable.
2. **Data is Summary Data if:**
 - a. All data elements that could link the data to a specific individual have been removed; AND,
 - b. Any list of numbers or other data which could uniquely identify an individual is separated from the summary data and is not available to persons who gain access to or possess summary data.
3. **Access:** Unless classified by a Temporary Classification, summary data is public and may be requested by and made available to any individual or person, including a governmental entity.

D. DATA ON DECEDENTS

1. Private Data on Decedents

a. Definition. Upon death, private and confidential data on an individual shall become, respectively, private data on decedents and confidential data on decedents.

b. Access:

1) Access is available to the personal representative of the estate during the administration or if no personal representative, the surviving spouse, any child of the decedent, or if no spouse or children, to the parent of the decedent.

2) A trustee appointed in a wrongful death action also has access to appropriate private data on decedents concerning the data subject.

2. Confidential Data on Decedents.

a. Definition. Confidential data on decedents means data which, prior to the death of the data subject, was classified by statute, federal law, or temporary classification as confidential data.

b. Access. Access to the data is the same as access to confidential data on individuals.

c. The representative of the decedent may exercise all rights which are conferred by the Act on individuals who are the subjects of confidential data, in the case of confidential data on decedents.

3. Release of private data on a decedent or confidential data on a decedent may also be obtained from a court following the procedure outlined in the statute. Any person may bring an action in the district court located in the county where the data is being maintained or, in the case of data maintained by state agency, in any county, to authorize release of private data on decedents or confidential data on decedents. The court must examine the data and consider whether the harm to the surviving spouse, children, or next-of-kin of the decedent, the harm to any other individual identified in the data, or the harm to the public outweighs the benefit to the person bringing the action or the benefit of the public.

4. Private data on decedents and confidential data on decedents shall become public when ten years have elapsed from the actual or presumed death of the individual and 30 years have elapsed from the creation of the data. For purposes of this determination, an individual is presumed to be dead if either 90 years elapsed since the creation of the data, or 90 years have elapsed since the individual's birth,

whichever is earlier, except that an individual is not presumed to be dead if readily available data indicates that the individual is still living.

III. REQUEST FOR GOVERNMENT DATA

Refer to Section V, the Public Data Request form (see page 33-37), and/or Data Request by Subject of Data form (see page 38-43) when copies are requested. No fee shall be charged for the actual costs of retrieving data or for viewing data.

A. REQUEST FOR DATA - GENERAL - Upon request to the responsible authority or designee, an authorized person shall be permitted to inspect government data at reasonable times and places, and if the party requests, they shall be informed of the meaning of the data. If the data requested is public data, no form is necessary. Upon request, public data may be disclosed over the telephone.

Regardless of where the data originates, if it is in your possession, it is government data and subject to the access provisions of the law.

The Public Data Request form (see page 33-37) or Request by Subject of Data form (see page 38-43) shall be completed for all requests by the public for government data which is classified as other than public.

B. REQUESTS FOR DATA ON INDIVIDUALS BY THE DATA SUBJECT

1. Upon request and when access or copies are authorized, the designee shall provide copies of the private or public data on an individual to the subject of the data or authorized representative. See Minn. R. 1205.0500 if data subject is a minor.
2. The designee shall comply immediately, if reasonably possible, or within ten (10) working days of the date of request, if immediate compliance is not reasonably possible.
3. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months, unless a dispute or action is pending (concerning accuracy of data), or additional information has been obtained on that individual.

C. REQUESTS FOR SUMMARY DATA

1. Unless classified by a Temporary Classification, summary data derived from private or confidential data on individuals is public and the responsible authority or designee shall provide the summary data upon the written request of any individual or person.
2. Within ten (10) days of receipt of such request, the responsible authority or designee shall inform the requestor of the costs of preparing the summary data, if any.

3. The responsible authority or the designee shall:
 - a. Provide the summary data requested **OR**
 - b. Provide a written statement to the requestor describing a time schedule for preparing the requested data, including reasons for any delays; **OR**
 - c. Provide access to the requestor to the private or confidential data so that the requestor can compile the summary data. Such access will be provided only when the requestor signs a non-disclosure agreement (see page 27); **OR**
 - d. Provide a written statement to the requestor stating reasons why the requestor's access would compromise the private or confidential data.
4. A non-disclosure agreement (see page 27) is used to protect the confidentiality of government data when the requestor of the summary data prepares the summary by accessing private or confidential data on individuals. A non-disclosure agreement shall contain at least the following:
 - a. A general description of the private or confidential data which is being used to prepare summary data.
 - b. The purpose for which the summary data is being prepared.
 - c. A statement that the requestor understands that the requestor may be subject to the civil or criminal penalty provisions of the Act.
 - d. The signature of the requestor and the responsible authority, designee, or representative.

D. REQUESTS FOR GOVERNMENT DATA BY OTHER GOVERNMENT AGENCIES.

1. A responsible authority shall allow another responsible authority access to data classified as private, confidential, nonpublic, or protected nonpublic only when the access is authorized or required by state or federal statute.
2. An agency that supplies government data under this section may require the requesting agency to pay the actual cost of supplying the data when the requested data is not provided in the normal course of business and not required by state or federal statute.
3. In most cases, data shall have the same classification in the hands of the agency receiving it as it had in the agency providing it, unless the classification is required to change to meet judicial or administrative requirements. When practical and necessary, the agency providing the requested information shall indicate the classification of the information.

4. When practical and necessary, the requesting agency not listed on the Tennessee Warning (see page 28-29) shall obtain the informed consent (see page 30-31) from the data subject(s) for information classified as private or confidential.

E. HOW DATA PRACTICES APPLIES TO CONTRACTUAL LICENSING AND FUNDING RELATIONSHIP WITH GOVERNMENT ENTITIES.

1. Pursuant to MINN. STAT. § 13.05, subd. 6, if a person **receives not public data on individuals from a government entity because that person has a contract with that entity**, the person must administer the data in a manner that is consistent with the MGDPA.
2. Pursuant to MINN. STAT. § 13.05, subd. 11, if a private person **collects, receives, stores, uses, maintains or disseminates data because the person has a contract with a government entity to perform any of the entity's functions**, all of the data are subject to the requirements of the MGDPA and the contractor must comply with the MGDPA requirements. The contractor may be sued under Sec. 13.08, civil remedies. The contract must clearly inform the contractor of these responsibilities.
3. Pursuant to Minn. Stat. § 13.02, subd. 11, if the data is **collected by a nonprofit social services entity which performs services under contract to a government entity**, and the data is collected and used because of that contract, access to the data is regulated by the MGDPA.
4. If a third party is **licensed by a government entity and the licensure is conditioned upon compliance with the MGDPA, or if the party has another type of contract with a government entity**, the party is subject to the MGDPA to the extent specified in the contract or the licensing agreement.

IV. DATA REQUEST FORM (see page 33-37) AND DATA REQUEST FORM FOR SUBJECT OF DATA (see page 38-43)

- A. DATA REQUEST FORM (see page 33-37) AND DATA REQUEST FORM FOR SUBJECT OF DATA (see page 38-43).** These forms provide a record of the requestor identification information and the government data requested, as well as the action taken by the responsible authority, or the designee, and any financial transaction which occurs.
- B. WHEN COMPLETED.** The Data Request form or Data Request form for Subject of Data should be completed for all requests by the public for government data classified as private, confidential, nonpublic, and protected nonpublic and for all requests by other government agencies for which the not public data is not routinely shared or provided in the normal course of business.

V. FEES FOR COPIES OF GOVERNMENT DATA.

Pursuant to the Minnesota Government Data Practices Act and Aitkin County Board

resolution and unless otherwise provided for by federal law, state statute or rule, fees for copies of government data shall be determined by departments based on the costs of providing such service as set forth in Section V.E. Fees shall be reasonable and consistent. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

NOTE: FEES SHALL NOT BE CHARGED TO THOSE INDIVIDUALS WHO ONLY WISH TO VIEW DATA.

NOTE: FEES MAY NOT BE CHARGED FOR SEPARATING PUBLIC FROM NONPUBLIC DATA.

A. COPIES PROVIDED AT NO CHARGE. When access is authorized, copies may be provided at no charge:

1. When another government agency or responsible authority requires or requests the record/document copies as part of the administration and management of an authorized program and the copies are usually provided as part of the normal course of business.
2. When records, documents, brochures, pamphlets, books, reports, or other similar publications are produced for free distribution to the public. A charge may be assessed if an individual request exceeds normal distribution.
3. When the court orders the requesting party to proceed in forma pauperis.

B. COPIES PROVIDED WITH CHARGE. When access is authorized, copies shall be provided at the applicable rate in the following circumstances:

1. Other government agencies or responsible authorities who require or request record documents or publication copies which are not usually provided or reproduced as part of the normal course of business.
2. Records, documents, brochures, pamphlets, books, reports, or other similar publications that are not normally provided or reproduced for distribution to the public.
3. Public data on individuals and public data not on individuals, particularly when the requestor is not the subject of the data.

C. COPYING FEES. Copying fees shall be charged in accordance with the Fee Schedule for those records, documents, and publications covered in Section B above.

1. When copies are mailed, postage costs shall be added to the rates listed in Appendix C, unless alternative arrangements have been made.

D. COLLECTION OF COPYING FEES. Fees shall be collected before releasing copies unless prior arrangements have been made.

E. FEE SCHEDULE.

See Appendix C

F. DISPOSITION OF FEES. Copying fees collected shall be deposited in the appropriate account with the county treasurer.

VI. ASSIGNMENT OF DESIGNEE.

The responsible authority may assign, in writing, one or more designees. The designee is the person in charge of individual files or systems containing government data and who receives and complies with the requests for government data. Additionally, the designee shall implement the provisions of the Act, the rules, and these guidelines and procedures as directed by the responsible authority. All duties outlined as duties of the responsible authority may be delegated to the designee.

VII. DUTIES OF THE RESPONSIBLE AUTHORITY OR DESIGNEE.

A. DATA INVENTORY

1. The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory.
2. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory.
3. The responsible authority shall supply the document to the Commissioner of Administration, State of Minnesota, if requested by the Commissioner.

B. PROCEDURES FOR DISSEMINATION OF DATA.

1. The responsible authority shall ensure that each department establishes procedures to manage the dissemination of data. Collection, storage, use, and dissemination of private and confidential data shall be limited to what is necessary for the administration and management of programs authorized or mandated by the state, local governmental body, or the federal government.
2. Data cannot be collected, stored, used, or disseminated for any purpose other than the purpose stated to the individual when the data was originally collected unless:
 - a. The data was collected prior to 1975, in which case the data can be used for the original purpose for which it was collected or for an additional purpose approved by the Commissioner of Administration.

- b. There is specific authorization for the use in state, local, or federal law.
- c. The additional use has been approved by the Commissioner of Administration, as necessary, to carry out a function designated by law.
- d. The individual data subject has given an informed consent for the additional use of the data (see Informed Consent, Section IX., subd. C).

C. DATA PROTECTION.

The responsible authority shall establish procedures to assure that all data on individuals is accurate, complete, and current for the purpose for which it was collected, and establish appropriate security safeguards for all records containing data on individuals.

VIII. ACCESS TO GOVERNMENT DATA

A. WHO CAN MAKE A DATA REQUEST?

Anyone may exercise the right to access public government data by making a data request.

B. TO WHOM MUST A DATA REQUEST BE MADE?

1. A data request must be made to the responsible authority or to the appropriate designee(s).
2. The responsible authority for an entity must prepare summary data upon the request of any person if the request is in writing and the requestor pays for the cost to prepare the data.
3. The responsible authority may delegate the preparation of summary data to anyone outside of the entity, including the requestor, if
 - a. That person's purpose is set forth in writing and the person agrees not to release any of the private or confidential data used to prepare the summary data; and
 - b. If the entity reasonably determines that the access will not compromise private or confidential data on individuals.
4. The entity may require the requestor to prepay the cost of preparing summary data.

IX. RIGHTS OF DATA SUBJECT

A. TENNESSEN WARNING - Rights of Subjects of Data (see page 28-29)

1. Except for law enforcement investigations, every department that collects private and confidential data from an individual concerning that individual shall, prior to collecting the data, inform the individual of their rights as a subject of data. The notice must be given whenever:
 - a. A government *entity requests* data;
 - b. The data is requested from an *individual*;
 - c. The data requested are *private or confidential*; **and**,
 - d. The data is *about the individual* from whom it is requested.

All four of these conditions must be present before a Tennessee warning notice (see page 28-29) must be given. These rights are referred to as the Tennessee Warning.

A Tennessee Warning is not required when private and confidential data is collected from an individual who is not the subject of the data.

2. The Tennessee Warning consists of the following information that must be communicated to the individual from whom private or confidential data concerning the individual is collected.
 - a. The purpose and intended use of the data. This is why the data are requested and how they will be used within the collecting entity.
 - b. Whether the individual may refuse, or is legally required to supply the data. The subject has the right to know whether or not she/he is required by law to provide the data requested.
 - c. Any consequences to the individual of either supplying or refusing to supply the data. The entity is required to state the consequences known to the entity at the time when the notice is given; **and**
 - d. The identity of other persons or entities that are authorized by law to receive the data. The notice must specifically identify recipients that are known to the entity at the time the notice is given.

NOTE: In accordance with the Federal Privacy Act of 1974, any federal, state, or local agency which requests an individual to disclose their social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is

solicited, and what uses will be made of it.

3. Tennesen Warnings may be either oral or written.
 - a. An oral communication. This is not the preferred method of communicating the Tennesen Warning. However, it may be necessary under some circumstances. If an oral communication is necessary, the specific language communicated must be in written form and contained in the departmental data practices procedures and the situation documented.
 - b. A written communication requiring the signature of the data subject (i.e., a signature attesting that the individual from whom private or confidential data is collected has read and understands their rights pertaining to the requested data). The Tennesen Warning may be included on the form that collects the private or confidential data.
4. A sample format for a Notice of Rights Tennesen Warning is on page 29.

B. NOTIFICATION TO MINORS

A minor has the right to request that the entity withhold private data about her/him from the parent or guardian. The entity may require that the request be in writing. A written request must include the reasons for withholding the data from the parents and must be signed by the minor.

Upon receipt of the request, the responsible authority must determine whether honoring the request is in the best interests of the minor. The responsible authority must consider, at a minimum:

1. Whether the minor is old and mature enough to explain the reasons for the request and to understand the consequences of making the request;
2. Whether denying access to the data may protect the minor from physical or emotional harm;
3. Whether there is a reason to believe that the minor's reasons for denying access to the parent(s) are reasonably accurate; and
4. Whether the nature of the data is such that disclosing the data to the parents could lead to physical or emotional harm to the minor. Minn. Rule 1205.0500 contains the procedures for the release of data about minors.

C. INFORMED CONSENT (see page 30-31)

1. Private data on individuals may be used by and disseminated to any individual or person by the responsible authority, or the designee, if the individual subject or subjects of the data have given their informed consent.

NOTE: Informed consent cannot authorize a new purpose or a new use of confidential data on individuals.

2. Private data may be used by and disseminated to any entity (e.g., political subdivision, government agency, etc.) if the individual subject or subjects have given their informed consent.
3. All informed consents shall be in writing. (See page 30-31)
4. Informed consent shall not be deemed to have been given by an individual subject of the data by the signing of any statement authorizing any person or agency to disclose information about the individual to an insurer or its authorized representative, unless the statement is:
 - a. In plain language;
 - b. Dated;
 - c. Specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. Specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. Specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. Specific as to the purpose or purposes for which the information may be used by any of the parties named in clause (e), both at the time of the disclosure and at any time in the future; and
 - g. Specific as to its expiration date which should be within a reasonable period of time, not to exceed one year, except in the case of authorizations given in connection with applications for life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.
5. The informed consent for the disclosure of alcohol and drug abuse patient records may be made only if the consent is in writing and expressly states the fact that the request is for alcohol or drug abuse patient records. It should contain the following:
 - a. The name of the program which is to make the disclosure;
 - b. The name or title of the person or organization to which disclosure is to be made;
 - c. The name of the patient;

- d. The purpose or nature of information to be disclosed;
- e. The extent or nature of information to be disclosed;
- f. A statement that the consent is subject to revocation at any time, except to the extent that action has been taken in reliance thereon, and a specification of the data, event, or condition upon which it will expire without express revocation;
- g. The date on which the consent is signed; and
- h. The signature of the patient and, when required, of a person authorized to give consent.

6. A sample format is on page 31.

D. PROCEDURES FOR COMPLYING WITH DATA REQUESTS FROM AN INDIVIDUAL

The responsible authority shall ensure that each department establishes procedures to comply with requests for government data in an appropriate and prompt manner.

1. Upon request to the responsible authority, an individual shall be informed whether they are the subject of stored data on individuals, and whether it is classified as public, private, or confidential.
 - a. The responsible authority shall provide access to the private or public data upon request by the individual subject of the data.
 - b. An individual may contest the accuracy, current status, or completeness of public or private data. If the individual notifies the responsible authority in writing as to the nature of the disagreement with the data, the responsible authority shall, within 30 days, either correct the data and attempt to notify past recipients of inaccurate, incomplete, or out of date data, including recipients named by the individual, or notify the individual that the responsible authority believes the data to be correct. Subsequently, data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
2. The responsible authority shall prepare a public document, setting forth in writing the rights of the data subject and specific procedures in effect in the county for access by the data subject to public or private data on individuals.
 - a. When a request is denied, the responsible authority must inform the requestor orally at the time of the request, and in writing, as soon thereafter as possible, and shall cite the statute, temporary classification, or federal law on which the determination is based.

- b. The responsible authority shall require the requestor to pay the actual costs of making and certifying copies of the data requested, except those exempted in Section V., subd. A. The requestor may not be charged for separating private or confidential data from public data.
- c. The responsible authority shall inform the requestor of the data's meaning, if asked to do so.

E. IF AN ENTITY DETERMINES THAT CHALLENGED DATA ARE ACCURATE AND/OR COMPLETE, AND THE DATA SUBJECT DISAGREES WITH THAT DETERMINATION, THE SUBJECT HAS THE RIGHT TO APPEAL THE ENTITY'S DETERMINATION TO THE COMMISSIONER OF ADMINISTRATION.

1. The subject has the right to take this step *only* after both the subject and the entity have properly completed all the steps in the data challenge process. The subject may appeal only the entity's determination about the accuracy and/or completeness of data.
2. The requirements for filing an appeal are set out at Minnesota Rules Section 1205.1600.
3. Procedure when data is not accurate or complete.
 - a. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify, in writing, the responsible authority describing the nature of the disagreement. The responsible authority shall, within 30 days, either:
 - 1) Correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or
 - 2) Notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
4. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act, MINN. STAT. § 14.57 to 14.62 and Minn. R. 1205.1600, relating to contested cases. Upon receipt of an appeal by an individual, the commissioner of administration shall, before issuing the order and notice of a contested case hearing required by Chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.

- a. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a state government entity without regard to the requirements of Section 138.17.
- b. After completing, correcting, or destroying successfully challenged data, a state agency, political subdivision, or statewide system may retain a copy of the Commissioner of Administration's order issued under Chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

X. ROLE OF THE COMMISSIONER OF ADMINISTRATION.

- A. Pursuant to Section 13.06, subdivision 6a, the Commissioner of the Minnesota Department of Administration is given the authority to approve new uses and disseminations of private and confidential data on individuals.
- B. Section 13.06 of the Minnesota Government Data Practices Act (MGDPA) gives to the Commissioner certain powers with regard to approving temporary classifications of data.
- C. Section 13.072 of the MGDPA gives the Commissioner authority to issue advisory opinions concerning the rights-of-data-subjects and the classification of government data. Commissioner's opinions may be found on the World Wide Web at www.ipad.state.mn.us

XI. CONSEQUENCES FOR NOT COMPLYING WITH THE MGDPA.

- A. Pursuant to Section 13.08 of the MGDPA, a government entity may be sued for violating any of the Act's provisions.
- B. Section 13.09 provides criminal penalties and disciplinary action as extreme as dismissal from public employment, for anyone who willfully (knowingly) violates a provision of the MGDPA.

XII. WHERE MORE INFORMATION CAN BE FOUND.

- A. *Government entities always must look to their legal advisor(s) for guidance and legal advice on data practices issues.* Only the legal advisor for an entity has the authority and responsibility to provide specific legal advice about the provisions of the MGDPA, and other laws, as they relate to that entity.
 - 1. Minnesota Statutes Chapter 13 (the MGDPA) may be found on the website of the Revisor of Statutes at: www.leg.state.mn.us/leg/statutes.asp.
 - 2. Minnesota Rules, Chapter 1205, The Rules Governing Data Practices, promulgated by the Minnesota Department of Administration, also may be found at the website of the Revisor of Statutes at: www.revisor.leg.state.mn.us/arule/1205.

AITKIN COUNTY

Non-Disclosure Agreement

1. General description of the private or confidential data which is being used to prepare summary data:

2. Purpose for which summary data is being prepared:

3. I, _____, representing _____

have requested the data described above and for the purposes stated and fully understand that I may be subject to the civil or criminal penalty provision of the Minnesota Data Practices Act in the event that the private or confidential data is disclosed.

Minn. Stat. § 13.09. Any person who willfully violates the provisions of Minnesota Statutes Chapter 13, or any rules adopted or regulation promulgated there under is guilty of a misdemeanor. Any willful violation of Minnesota Statutes Chapter 13 by any public employee constitutes just cause for suspension without pay or dismissal of the public employee.

Requestor of Data

Date

Responsible Authority/Designee

Date

THE NOTICE OF RIGHTS TENNESSEN WARNING INSTRUCTION GUIDE

Minnesota Statutes Section 13.04, subdivision 2

| | |
|--|--|
| <p>The notice must be given when:</p> | <ol style="list-style-type: none"> 1. An individual 2. Is asked to supply 3. Private or confidential data 4. Concerning self |
| <p>All four conditions must be present to trigger the notice requirement.</p> | |
| <p>Statements must be included from the individual that inform the individual:</p> | <ul style="list-style-type: none"> • Why the data is being collected and how the entity intends to use the data; • Whether the individual may refuse or is legally required to supply the data; • Any consequences to the individual of either supplying or refusing to supply the data; and • The identity of other persons or entities authorized by law to receive the data. |
| <p>Consequences of giving the notice are:</p> | <p>Private or confidential data on individuals may be collected, stored, used, and released as described in the notice without liability to the entity.</p> |
| <p>Consequences on <i>not</i> giving the notice are:</p> | <p>Private or confidential data on individuals cannot be collected, stored, used, or released for any purposes other than those stated in the notice unless:</p> <ul style="list-style-type: none"> • The individual subject of the data gives informed consent; • The Commissioner of Administration gives approval; or • A state or federal law subsequently authorizes or requires the new use or release. |

**“NOTICE OF RIGHTS”
SAMPLE FORMAT FOR TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, Aitkin County is required to inform you of your rights as they pertain to the private information collected from you. Your personal information we collect from you is private. Access to this information is available only to you and the agency collecting the information and other statutorily authorized agencies, unless you or a court authorize its release.

The Minnesota Government Data Practices Act requires that you be informed that the following information, which you are asked to provide, is considered private.

The purpose and intended use of the requested information is:

Authorized persons or agencies with whom this information may be shared include:

Furnishing the above information is voluntary, but refusal to supply the requested information will mean:

Name

Date

MINN. STAT. § 13.04(2)

INFORMED CONSENT INSTRUCTION GUIDE

- A. Enter the complete name and address of the entity that maintains the information. Include any relevant program names, staff names, titles and telephone numbers.
- B. Identify, as specifically as possible, the reports, record names, or types of information or records that will be released.
- C. Identify the entity or agencies to which the information will be released. Include the name and address of the entity. Include relevant staff names and titles. Be specific.
- D. Describe specifically and completely the purpose(s) for seeking the client's informed consent and the new use(s) to which the information will be put.
- E. Describe specifically and completely the known consequences of releasing the information.

Describe specifically and completely the known consequences of *not* releasing the information.

- G. Instruct the person to sign the consent and enter the date on which the consent is signed.
- H. As a general rule, a parent or guardian's signature should be obtained when the subject is under the age of 18 or has a legally appointed guardian; however, specific requirements for obtaining consent to release data in these circumstances vary. **Instructions for completing this portion of the form within your particular entity should be developed in consultation with the County Attorney's office.**

INFORMED CONSENT FOR THE RELEASE OF INFORMATION

I, _____
(Name of individual authorizing release)

authorize _____
(Name of individual, entity, or person holding record)

to disclose
to _____
(Name of individual, entity, or person to receive the information)

the following information:

for the purpose of:

I understand that my records are protected under state and/or federal privacy laws and cannot be disclosed without my written consent unless otherwise provided for by state or federal law. I understand that once this data is released that it may be subject to further disclosure without my written consent. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it and that in any event, this consent expires automatically in one year or as described below, whichever is earlier.

Specification of the date or condition upon which this consent expires:

Executed
this _____ day of _____, 20 _____.

(Signature of individual authorizing release)

(Signature of witness)

*(Signature of parent, guardian, or
authorized representative, when required)*

DATA PRACTICES NOTICE

I have been subpoenaed to testify before this court. I have been advised by the Office of the Aitkin County Attorney to provide the following information to the Court.

“The data I have been requested to provide includes data which is classified as private data as defined by Minn. Statute Chapter 13, the Minnesota Government Data Practices Act. Pursuant to Minnesota Statute 13.03 and Minnesota Rule 1205.0100, Subp. 5, the Court’s attention is called to this classification. The Data Practices Act requires that I may disclose this data only if the data subject has given written consent, a statute allows disclosure, or a court orders disclosure. If this court orders me to provide this private data, I will do so.”

AITKIN COUNTY

PUBLIC DATA REQUEST FORM (APPENDIX A)

Right to Access Public Data

According to the Data Practices Act (Minnesota Statutes, Chapter 13), all government data are presumed to be public unless a state or federal law says otherwise. Government data is a term that means all the recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

The Data Practices Act also provides that Aitkin County must keep all government data in a way that makes it easy for you, as a member of the public, to access. You have the right to look at all public data that we keep, free of charge; to get copies of public data, for which the Data Practices Act allows us to charge; and to look at the data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that Aitkin County keeps, you must make a request directly to the department that maintains the data you are requesting. You may make your request by phone; or by mail, fax, or email using the Data Request Form (attached).

If you choose not to use the data request form, your request should include the following:

- State that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- Indicate whether you would like to look at the data, get copies of the data, or both; and
- Provide a clear description of the data you would like to inspect or have copied.

Aitkin County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you, such as your name and address. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. However, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will begin to process it.

- If we do not have the data, we will notify you as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible, and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and within a reasonable amount of time, by doing one of the following:
 - arrange a date, time, and place for you to inspect data, at no charge, if your request is to look at the data, or
 - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM), upon request, if we keep the data in electronic format. Information about copy charges can be found in the County's current fee schedule, located on the County website. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifying information from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Aitkin County will prepare summary data if you make your request in writing – you may use the Data Request Form attached – and pay for the cost of creating the data. We will respond within ten business days of receiving your written request with details of when the data will be ready, and how much we will charge for the data.

Data Practices Contacts

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

| Office | Responsible Authority, Data Practices Compliance Official and Designees |
|--------------------------|--|
| County Attorney | Jim Ratz, County Attorney <i>Designee: Lisa Rakotz, Sr. Assistant County Attorney</i> 209 2 nd Street NW, Room 268, Aitkin, MN 56431 218-927-7347; Fax 218-927-7365 jratz@co.aitkin.mn.us |
| County Auditor | Kirk Peysar, County Auditor <i>Designee: Kathleen Ryan, CFO</i> 307 2 nd Street NW, Room 121, Aitkin, MN 56431 218-927-7354; Fax 218-927-7324 kpeysar@co.aitkin.mn.us |
| County Recorder | Michael Moriarty, County Recorder <i>Designee: Tara Snyder, Chief Deputy Recorder</i> 307 2 nd Street NW, Room 122, Aitkin, MN 56431 218-927-7336; Fax 218-927-7324 mick.moriarty@co.aitkin.mn.us |
| County Treasurer | Lori Grams, County Treasurer <i>Designee: Julie Hughes, Chief Deputy Treasurer</i> 307 2 nd Street NW, Room 119, Aitkin, MN 56431 218-927-7325; Fax 218-927-7357 lgrams@co.aitkin.mn.us |
| Sheriff | Dan Guida, County Sheriff <i>Designee: Heidi Lenk, Undersheriff</i> 218 1 st Street NW, Aitkin, MN 56431 218-927-7435; Fax 218-927-7359 dguida@co.aitkin.mn.us |
| All other County offices | <i>Responsible Authority and Data Practices Compliance Official:</i> Jessica Seibert, County Administrator 307 2 nd Street NW, Room 310, Aitkin, MN 56431 218-927-3093; Fax 218-927-7374 jessica.seibert@co.aitkin.mn.us |

All other County offices, cont.

Designees:

Assessor's Office

Mike Dangers, County Assessor
307 2nd Street NW, Room 120, Aitkin, MN 56431
218-927-7327, Fax 218-927-7379
mike.dangers@co.aitkin.mn.us

Community Corrections

Kami Genz, Director
209 2nd Street NW, Room 178, Aitkin, MN 56431
218-927-7281, Fax 218-927-2142
kami.genz@co.aitkin.mn.us

Environmental Services / Planning & Zoning Department

Terry Neff, Environmental Services Director
307 2nd Street NW, Room 219, Aitkin, MN 56431
218-927-7342; Fax 218-927-4372
tneff@co.aitkin.mn.us

Economic Development

Ross Wagner, Economic Development/Forestry Industry Coord.
307 2nd Street NW, Room 316, Aitkin, MN 56431
218-927-7305; Fax 218-927-7374
ross.wagner@co.aitkin.mn.us

Health and Human Services Department

Cynthia Bennett, HHS Director
204 1st Street NW, Aitkin, MN 56431
218-927-7200; Fax 218-927-7461
cynthia.bennett@co.aitkin.mn.us

Highway Department

John Welle, County Engineer
1211 Air Park Drive, Aitkin, MN 56431
218-927-3741; Fax 218-927-2356
jwelle@co.aitkin.mn.us

Human Resources Department

Bobbie Danielson, HR Director
307 2nd Street NW, Room 312, Aitkin, MN 56431
218-927-7306; Fax 218-927-7374
bobbie.danielson@co.aitkin.mn.us

Information Technology

Chris Sutch, IT Manager
209 2nd Street NW, Room 162, Aitkin, MN 56431
218-927-7318; Fax 218-927-7369
chris.sutch@co.aitkin.mn.us

| | |
|--|--|
| <p>All other County offices, cont.</p> | <p><u>Land & Parks Department and Long Lake Conservation Center</u> Rich Courtemanche, Land Commissioner 502 Minnesota Avenue North, Aitkin, MN 56431 218-927-7364; Fax 218-927-7249 rich.courtemanche@co.aitkin.mn.us</p> <p><u>Veterans Services Office</u> Penny Harms, Veterans Services Officer 307 2nd Street NW, Room 114, Aitkin, MN 56431 218-927-7320; Fax 218-927-7309 penny.harms@co.aitkin.mn.us</p> |
|--|--|

AITKIN COUNTY

DATA REQUEST FORM
Members of the Public

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Note: You do not have to provide any of the above contact information. However, if you want us to mail your requested data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information, we will be unable to begin processing your request.

Aitkin County will respond to your request as soon as reasonably possible.

| | |
|------------------------------|-----------------------------------|
| <i>(For office use)</i> | |
| Department /Division: | Request handled by / Ext.: |
| Method of response: | |
| Charges: | |
| Amt Due: | Received by / Ext.: |

Additional Information:

AITKIN COUNTY

DATA REQUEST BY SUBJECT OF DATA (APPENDIX B)

Data about You

According to the Data Practices Act (Minnesota Statutes, Chapter 13), data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

Classifications of Data about You

The Data Practices Act presumes that all government data are public, unless a state or federal law says otherwise. Data that is about you may be classified by state law as public, private, or confidential.

Public data: We must give public data to anyone who asks for it (e.g., the assessed value of your home is public data).

Private data: We cannot give private data to the general public, but you may have access when the data is about you (e.g., your Social Security number is private data). We may share your private data with you, with someone who has your written permission, with Aitkin County staff who need the data to perform an official function or duties, and as otherwise permitted by law or required by court order.

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you (e.g., if you register a complaint with a government entity concerning violations of state laws or local ordinances concerning the use of real property, your identity is confidential). We may share confidential data about you with Aitkin County staff who need the data to perform an official function or duty, and with others as permitted by law or court order. We cannot give you access to confidential data about you.

Your Rights under the Data Practices Act

Aitkin County must keep all government data about you in a way that makes it easy for you to access. We can collect and keep only that data about you that we need for administering and managing programs that are permitted by law.

As a data subject, you have the right to look at the public and private data that we keep about you, free of charge; the right to get copies of public and private data about you, for which the Data Practices Act allows us to charge an appropriate fee; and the right to look at data, free of charge, before deciding to request copies. If you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian. Minors have the right to ask Aitkin County not to give data about them to their parent(s) or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons why we should deny your parents/guardian access to the data. Aitkin County will make the final decision about your request based on your best interests.

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

When we ask you to provide data about yourself that are not public, we must give you a data privacy notice (sometimes referred to as a Tennessean warning). This notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. If you want us to release data to another person, written authorization to do so must be provided to us.

When your data are inaccurate and/or incomplete, you have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge the accuracy or completeness of data about you.

How to Make a Data Request

To look at data or request copies of data that Aitkin County keeps, you must make a written request directly to the department who maintains the data you are requesting. You may make your written request for data by mail, fax, or email, using the Data Request Form (copy attached).

If you choose not to use the Data Request Form, your written request must include:

- A statement that you are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13, as a data subject, or as the parent/guardian of the data subject;
- Whether you would like to look at the data, get copies of the data, or both;
- A clear description of the data you would like to inspect or have copied; and
- Identifying information that proves you are the data subject, or the data subject's parent/guardian, as listed below.

Standards for Verifying Identity

- An **adult individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, or a state tribal ID
- A **minor individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, a state tribal ID, or a state school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either* a certified copy of the minor's birth certificate *or* a certified copy of documents that establish the parent or guardian's relationship to the child, such as: a court order relating to divorce, separation, custody, or foster care; a foster care contract; or an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as court order(s) or valid power of attorney
- An **attorney** requesting information on your behalf must send a request on his/her letterhead along with your express written consent; the request should be signed by both you and the attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID. (*This requirement does not apply to attorneys requesting data on your behalf.*)

How We Respond to a Data Request

Upon receiving your written request, we will begin to process it. If it is not clear what data you are requesting, we will ask you for clarification. If we do not have the data, we will notify you within 10 business days. If we have the data but the data are confidential, we will notify you within 10

business days, and state which specific law says you cannot access the data. If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days. If your request is to look at the data, we will arrange a date, time, and place to inspect data.

After we have provided you with access to data about you, we do not have to show you the same data again for 6 months, unless there is a dispute or we collect or create new data about you. If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

Charges for Copies of Data

We may only charge you the actual cost of making copies of data about you. This charge may include the following: employee time* to prepare and make copies (i.e. removing staples and paper clips, sorting data, labeling data, taking data to a copier and actually producing copies); actual cost of media used (e.g., paper, CD ROMs, DVDs, etc.); and mailing costs if you request the copies be mailed to you. We *may not* charge you the cost of searching for and retrieving the data, redacting confidential data or private data about others from your data, or sorting of data that is not necessary for copying of your data. The amount that is charged will be the same regardless of whether the request is made by you as the data subject, your parent/guardian, or by a representative to whom you have granted authorization to access your data.

* Employee time is calculated based upon the average wage of the lowest-paid Aitkin County employee who could complete the tasks necessary, plus the base cost of insurance benefits for that employee.

Data Practices Contacts

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

| Office | Responsible Authority, Data Practices Compliance Official and Designees |
|--------------------------|---|
| County Attorney | Jim Ratz, County Attorney <i>Designee: Lisa Rakotz, Sr. Assistant County Attorney</i> 209 2 nd Street NW, Room 268, Aitkin, MN 56431 218-927-7347; Fax 218-927-7365 jratz@co.aitkin.mn.us |
| County Auditor | Kirk Peysar, County Auditor <i>Designee: Kathleen Ryan, CFO</i> 307 2 nd Street NW, Room 121, Aitkin, MN 56431 218-927-7354; Fax 218-927-7324 kpeysar@co.aitkin.mn.us |
| County Recorder | Michael Moriarty, County Recorder <i>Designee: Tara Snyder, Chief Deputy Recorder</i> 307 2 nd Street NW, Room 122, Aitkin, MN 56431 218-927-7336; Fax 218-927-7324 mick.moriarty@co.aitkin.mn.us |
| County Treasurer | Lori Grams, County Treasurer <i>Designee: Julie Hughes, Chief Deputy Treasurer</i> 307 2 nd Street NW, Room 119, Aitkin, MN 56431 218-927-7325; Fax 218-927-7357 lgrams@co.aitkin.mn.us |
| Sheriff | Dan Guida, County Sheriff <i>Designee: Heidi Lenk, Undersheriff</i> 218 1 st Street NW, Aitkin, MN 56431 218-927-7435; Fax 218-927-7359 dguida@co.aitkin.mn.us |
| All other County offices | <p><i>Responsible Authority and Data Practices Compliance Official:</i> Jessica Seibert, County Administrator 307 2nd Street NW, Room 310, Aitkin, MN 56431 218-927-3093; Fax 218-927-7374 jessica.seibert@co.aitkin.mn.us</p> <p><i>Designees:</i></p> <p><u>Assessor's Office</u> Mike Dangers, County Assessor 307 2nd Street NW, Room 120, Aitkin, MN 56431 218-927-7327, Fax 218-927-7379 mike.dangers@co.aitkin.mn.us</p> <p><u>Community Corrections</u> Kami Genz, Director 209 2nd Street NW, Room 178, Aitkin, MN 56431 218-927-7281, Fax 218-927-2142 kami.genz@co.aitkin.mn.us</p> |

All other County offices, cont.

Environmental Services / Planning & Zoning Department

Terry Neff, Environmental Services Director
307 2nd Street NW, Room 219, Aitkin, MN 56431
218-927-7342; Fax 218-927-4372
tneff@co.aitkin.mn.us

Economic Development

Ross Wagner, Economic Development/Forestry Industry Coord.
307 2nd Street NW, Room 316, Aitkin, MN 56431
218-927-7305; Fax 218-927-7374
ross.wagner@co.aitkin.mn.us

Health and Human Services Department

Cynthia Bennett, HHS Director
204 1st Street NW, Aitkin, MN 56431
218-927-7200; Fax 218-927-7461
cynthia.bennett@co.aitkin.mn.us

Highway Department

John Welle, County Engineer
1211 Air Park Drive, Aitkin, MN 56431
218-927-3741; Fax 218-927-2356
jwelle@co.aitkin.mn.us

Human Resources Department

Bobbie Danielson, HR Director
307 2nd Street NW, Room 312, Aitkin, MN 56431
218-927-7306; Fax 218-927-7374
bobbie.danielson@co.aitkin.mn.us

Information Technology

Chris Sutch, IT Manager
209 2nd Street NW, Room 162, Aitkin, MN 56431
218-927-7318; Fax 218-927-7369
chris.sutch@co.aitkin.mn.us

Land & Parks Department and Long Lake Conservation Center

Rich Courtemanche, Land Commissioner
502 Minnesota Avenue North, Aitkin, MN 56431
218-927-7364; Fax 218-927-7249
rich.courtemanche@co.aitkin.mn.us

Veterans Services Office

Penny Harms, Veterans Services Officer
307 2nd Street NW, Room 114, Aitkin, MN 56431
218-927-7320; Fax 218-927-7309
penny.harms@co.aitkin.mn.us

AITKIN COUNTY

DATA REQUEST FORM
Subject of Data

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity. To request data on behalf of the data subject, you must present proper written permission granting you such access.

Data Subject Name: _____

Address: _____

Phone number: _____ Email: _____

Parent/Guardian Name (if applicable): _____

Signature of Data Subject or Parent/Guardian: _____

Aitkin County will respond to your request within 10 days.

| | |
|----------------------------|----------------------------|
| <i>(For office use)</i> | |
| ID provided: | |
| Department name: | Request handled by: |
| Method of response: | |
| Charges: | |
| Amt Due: | Received by: |
| Notes | |

**Aitkin County
Fee Schedule 2020
Approved by the Board on November 26, 2019
Effective January 1, 2020**

Postage expenses shall be borne by requestor.

COMMON FEES

| | |
|--|--|
| COPIES - Black and White (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34") | \$ 0.25 per page (single or double sided) \$ 3.00 per page (single or double sided) |
| COPIES - Color (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34") | \$ 0.50 per page (single or double sided) \$ 6.00 per page (single or double sided) |
| FAX, per page | \$ 1.00 |
| International Fax Fee | \$ 7.00 first page, \$4.00 each additional page |
| AS400 OR PRINTED REPORTS | \$ 25.00 minimum or \$0.25 per page, whichever is greater |
| LABELS | \$ 25.00 minimum or \$3.00 per sheet (30 labels/sheet), whichever is greater |
| BLUEPRINTS (non copyright) | \$ 5.00 each |
| DISHONORED CHECK/PAYMENT FEE | \$ 30.00 |

ASSESSOR'S OFFICE

| | |
|---------------------------------------|---|
| FIELD CARDS | |
| Fax of Field Cards | \$ 4.00 per parcel |
| Email of Field Cards | \$ 4.00 per parcel |
| SIMPLE SALES QUERY | \$ 5.00 per query |
| PARCEL DATA REQUESTS (Large Quantity) | \$ 25.00 or \$0.04 per parcel, whichever is greater |
| LINK GIS Subscription | \$ 180.00 per year |

ATTORNEY'S OFFICE

| | |
|------------------------|----------|
| AUDIO/VIDEO | |
| Audio CD's | \$ 10.00 |
| Video Recordings - DVD | \$ 10.00 |

AUDITOR'S OFFICE

| | |
|---|--|
| ASSESSMENT (SPECIAL) Admin Set-up | \$7.00 per parcel |
| ASSEMBLY LICENSE | \$500.00 plus \$25,000 bond |
| AUCTIONEER | \$20.00 |
| BOND INFORMATION REQUESTS / Auditor Tax Certificate | \$250.00 each |
| COPIES See Common Fees Section | |
| Maps, Black and White, 8 1/2" x 11" | \$2.00 |
| Maps, Color, 8 1/2" x 11" | \$3.00 |
| DANGEROUS DOGS | \$25.00 |
| DITCH AND HWY LIEN RELEASES | \$15.00 |
| FAXES See Common Fees Section | |
| FIREWORKS | \$2.00 Auditor's fee \$8.00 Sheriff's fee |
| GAMBLING | Varies State |
| JUDGMENT - CONFESSION OF | |
| Initial Fee | \$25.00 per description |
| Payments on | \$2.00 per statement |
| JUDGMENT COST - Publication | \$20.00 per parcel |
| LIQUOR LICENSES: | |
| Consumption & Display/Set-Ups | \$250.00 each (paid to State) |
| Temporary Consumption & Display Permit | \$25.00 per each date |
| 3.2% Beer License | \$40.00 \$10.00 off sale \$40.00 \$40.00 on sale \$50.00 on & off sale |
| Wine License | \$100.00 yearly |
| Temporary Wine License | \$50.00 per each date |
| Temporary On-Sale Liquor License | \$50.00 per each date |
| Combination Wine/Strong Beer License | \$500.00 |
| Liquor License | \$100.00 club |

| | | |
|---|------------|---|
| | \$1,500.00 | on sale |
| | \$360.00 | off sale |
| | \$120.00 | Sunday |
| PLATS (NEW) - AUDITOR'S FEE | \$75.00 | plus \$2.00 per lot |
| PRECIOUS METALS | \$25.00 | |
| REPURCHASE - COST OF FORF. FEE | \$100.00 | |
| REPURCHASE - SHERIFF'S COST | \$40.00 | |
| TAX/ASSESSMENT SEARCH | \$5.00 | per parcel |
| TRANSIENT MERCHANTS, PEDDLERS, HAWKERS | \$150.00 | |
| TRUTH IN TAXATION 1/3 COST TO CITIES, TOWNS & SCHOOLS | | |
| TIF DISTRICTS - ANNUAL COUNTY ADMINISTRATION OF | \$100.00 | and \$16.00 per parcel for maint (splits, etc.) |
| TIF - CERTIFICATION OF ORIGINAL VALUE | \$150.00 | |
| VOTER'S CERTIFICATION | \$ 2.00 | |

COMMUNITY CORRECTIONS

SUPERVISION FEES

| | |
|---|-----------|
| Felony and Supervised Release (with over one year supervision) Case Fee | \$ 400.00 |
| Supervised Release (under one year supervision) Case Fee | \$ 200.00 |
| Gross Misdemeanor Case Fee | \$ 300.00 |
| Misdemeanor Case Fee | \$ 200.00 |
| Short-Term Supervision Case Fee | \$ 50.00 |
| Non Resident Supervision Fee | \$ 200.00 |
| Juvenile Client Fee | \$ 50.00 |
| Juvenile Diversion Client Fee | \$ 25.00 |

URINALYSIS FEES \$ 15.00 Per Drug Lab Screened (Non-Clients Only)

ELECTRONIC HOME MONITORING FEES \$ 22.00 Per Day

DVI ASSESSMENT \$ 50.00

DRIVING WITH CARE CLASS FEES

| | |
|----------------|-----------|
| Level I Class | \$ 75.00 |
| Level II Class | \$ 150.00 |

ECONOMIC DEVELOPMENT

APPLICATION FEE

| | |
|---------------|-----------|
| Tax Abatement | \$ 500.00 |
| TIF | \$ 500.00 |

ENVIRONMENTAL SERVICES

FOOD BEVERAGE LODGING (FBL)

| | |
|--|-----------|
| FOOD (if both food & alcoholic beverages are served then a separate fee is charged for each) | |
| Base Fee | \$ 180.00 |
| Plus: | |
| Limited | \$ 28.50 |
| Small Establishment | \$ 171.50 |
| Medium | \$ 228.50 |
| Large | \$ 343.50 |
| For each "Satellite" | \$ 57.00 |
| Schools - includes two annual inspections | \$ 360.00 |
| HACCP Annual Review | \$ 100.00 |
| Retail Food | \$ 150.00 |
| Retail Food pre-packaged non-perishable | \$ 50.00 |

Example: One base fee is paid if you own a small restaurant & resort, but it must be located on the same property

BEVERAGE

| | |
|----------------------------------|-----------|
| Plus: | |
| Beer or wine served at the table | \$ 58.00 |
| Full bar service | \$ 150.00 |

MOBILE FOOD UNIT, PUSH CARTS, SEASONAL AND PERMANENT FOOD STANDS, ETC.

| | |
|----------|-------------------|
| Base Fee | \$ 180.00 |
| Plus: | \$ 10.00 Per unit |

TEMPORARY FOOD SERVICE (MAXIMUM 3 TIMES PER YEAR AND 21 DAYS AT A SITE)

| | |
|----------|-----------------------|
| Base Fee | \$ - |
| Plus: | \$ 35.00 Per 3 events |

Note: all 3 events must be applied for at the same time to receive the \$35.00 per 3

LODGING AND RECREATION

| | |
|---|-----------|
| Base Fee | \$ 180.00 |
| Plus: | |
| Motel, Hotel or Lodge Room per unit (a room is a unit) | \$ 11.50 |
| Resort Cabin or Vacation Home Rental per unit (a cabin is a unit) | \$ 11.50 |
| Camper Cabin or Bunk House within Resort per unit | \$ 6.75 |
| Mobile Home Park/Recreational Camping Area per site | \$ 6.75 |
| Fish House campsite per site | \$ 3.50 |

YOUTH CAMP

| | | |
|--|-----------|--|
| Base Fee | \$ 180.00 | |
| Plus: | \$ 114.50 | 1 - 99 campers |
| | \$ 229.00 | 100 - 199 campers |
| | \$ 343.00 | > 200 campers |
| | | |
| POOLS AND SPAS | | |
| Base Fee | \$ 180.00 | |
| Plus: | \$ 130.00 | Each pool |
| | \$ 130.00 | Each spa |
| | | |
| DRINKING WATER | | |
| Annual testing for those who are not a NCPW supply of > 25 people for 60 days or more | \$ 40.00 | includes sampling, testing and reporting of results |
| | | |
| ADMINISTRATIVE FEES | | |
| 1/2 the annual license fee | | Re-inspection fee after the 2nd inspection |
| 1/2 the annual license fee | | Operating without a license for the first 30 days after license is due |
| Double the annual license fee | | Operating without a license for day 30 - 60 after license is due |
| License Suspension | | Operating without a license after day 60 |
| <i>Please make checks payable to: Aitkin County Environmental Services</i> | | |
| | | |
| FBL PLAN REVIEW FEES | | |
| New Construction/Conversion | | |
| Food Service | \$ 250.00 | |
| Lodging-Resort/Motel/Hotel | \$ 165.00 | |
| Bed and Breakfast | \$ 165.00 | |
| Mobile Food Unit | \$ 250.00 | |
| Youth Camp | \$ 165.00 | |
| Vacation Home Rental | \$ 165.00 | |
| Campground/Mobile Home Park | \$ 165.00 | |
| | | |
| Remodel | | |
| Food Service | \$ 165.00 | |
| Lodging-Resort/Motel/Hotel | \$ 165.00 | |
| Bed and Breakfast | \$ 165.00 | |
| Mobile Food Unit | \$ 165.00 | |
| Youth Camp | \$ 165.00 | |
| Vacation Home Rental | \$ 165.00 | |
| Campground/Mobile Home Park | \$ 165.00 | |
| | | |
| HACCP | | |
| HACCP Plan Review (Initial) | \$ 250.00 | |
| | | |
| WATER LAB TESTING FEES | | |
| Bacteria Water Analysis (Coliform and E. Coli) | \$ 25.00 | |
| Nitrate Water Analysis | \$ 25.00 | |
| Bacteria AND Nitrate Analysis | \$ 40.00 | |
| Fee if Aitkin County Collects the Sample for You | \$ 50.00 | |
| All water test fees must be paid in advance - no invoicing will be accepted | | |
| | | |
| ZONING | | |
| ACCESSORY BUILDINGS/SIGN | | |
| Accessory Buildings/Sign <239 sq.ft.(no pre-onsite) | \$ 50.00 | |
| Accessory Buildings 240 sq.ft. to 1000 sq.ft and/or Water-Oriented | \$ 200.00 | |
| Accessory Buildings 1001 sq.ft. and larger | \$ 300.00 | |
| | | |
| FENCE (8 feet or greater in height) | \$ 50.00 | |
| | | |
| COMMERCIAL BUILDINGS/ADDITIONS (FOOTPRINT OF STRUCTURE) | | |
| <500sq ft. | \$ 300.00 | |
| 501 – 2500 sq.ft. | \$ 400.00 | |
| 2501 sq. ft. and larger | \$ 600.00 | |
| | | |
| RESIDENCE, NEW CONSTRUCTION (FOOTPRINT - INCLUDING ATTACHED GARAGE, DECK, AND/OR PORCH) | | |
| Additions (decks, porches and patios are separate permit fees) | | |
| <500 SQ.FT. | \$ 300.00 | |
| 501 – 2000 sq.ft. | \$ 400.00 | |
| 2001 sq. ft. and larger sq.ft. | \$ 550.00 | |
| | | |
| DECK/PATIO | | |
| <199 sq.ft | \$ 100.00 | |
| 200 sq. ft. and larger | \$ 150.00 | |
| (Patios are those within the required building setback to the lake) | | |
| | | |
| LAND ALTERATIONS | \$ 200.00 | |
| VEGETATION ALTERATION | | No fee |
| PLANNING CALL/SITE REVIEW | \$ 100.00 | |
| CONDITIONAL/INTERIM USE PERMIT | \$ 650.00 | |
| AMENDMENT TO EXISTING CUP | \$ 650.00 | |
| RENEWAL OF INTERIM USE PERMIT | \$ 650.00 | |
| VARIANCE (DOES NOT INCLUDE PERMIT FEE) | \$ 650.00 | |
| APPEAL TO BOA | \$ 650.00 | |
| REPUBLICATION OF VARIANCE OR CUP | \$ 50.00 | |
| REZONING | \$ 650.00 | |
| ORDINANCE AMENDMENT | \$ 500.00 | |
| TOWER / WECC APPLICATION | \$ 650.00 | |
| PRELIMINARY PLATS AND RESIDENTIAL PUDs (1-5 lots/units) | \$ 650.00 | |
| (6 or more lots/units an additional \$50.00/lot/unit) | | |
| FINAL PLATS AND RESIDENTIAL PUD'S | \$ 650.00 | |
| (6 or more lots/units an additional \$50.00/lot/unit) | | |
| NEW ROAD SIGN AND POST (each sign and post in new plat) | \$ 175.00 | |
| COMMERCIAL PUD'S AND RESORT EXPANSIONS (6 or less lots --no CUP) | \$ 300.00 | |
| SURVEYOR REVIEW FEE (for plats and residential PUDs 1-5 lots) | \$ 150.00 | |
| (6 or more lots/units an additional \$20.00 per lot/unit) | | |
| ENGINEERS REVIEW FEE | \$ 150.00 | |

| | |
|--|-------------------|
| REPLAT OF EXISTING PLAT TO COUNTY BOARD (does not include surveyor fee) | \$ 200.00 |
| ADMINISTRATIVE SUBDIVISIONS AND EXEMPTIONS (review prior to approval) | \$ 100.00 per lot |
| -if wetlands exist on parcels and/or if onsite inspection to verify submitted info ... add'l | \$ 100.00 |
| COMPLAINT ENFORCEMENT (after receipt of (2ND) notice - addition to permit fee) | \$ 200.00 |
| REINSPECTION/ADDITIONAL INSPECTION FEE ON ALL | \$ 100.00 |
| 911 ADDRESSING (includes assignment of number, sign, and post) | \$ 55.00 |

AFTER THE FACT FEE'S – 5 X permit fee in Shoreland areas, 5 X permit fee in non-Shoreland areas (includes variances, IUP's and CUP's)

| | |
|--|-----------|
| RESIDENTIAL SEWERS FEES | |
| Drainfield/Bed | \$ 300.00 |
| Mound/At-Grade | \$ 350.00 |
| Other//Performance Systems | \$ 400.00 |
| Tank Replacement/Outhouse/Privy | \$ 150.00 |
| Holding Tank (requires onsite) | \$ 200.00 |
| Operating Permits | \$ 150.00 |
| Late Operating Permit Renewal Fee | \$ 200.00 |
| Indemnification Form (homeowner installed systems) in addition to permit fee | \$ 100.00 |

| | |
|--------------------------------------|---|
| COMMERCIAL and CLUSTER SEWERS | |
| Gallons/Day | |
| 1-500 | \$ 500.00 |
| 501-1,000 | \$ 600.00 |
| 1,001-2,500 | \$ 1,000.00 |
| 2,501-10,000 | \$ 1,200.00 plus any additional costs for design review and inspections (5) |

SEWER PERMIT ONE-YEAR EXTENSION FEE \$ 200.00

| | |
|--|---|
| WETLAND CONSERVATION ACT FEES | |
| Wetland/Banking/Offsite-Mitigation Application | \$ 1,000.00 |
| Wetland Replacement Plan | \$ 400.00 |
| Wetland Site Review | \$ 100.00 |
| Appeal of LGU Decision | \$ 50.00 per hour, + any additional costs to County |

| | |
|---|---|
| OTHER CHARGES | |
| Ordinances (excluding Shoreland and General Zoning) | \$ 10.00 |
| Shoreland and General Zoning Ordinances | \$ 25.00 |
| Comprehensive Land Use Plan | \$ 25.00 |
| EAW Fees | \$ 50.00 per hour, + any additional costs to County |
| Administrative Fee | \$ 50.00 per hour, + mileage, min charge of 1/2 hr |

Copies of Meeting Recordings \$ 25.00

GIS and COUNTY SURVEYOR

| | |
|---|-------------------|
| MAP SETUP/DATA EXTRACTION/DATA CONVERSION | \$ 50.00 per hour |
| Plotting Existing Map or Graphic | |
| 8.5" x 11" Black and White | \$ 2.00 per copy |
| 8.5" x 11" Color | \$ 3.00 per copy |
| 11" x 17" | \$ 5.00 per copy |
| 18" x 24" | \$ 10.00 per copy |
| 24" x 36" | \$ 15.00 per copy |
| 36" x 48" | \$ 30.00 per copy |

PROFESSIONAL SERVICES \$ 50.00 per hour

PARCEL BOUNDARIES (~ 43,000 parcels) Shapefile *\$0.10 per parcel (\$50 minimum), license required**

TAX ATTRIBUTES - AS400 dBase *\$0.04 per parcel (\$50 minimum), license required**

ROAD CENTERLINES Shapefile *\$0.25 per feature, license required**

ADDRESS POINTS Shapefile *\$0.25 per feature, license required**

OTHER GEOSPATIAL DATA Shapefile \$50 per dataset

GIS WEBSITE ACCESS, Standard Level Free

**Geospatial data shall not be released until a proper license agreement is on file with this office.

*Cost recovery fees for data development are waived for government and academic users. Requests for services not described here are charged at \$50.00 per hour. Funds collected from the distribution of data and maps are used to develop and maintain our county's digital geospatial data.

HEALTH AND HUMAN SERVICES

SOCIAL SERVICE (STAFF HOURLY EXPENSE = \$80.00)

| | |
|------------------------------------|---|
| COPIES FOR RECORDS REQUESTS | |
| Data Subject | \$ 0.06 per copy, plus \$5.59 per 15 minutes of time to make copies |
| Member of the public | \$ 0.25 per copy |

| | |
|----------------------------------|-----------|
| LICENSING | |
| Child Care Initial Licensing Fee | \$ 50.00 |
| Child Care Renewal Licensing Fee | \$ 100.00 |

| | |
|---|----------|
| BACKGROUND CHECK | |
| Adult Foster Care | \$ 20.00 |
| Family Child Care Providers (18 years of age and older) | \$ 40.00 |
| Family Child Care Providers (under 18 years of age) | \$ 20.00 |

| | |
|---|--|
| COMMUNITY RESIDENTIAL SETTING LICENSE FEE | \$ 250.00 per home, per licensing year |
| CD ASSESSMENTS | |
| Ordered by the Court (DUI or DWI) | \$ 200.00 May be subject to sliding fee scale. |
| All Other | \$ 200.00 May be subject to sliding fee scale. |

PUBLIC HEALTH

| | |
|-----------------|----------|
| SAFETY SEATS | |
| Convertible | \$ 55.00 |
| Combo | \$ 65.00 |
| No Back Booster | \$ 25.00 |

| | |
|----------------|---------|
| NIPPLE SHIELDS | \$ 7.00 |
|----------------|---------|

**for NON WIC or Home Visiting Clients

| | |
|---------------|---------|
| HYDROGEL PADS | \$ 9.00 |
|---------------|---------|

**for NON WIC or Home Visiting Clients

| | |
|-------------|----------|
| THERASHELLS | \$ 13.00 |
|-------------|----------|

**for NON WIC or Home Visiting Clients

| | |
|-----------|----------|
| LEAD DRAW | \$ 19.00 |
|-----------|----------|

IMMUNIZATIONS (prices subject to change based on price of serum)

| | |
|---|-----------|
| Hepatitis A (1st in Series) | \$ 61.00 |
| Hepatitis A (2nd in Series) | \$ 61.00 |
| Hepatitis B (1st in Series) | \$ 64.00 |
| Hepatitis B (2nd in Series) | \$ 64.00 |
| Hepatitis B (3rd in Series) **15% discount for no outstanding balance, cash payment and complete series given by PH | \$ 64.00 |
| Td | \$ 39.00 |
| Tdap | \$ 54.00 |
| Varicella | \$ 127.00 |
| Pneumonia | \$ 66.00 |
| FluLaval Influenza (90688) | \$ 34.00 |
| FluMist Influenze (90672) | \$ 38.00 |
| Fluzone High-dose (90662) | \$ 66.00 |
| Fluzone Influenza-Quad 90688 | \$ 34.00 |
| MNVFC immunizations (Child and Adult) | \$ 19.00 |
| Mantoux (Serum, Admin, and Read) | \$ 31.00 |
| Mantoux (Admin and Read Only) | \$ 19.00 |
| Meningoccal | \$ 135.00 |
| MMR-II | \$ 90.00 |

CHILD SUPPORT AND OTHER COLLECTIONS

| | |
|--|--------|
| IV-E FOSTER CARE | Varies |
| ADMIN FOSTER CARE / NON SED | Varies |
| SED FOSTER CARE, PARENTAL FEE WORKSHEET | Varies |
| DETOX, use sliding fee scale when financial info is supplied | Varies |

HIGHWAY DEPARTMENT

EQUIPMENT (including Operator):

| | |
|----------------------------------|--------------------|
| Motor Grader | \$ 100.00 per hour |
| Tandem Truck | \$ 105.00 per hour |
| Single Axle Truck | \$ 100.00 per hour |
| 3 Cubic Yard Articulating Loader | \$ 90.00 per hour |
| Dozer | \$ 95.00 per hour |
| Tractor | \$ 55.00 per hour |
| Tractor/Loader/Backhoe | \$ 80.00 per hour |
| Track Backhoe | \$ 95.00 per hour |
| ASV Posi Track with Brush Head | \$ 85.00 per hour |
| Tractor/Mower | \$ 80.00 per hour |
| Sioux Steamer w/Truck | \$ 50.00 per hour |
| Self Propelled Steel Drum Roller | \$ 60.00 per hour |

MATERIALS (for Other Governmental Units Only):

| | |
|------------------------------|-----------------------|
| Deicing Salt/Sand (15% salt) | Inventory Cost |
| Culverts | Inventory Cost |
| Cutting Edges | Inventory Cost |
| Signs and Posts | Inventory Cost |
| Calcium Chloride | Spring bid unit price |

MATERIAL (for Private Sale):

| | |
|--|-----------------------|
| E-911 Address (includes sign and post) | \$ 30.00 each |
| Mailbox Supports | \$ 53.44 each |
| Dust Control Treatment | Based on Spring bid |
| Driveway Approach Culverts (as determined by Permit) | 60% of Inventory Cost |

MISCELLANEOUS:

| | |
|----------------------------|--|
| Driveway Approach Deposits | \$ 500.00 Refundable |
| Utility Permit | \$ 100.00 each up to 1 mile, additional \$50.00 per mile |

HR DEPARTMENT

| | |
|--------------------------|----------|
| LIST OF EMPLOYEE REPORTS | \$ 15.00 |
|--------------------------|----------|

IT DEPARTMENT

| | |
|-------------------|---|
| REPORTS OR LABELS | See Common Fees Section |
| CD OR EMAIL FILE | \$ 50.00 minimum or \$0.04 per parcel, whichever is greater |

LAND DEPARTMENT AND COUNTY SURVEYOR

| | |
|-----------------------|-------------------|
| PROFESSIONAL SERVICES | \$ 50.00 per hour |
|-----------------------|-------------------|

RECORDER'S OFFICE

Rates established by the State are subject to change without notice.

| | |
|--|---------------------------------------|
| RECORDING FEE | \$ 46.00 per document |
| RECORDING WELL CERTIFICATE | \$ 50.00 |
| OVERSIZE COPIES (up to 36 inches) | \$ 5.00 |
| COPY OF OFFICIAL PLAT | \$ 10.00 |
| Certification on Official Plat | \$ 5.00 |
| CERTIFIED COPIES OF DOCUMENTS | \$ 10.00 |
| COPIES OF RECORDED DOCUMENTS | \$ 1.00 per page |
| FAX FEE | Refer to Common Fees Section |
| DOCUMENT RESEARCH AND DELIVERY FEE | \$5.00 base fee, plus \$1.00 per page |
| FILING FEES | |
| Credentials of Minister | \$ 20.00 |
| Notary Commission | \$ 20.00 |
| VITAL RECORDS | |
| Birth Certificates | \$ 26.00 |
| Additional Birth Certificate at same time | \$ 19.00 |
| Death Certificates | \$ 13.00 |
| Additional Death Certificates at same time | \$ 6.00 |

SHERIFF'S OFFICE

ALARM FEES

| | |
|-------------------------------------|----------|
| Initial | \$ 20.00 |
| Renewal | \$ 5.00 |
| Non-compliance Fee | \$ 50.00 |
| False Alarms - Per each after third | \$ 50.00 |

GUN PERMIT TO CARRY

| | |
|---------|-----------|
| New | \$ 100.00 |
| Renewal | \$ 75.00 |

BACKGROUND CHECKS

| |
|----------|
| \$ 20.00 |
|----------|

REPORTS AND ICR'S

| | |
|---------|---|
| Victim | No charge |
| Walk-in | \$ 0.25 per page (single or double sided) |
| By mail | \$ 0.25 per page plus postage costs |

AUDIO/MIDEO/PHOTOGRAPHY

| | |
|---|------------------|
| Audio CD's | \$ 10.00 |
| Transcript of audio recordings | \$ 4.00 per page |
| Photographs/Digital by disk | \$ 10.00 |
| Booking photos | \$ 5.00 |
| Video Recordings - VHS | \$ 16.00 |
| Video Recordings - DVD | \$ 10.00 |
| Video Recordings - Body Worn Camera - DVD | \$ 10.00 |
| Video Recordings - Squad Camera - DVD | \$ 10.00 |

FINGERPRINTING

| | |
|------------------------|-----------|
| Aitkin County Resident | No charge |
| Non-resident | \$ 10.00 |

BOAT & WATER

| | |
|--------------|---|
| Raft Permits | \$ 4.00 per year (renewed in 5 year increments) |
|--------------|---|

CIVIL PROCESS

¹ For Paper Service, \$100.00 Deposit is required.

| | |
|--|---|
| Charge per person served/Not found | \$ 30.00 plus mileage noted below |
| Mileage charge per attempt (round trip) | \$ 0.60 per mile |
| Mileage charge for City of Aitkin | \$ 1.00 |
| Charge for Real Estate Sales | \$ 50.00 |
| Mechanics Lien Sale | \$ 50.00 plus mileage |
| Cancelled real estate sale w/no notification | \$ 50.00 |
| Redemption fee on redeemed real estate | \$ 250.00 plus \$30.00 for each rescheduling of redemption date |
| Posting three notices of sale | \$ 45.00 plus mileage |
| Charge for sending a fax | See Common Fees Section |
| Levy fee on a Writ of Execution | \$ 20.00 |
| Commission on Writ \$ Levied upon | 5% |
| Deputy Time | actual cost plus mileage |

STORAGE FEES

| | |
|--|---------------------------------------|
| Vehicle | \$ 5.00 per day |
| Boat | \$ 1.00 per foot, per day |
| Snowmobile | \$ 5.00 per day |
| Forfeited Vehicles, payment in full of | Tow Bill, plus \$5.00 per day storage |

¹ If the actual fee exceeds the amount of deposit, you will be billed for the additional amount. When the actual amount of the fee is less than your deposit, you will receive a refund with your affidavit.

Securing and safety keeping property in replevin, attachment or an execution \$ based on time spent and hourly rate of pay for Deputy executing the process.

Contact the Sheriff's Office for Writ of Execution Instructions.

SHERIFF'S OFFICE (JAIL)

| | |
|-----------------------|----------------------------|
| BOARDING OF PRISONERS | per Sheriff |
| BOOKING FEE | \$ 20.00 |
| FINGERPRINTING | \$ 10.00 for out of county |
| HUBER FEES | \$ 20.00 per day |
| JAIL NURSE | |
| Co-pay | \$ 5.00 |
| Medication Co-Pay | \$ 5.00 |
| PAY TO STAY | \$ 20.00 per day |
| URINALYSIS | |
| STS | \$ 10.00 |
| Huber | \$ 10.00 |

TREASURER'S OFFICE

| | |
|--------------------------------|-------------------|
| MARRIAGE LICENSE | |
| (with Premarital Education) | \$ 40.00 |
| (without Premarital Education) | \$ 115.00 |
| MARRIAGE CERTIFICATE | \$ 9.00 |
| PASSPORT | Varies |
| RESEARCH FEE | \$ 25.00 per hour |
| TAX STATEMENTS - Duplicate | \$ 2.00 |



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: 7-28-20

Title of Item: Highway Department Office Expansion/Renovation Update

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

| | |
|------------------------------------|--|
| Submitted by: John Welle | Department: Highway Department |
|------------------------------------|--|

| | |
|--|-------------------------------------|
| Presenter (Name and Title): NA | Estimated Time Needed: NA |
|--|-------------------------------------|

Summary of Issue:
As discussed at the previous Board Meeting, the final plan documents for the Highway Department Office expansion/renovation project are in the final stages of preparation. To take advantage of a favorable bidding environment, a bid opening date/time of 2:00 on Thursday, September 3, 2020 is being proposed. In the event that uncertainties caused by COVID and other factors result in the plan not being completed in time for the proposed September 3rd bid opening, a revised date will be proposed at the August 11, 2020 Board meeting.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Establish bid opening date/time of 2:00 pm, Thursday, September 3, 2020.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$ Estimated total cost: \$710,000
 Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

25
Agenda Item #

Requested Meeting Date: 7-28-20

Title of Item: Final Contract Payment - Contract No. 20194

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

**provide copy of hearing notice that was published*

| | |
|------------------------------------|--|
| Submitted by: John Welle | Department: Highway Department |
|------------------------------------|--|

| | |
|--|--|
| Presenter (Name and Title): NA | Estimated Time Needed: NA - consent agenda |
|--|--|

Summary of Issue:
 Authorization by the following resolution is requested to make final payment to Anderson Brothers Construction of Brainerd LLC, Brainerd, MN in the amount of \$33,168.48 for Contract No. 20194, which included bituminous surfacing of County Highways 3, 10, 16, and 70 and aggregate shouldering of various other county highways.

The final contract amount of \$3,109,442.60 is approximately 6.5% higher than the bid amount of \$2,919,888.99. The increased cost was due to increased bituminous material needed to restore the 2% crown on County Highway 16, earned ride and density incentives, and additional bituminous patches on an adjacent segment of County Highway 3.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Adopt resolution.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$ 33,168.48
 Is this budgeted? Yes No *Please Explain:*

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

ADOPTED July 28, 2020

By Commissioner: xxxx

20200728-xxx

Final Contract Payment – Contract No. 20194

WHEREAS, Contract No. 20194 has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Anderson Brothers Construction of Brainerd LLC in the amount of \$33,168.48.

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of July, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of July, 2020

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request



Requested Meeting Date: 07/28/2020

Title of Item: COPS Hiring Grant Award

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

**provide copy of hearing notice that was published*

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

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

Summary of Issue:

Resolution to accept COPS Hiring Grant Award.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Recommend accepting grant award.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

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

ADOPTED July 28, 2020

By Commissioner: xxxx

20200728-xxx

COPS Hiring Grant Award

WHEREAS, the U.S. Department of Justice has awarded Aitkin County COPS Hiring Grant funds in the amount of \$125,000.00 which will be used to hire one officer in the Aitkin County Sheriff's Office; and

WHEREAS, Aitkin County recognizes the \$116,245 match requirement for the COPS Hiring Grant and has secured the matching funds, therefore, be it

RESOLVED that the County Administrator be, and is hereby, authorized to sign documents related to the acceptance of the grand funds on behalf of Aitkin County.

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of July, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of July, 2020

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

24
Agenda Item #

Requested Meeting Date: July 28, 2020

Title of Item: Donation to Aitkin County Veteran Services

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

| | |
|-------------------------------------|---|
| Submitted by: Penny Harms | Department: Veteran Services Office |
|-------------------------------------|---|

| | |
|---|--------------------------------------|
| Presenter (Name and Title): N/A | Estimated Time Needed: N/A |
|---|--------------------------------------|

Summary of Issue:

Aitkin County Veteran Services received a donations totalling \$100.00 from the Dale E Wayrynen American Legion Auxiliary, McGregor, MN.

This money is to be used to assist veterans in Aitkin County.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Accept donation.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

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

ADOPTED July 28, 2020

By Commissioner: xxxx

20200728-xxx

Donation to Aitkin County Veteran Services

WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

Dale E Wayrynen American Legion Auxiliary, McGregor MN. \$100.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Dale E Wayrynen American Legion Auxiliary, McGregor MN Aitkin County Veteran Services

WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

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

FIVE MEMBERS PRESENT All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of July, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of July, 2020

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: July 24, 2020

Title of Item: Forfeited Tax Sale Apportionment

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

| | |
|---|----------------------------|
| Submitted by: Rich Courtemanche | Department: Land |
|---|----------------------------|

| | |
|---|---|
| Presenter (Name and Title): Rich Courtemanche - Land Commissioner | Estimated Time Needed: 10 min |
|---|---|

Summary of Issue:

Aitkin County Land Department (ACLD) apportions monies from the Forfeited Tax Sales Trust fund according to MS 282. These funds are distributed to school districts, townships, Aitkin County general fund, ACLD parks, and forestry programs. The Land Dept will present a short report of the 2019 apportionment.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request? Yes No

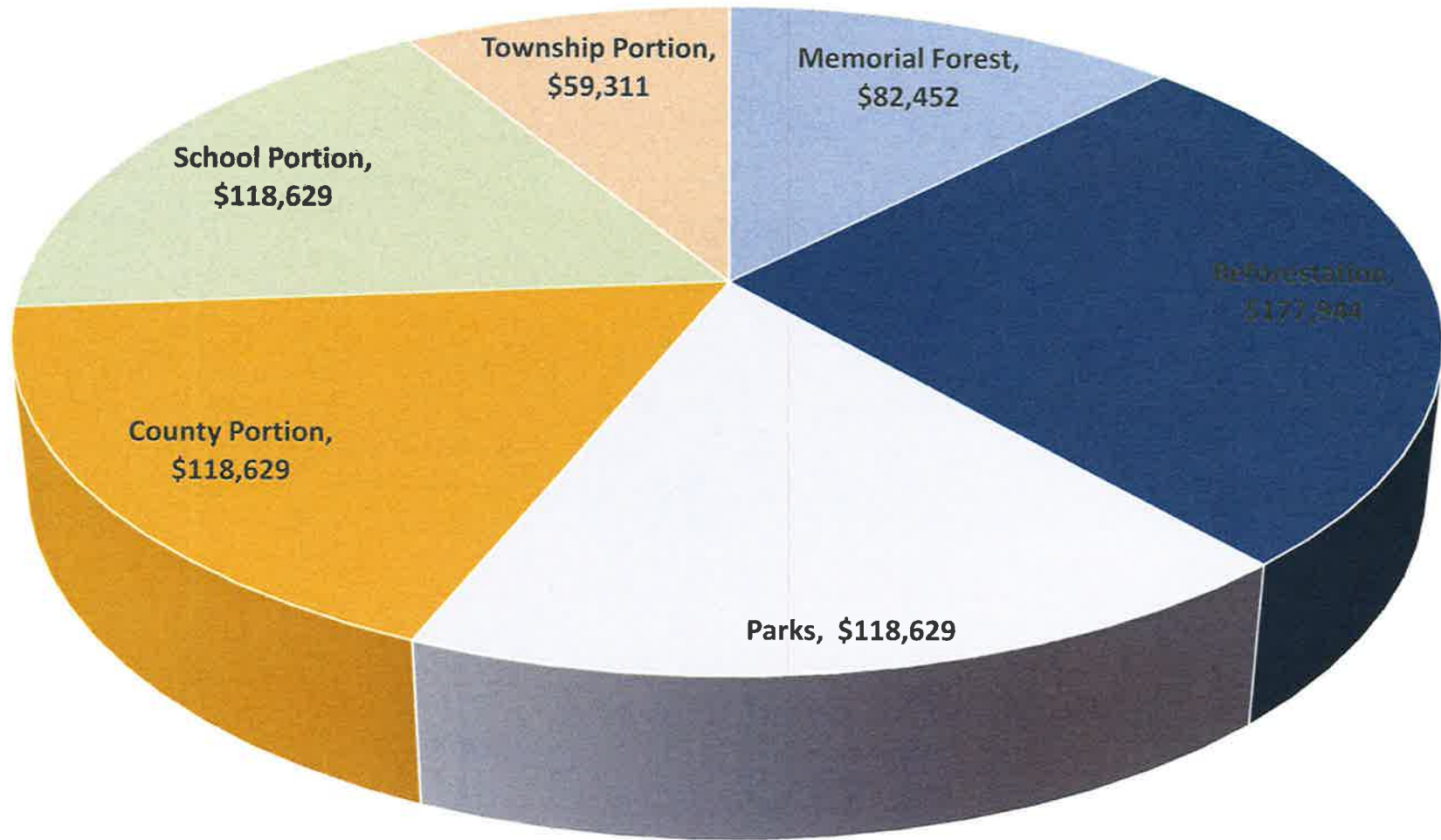
What is the total cost, *with tax and shipping*? \$

Is this budgeted? Yes No *Please Explain:*

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

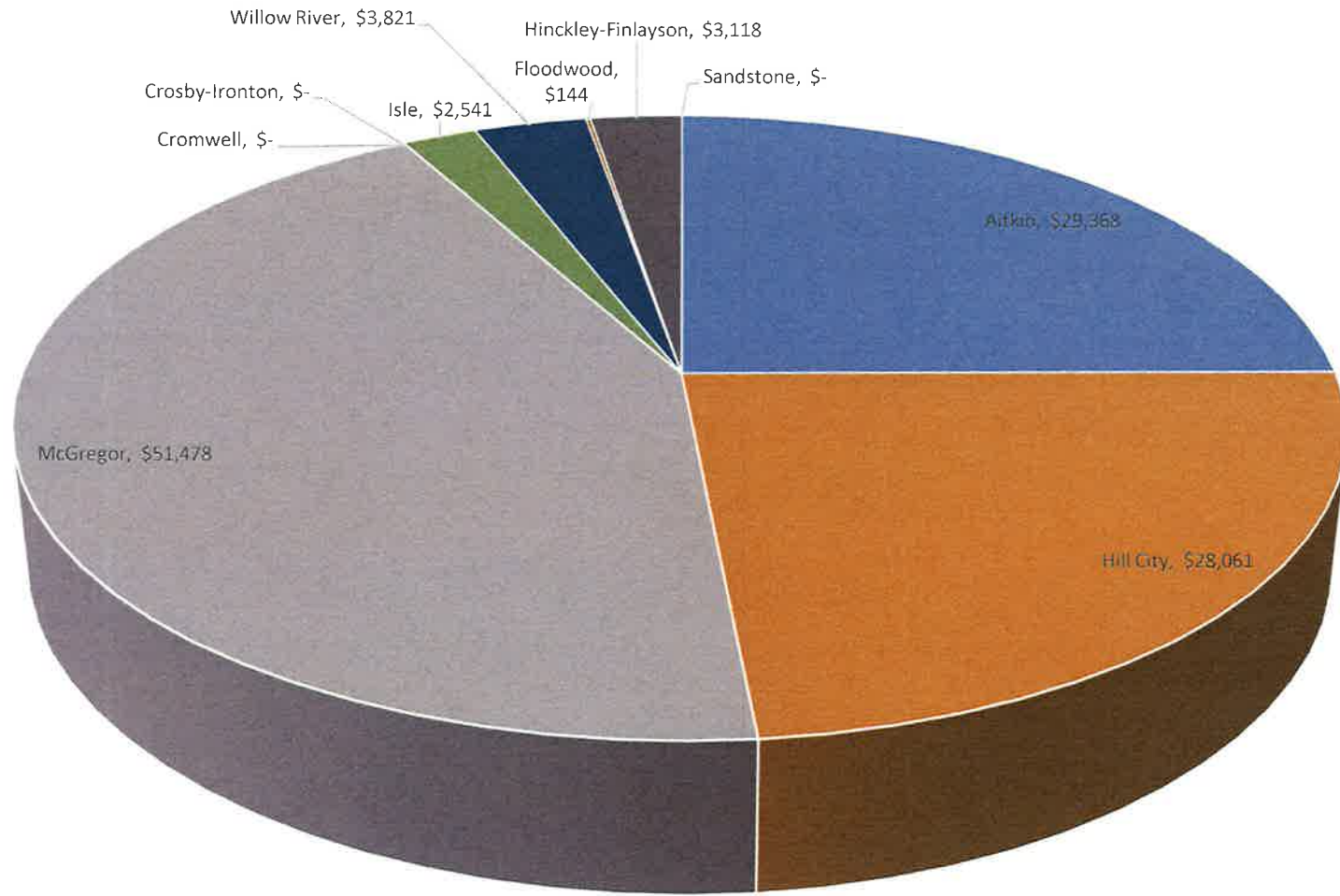
| Township | | | Income | Pro-rated Exp. | Memorial Forest (25%) | Co Parks (20%) | Reforestation (30%) | Twp (10%) | County (20%) | | | School District | Schools (20%) | |
|----------|-------|-------------------|-----------------|----------------|-----------------------|----------------|---------------------|--------------|---------------|-------------|---------------|-------------------|---------------|--------------|
| 1 | 47-27 | Aitkin | \$ 172.50 | \$ 95.34 | | \$ 15.44 | \$ 23.15 | \$ 7.71 | \$ 15.43 | | | Aitkin | 1 | \$ 29,367.71 |
| 2 | 52-23 | Ball Bluff | \$ 149,219.52 | \$ 82,477.05 | \$ 11,075.62 | \$ 11,133.34 | \$ 16,700.07 | \$ 5,566.70 | \$ 11,133.36 | | | Hill City | 2 | \$ 28,060.70 |
| 4 | 46-22 | Beaver | \$ 60,820.81 | \$ 33,617.06 | \$ 6,800.94 | \$ 4,080.57 | \$ 6,120.88 | \$ 2,040.23 | \$ 4,080.57 | | | McGregor | 4 | \$ 51,478.42 |
| 5 | 48-22 | Clark | \$ 715.00 | \$ 395.20 | | \$ 63.96 | \$ 95.94 | \$ 31.98 | \$ 63.96 | | | Isle | 473 | \$ 2,540.63 |
| 6 | 51-23 | Cornish | \$ 141,765.73 | \$ 78,357.17 | \$ 15,039.15 | \$ 9,673.91 | \$ 14,510.81 | \$ 4,836.88 | \$ 9,673.90 | | | Willow River | 577 | \$ 3,920.66 |
| 8 | 48-25 | Fleming | \$ 7,675.00 | \$ 4,242.15 | | \$ 686.57 | \$ 1,029.87 | \$ 343.32 | \$ 686.55 | | | Floodwood | 698 | \$ 143.54 |
| 9 | 46-25 | Glen | \$ 5,951.89 | \$ 3,289.75 | \$ 448.54 | \$ 442.73 | \$ 664.07 | \$ 221.34 | \$ 442.72 | | | Hinkley/Finlayson | 2165 | \$ 3,117.77 |
| 10 | 49-22 | Haugen | \$ 71,131.44 | \$ 39,315.98 | | \$ 6,363.09 | \$ 9,544.64 | \$ 3,181.54 | \$ 6,363.10 | | | | | |
| 12 | 52-26 | Hill Lake | \$ 70,923.20 | \$ 39,200.88 | \$ 3,703.02 | \$ 5,603.86 | \$ 8,405.76 | \$ 2,801.82 | \$ 5,603.92 | | | | | |
| 13 | 43-24 | Idun | \$ 23,162.09 | \$ 12,802.22 | \$ 2,587.18 | \$ 1,554.55 | \$ 2,331.80 | \$ 777.28 | \$ 1,554.53 | | | | | |
| 14 | 48-24 | Jevne | \$ 4,595.00 | \$ 2,539.76 | | \$ 411.04 | \$ 616.57 | \$ 205.52 | \$ 411.05 | | | | | |
| 15 | 47-25 | Kimberly | \$ 50,468.59 | \$ 27,895.15 | | \$ 4,514.71 | \$ 6,772.01 | \$ 2,257.30 | \$ 4,514.71 | | | | | |
| 16 | 44-25 | Lakeside | \$ 9,898.32 | \$ 5,471.03 | | \$ 885.46 | \$ 1,328.19 | \$ 442.73 | \$ 885.46 | | | | | |
| 17 | 46-24 | Lee | \$ 34,471.48 | \$ 19,053.18 | \$ 1,927.69 | \$ 2,698.15 | \$ 4,047.16 | \$ 1,349.03 | \$ 2,698.13 | | | | | |
| 18 | 50-24 | Libby | \$ 850.79 | \$ 470.25 | | \$ 76.09 | \$ 114.15 | \$ 38.02 | \$ 76.13 | | | | | |
| 19 | 49-25 | Logan | \$ 6,278.40 | \$ 3,470.22 | | \$ 418.51 | \$ 627.78 | \$ 209.24 | \$ 418.51 | | | | | |
| 20 | 51-26 | Macville | \$ 58,664.20 | \$ 32,425.05 | | \$ 5,247.84 | \$ 7,871.76 | \$ 2,623.90 | \$ 5,247.83 | | | | | |
| 21 | 45-25 | Malmo | \$ 10,191.92 | \$ 5,633.31 | \$ 679.58 | \$ 775.83 | \$ 1,163.70 | \$ 387.88 | \$ 775.81 | | | | | |
| 23 | 48-26 | Morrison | \$ 1,975.00 | \$ 1,091.63 | | \$ 176.67 | \$ 265.01 | \$ 88.33 | \$ 176.68 | | | | | |
| 24 | 46-26 | Nordland | \$ 4,975.00 | \$ 2,749.80 | | \$ 445.04 | \$ 667.56 | \$ 222.52 | \$ 445.04 | | | | | |
| 25 | 44-23 | Pliny | \$ 3,914.62 | \$ 2,163.70 | | \$ 305.47 | \$ 458.20 | \$ 152.69 | \$ 305.46 | | | | | |
| 26 | 46-23 | Rice River | \$ 981.00 | \$ 542.22 | | \$ 87.76 | \$ 131.63 | \$ 43.87 | \$ 87.76 | | | | | |
| 27 | 47-22 | Salo | \$ 69,440.36 | \$ 38,381.28 | \$ 7,605.45 | \$ 4,555.82 | \$ 6,833.67 | \$ 2,277.83 | \$ 4,555.84 | | | | | |
| 28 | 44-24 | Seavey | \$ 16,495.91 | \$ 9,117.67 | | \$ 1,475.65 | \$ 2,213.49 | \$ 737.80 | \$ 1,475.65 | | | | | |
| 29 | 49-23 | Shamrock | \$ 33,585.79 | \$ 18,563.64 | | \$ 3,004.44 | \$ 4,506.65 | \$ 1,502.23 | \$ 3,004.42 | | | | | |
| 30 | 47-23 | Spalding | \$ 27,969.59 | \$ 15,459.43 | | \$ 2,358.41 | \$ 3,537.60 | \$ 1,179.16 | \$ 2,358.42 | | | | | |
| 31 | 47-26 | Spencer | \$ 60.00 | \$ 33.16 | | \$ 5.37 | \$ 8.05 | \$ 2.68 | \$ 5.37 | | | | | |
| 33 | 51-24 | Verdon | \$ 347.50 | \$ 192.07 | | \$ 31.09 | \$ 46.63 | \$ 15.53 | \$ 31.09 | | | | | |
| 34 | 43-22 | Wagner | \$ 24,686.73 | \$ 13,644.92 | | \$ 2,208.36 | \$ 3,312.55 | \$ 1,104.17 | \$ 2,208.36 | | | | | |
| 35 | 49-26 | Waukenabo | \$ 5,484.01 | \$ 3,031.14 | | \$ 311.67 | \$ 467.49 | \$ 155.81 | \$ 311.67 | | | | | |
| 36 | 45-26 | Wealthwood | \$ 217,925.00 | \$ 120,452.14 | | \$ 19,494.58 | \$ 29,241.85 | \$ 9,744.64 | \$ 19,494.57 | | | | | |
| 38 | 43-23 | Williams | \$ 119,226.15 | \$ 65,899.03 | \$ 6,281.40 | \$ 9,364.44 | \$ 14,046.63 | \$ 4,682.15 | \$ 9,364.42 | | | | | |
| 40 | 44-22 | Millward S | \$ 1,201.02 | \$ 663.83 | \$ 134.31 | \$ 80.58 | \$ 120.87 | \$ 40.25 | \$ 80.58 | | | | | |
| 41 | 45-22 | Millward N | \$ 57,236.30 | \$ 31,635.82 | \$ 6,400.12 | \$ 3,840.07 | \$ 5,760.10 | \$ 1,920.03 | \$ 3,840.08 | | | | | |
| 43 | 52-22 | Unorg | \$ 2,139.41 | \$ 1,182.50 | | \$ 239.23 | \$ 143.54 | \$ 71.76 | \$ 143.54 | | | | | |
| 44 | 45-24 | Unorg | \$ 85,786.96 | \$ 47,416.42 | \$ 9,592.67 | \$ 5,755.60 | \$ 8,633.36 | \$ 2,877.70 | \$ 5,755.60 | | | | | |
| 45 | 47-24 | Unorg | \$ 25.00 | \$ 13.82 | | \$ 2.24 | \$ 3.35 | \$ 1.11 | \$ 2.24 | | | | | |
| 47 | 50-25 | Unorg | \$ 50.00 | \$ 27.64 | | \$ 4.47 | \$ 6.71 | \$ 2.24 | \$ 4.47 | | | | | |
| 49 | 52-25 | Unorg | \$ 7,962.16 | \$ 4,400.87 | | \$ 712.26 | \$ 1,068.39 | \$ 356.12 | \$ 712.26 | | | | | |
| 50 | 50-26 | Unorg | \$ 714.18 | \$ 394.74 | | \$ 63.89 | \$ 95.83 | \$ 31.94 | \$ 63.89 | | | | | |
| 51 | 48-27 | Unorg | \$ 1,595.48 | \$ 881.86 | \$ 178.41 | \$ 107.04 | \$ 160.57 | \$ 53.52 | \$ 107.04 | | | | | |
| 52 | 49-27 | Unorg | \$ 5,212.36 | \$ 2,880.99 | \$ 582.85 | \$ 349.70 | \$ 524.55 | \$ 175.03 | \$ 349.71 | | | | | |
| 53 | 50-27 | Unorg | \$ 9,906.54 | \$ 5,475.57 | \$ 1,107.75 | \$ 664.66 | \$ 996.97 | \$ 332.31 | \$ 664.64 | | | | | |
| 54 | 51-27 | Unorg | \$ 72,056.46 | \$ 39,827.26 | \$ 8,057.32 | \$ 4,834.40 | \$ 7,251.52 | \$ 2,417.09 | \$ 4,834.44 | | | | | |
| 55 | 52-27 | Unorg | \$ 99.02 | \$ 54.73 | \$ 11.08 | \$ 6.65 | \$ 9.96 | \$ 3.30 | \$ 6.65 | | | | | |
| 57 | na | City of Hill City | \$ 4,975.00 | \$ 2,749.80 | | \$ 445.04 | \$ 667.56 | \$ 222.52 | \$ 445.04 | | | | | |
| 58 | na | City of McGrath | \$ 4,175.00 | \$ 2,307.62 | | \$ 373.48 | \$ 560.21 | \$ 186.73 | \$ 373.48 | | | | | |
| 59 | na | City of McGregor | \$ 4,975.00 | \$ 2,749.80 | | \$ 445.04 | \$ 667.56 | \$ 222.52 | \$ 445.04 | | | | | |
| 61 | na | City of Tamarack | \$ 26,050.00 | \$ 14,398.43 | | \$ 2,330.31 | \$ 3,495.48 | \$ 1,165.16 | \$ 2,330.31 | | | | | |
| | | TOTALS | \$ 1,518,465.82 | \$ 839,290.87 | \$ 82,452.31 | \$ 118,629.39 | \$ 177,943.61 | \$ 59,311.16 | \$ 118,629.43 | GRAND TOTAL | \$ 675,595.33 | | | |

FTS Apportionment Breakdown
2019 - \$ 675,595



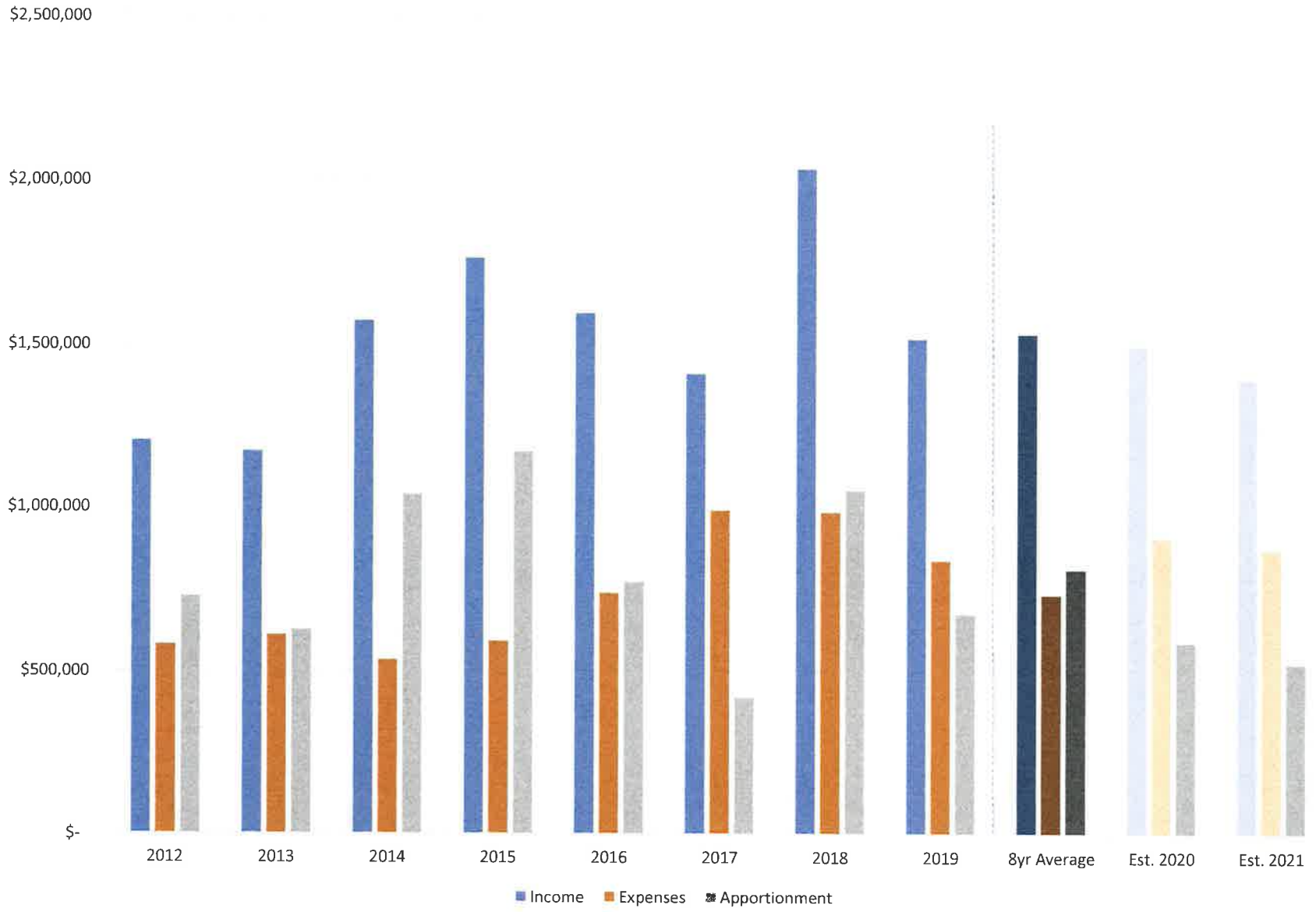
Memorial Forest Reforestation Parks County Portion School Portion Township Portion

School Apportionment Breakdown 2019 - \$118,629



- Aitkin
- Hill City
- McGregor
- Cromwell
- Crosby-Ironton
- Isle
- Willow River
- Floodwood
- Hinckley-Finlayson
- Sandstone

10-923 Forfeited Tax Sales Trust Account





Board of County Commissioners Agenda Request



Requested Meeting Date: July 28, 2020

Title of Item: Aitkin County CARES for Business Grants

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

| | |
|-------------------------------------|---|
| Submitted by: Ross Wagner | Department: Economic Development & Forest Ind |
|-------------------------------------|---|

| | |
|---|---|
| Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator | Estimated Time Needed: 20 Minutes |
|---|---|

Summary of Issue:
 Attached is a draft of the Aitkin County CARES for Business Grants application form and instructions. Federal regulations on CARES Act funds dictate that business grants must be used only for allowable expenses and not for loss of income. The expense worksheet lists allowable expenses that we can reimburse a business for. Grants would be for a minimum of \$1,000.00 and a maximum of \$10,000.00 and awarded on a first come first serve basis. The Aitkin County Economic Development Committee has reviewed the draft form.

In addition to the application form, we are requesting \$500,000.00 be set aside from the Aitkin County CARES Act distribution for the business grants and that the County Auditor and myself be given permission to disburse the funds.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Approve Aitkin County Cares for Business Grants in the amount of \$500,000.00 and give permission to County Auditor and Economic Development Coordinator to disburse funds.

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:
 CARES Act Funds are already awarded to Aitkin County. Aitkin County in turn awards the grants to Businesses.



Board of County Commissioners Agenda Request

4B
 Agenda Item #

Requested Meeting Date: July 28, 2020

Title of Item: Award Aitkin County Broadband Grants

| | | |
|--|---|--|
| <input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small> |
| Submitted by: Ross Wagner | | Department: Economic Development Coordinator |
| Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator | | Estimated Time Needed: 10 minutes |
| Summary of Issue: <p>Aitkin County has established the Aitkin County Broadband Grants for the purpose of advancing broadband in Aitkin County. Previous County Board action set aside a total of \$450,000.00 for the broadband grants. With previous awards, the grant fund has approximately \$165,000.00 remaining. Applicants are required to match Aitkin County funds. For 2020, we offered two \$75,000.00 grants with the remaining funds to be used for Community Match funds for local providers to use to help leverage State of Minnesota Border to Border Grants. The following grants requests were received and are attached;</p> <p>SCI Broadband, \$75,000.00 request with 322 Homes Passed with a total project cost of \$332,594, Hazelton Township. SCI Broadband, \$75,000.00 request with 271 Homes Passed with a total project cost of \$275,368, Big Sandy Area. Mille Lacs Energy Coop., \$150,000 request with 111 properties passed, project cost of \$1,027,640, Farm Island Lake. Emily Cooperative Telephone Co., \$75,000.00 with 345 properties passed, project cost of \$752,000, Esquagamah and Round lake areas.</p> <p>The recommendation of the Economic Development Committee is to award a \$75,000 grant to SCI for both the Hazelton Township and Big Sandy Area requests. This is based on SCI's ability to reach a total of 593 Homes Passed. The committee feels that it is very important that we provide broadband to as many properties in the County as possible.</p> | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: Approve Aitkin County Broadband Requests. | | |
| Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> | | |

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

Aitkin County Broadband Development Grant Application Form

Project Title: Aitkin County (Big Sandy Area)

Name of Applicant Organization: Savage Communications Inc. DBA SCI Broadband

Applicant Primary Contact Person: Scott Savage

Applicant Address: 115 Tobies Mill Pl

City: Hinckley Zip Code: 55037

Telephone Number: 320-384-7442 Ext. 708 Email Address: ssavage@scicable.com

Authorized Signature: 

By signing this application on behalf of the above organization I am agreeing that I have the authority to do so and that all information contained in this application is true and accurate.

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

This project would include passing 271 homes with FTTH (Fiber to the Home) within Libby, Shamrock and Workman Townships located in Aitkin County, MN. See attached map. SCI would offer residential customers with Internet speeds up to 250Mbps/20Mbps with infrastructure designed for up to 1Gig, Digital Phone service with unlimited long distance calling and Digital Cable TV services. Businesses will have access to dedicated Internet services up to 10Gig and phone service solutions including Hosted PBX and SIP Trunking. Below is our current residential speed offerings and Pricing. We are currently in the process of rolling out 1Gig service residentially and expect to have 80% of our current market 1Gig by end of 2020. The below pricing does not reflect the changes in speeds and pricing that will occur when the 1Gig service becomes available later this year.

Performance 15Mbps/3Mbps - \$39.95

Performance Plus 60Mbps/6Mbps - \$54.94

Performance Ultra 100Mbps/10Mbps - \$84.95

Performance Ultra 250Mbps/20Mbps - \$129.95

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

SCI has been servicing rural communities in East Central and Northern Minnesota for over 35 years and with our experience the estimate of return for this project is low due to the low density and seasonal residents within the project area. See attached project costs and funding projections. The Aitkin Broadband grant would move the project into organizational return on investment expectations.

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.

When project is nearing completion we plan to do a canvass marketing campaign for the homes passed within the project area including Direct Mailers, Door Tags and Signage. We will also plan to attend a townhall meeting to discuss any questions and or concerns residents/board members may have.

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: \$275,368.00

Local/Provider match provided: \$200,368.00

County Funds Applied for: \$75,000.00

Other Funds applied for or anticipating to apply for: \$0

What is the source of these funds: *SCI Corporation Cash and Senior Debt.*

General Time Frame of Grant Project:

Engineering and permitting would start immediately following grant award with construction starting 2021 Construction season.

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. *See Attached Map*

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.
- Provide a three year work plan as it relates to your planned work in Aitkin County, it is our intention to not duplicate services in the same area. *See Attached Map*

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. *See Attached List of Projected Costs*

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.

Area: Aitkin-Big Sandy Area

Homes Passed Data:

| | |
|----------------------|---------|
| Homes Passed (HP) | 271 |
| Homes Per Mile | 22 |
| Cost Per Home Passed | \$1,016 |
| Cost Per Subscriber | \$2,032 |

Financial Data:

| <u>Gross Revenue</u> | <u>Month</u> | <u>HP</u> | <u>Subscribers</u> | <u>Avg MRC</u> | <u>Annualized</u> |
|------------------------|--------------|-----------|--------------------|----------------|-------------------|
| Subscriber (Permanent) | 12 | 20% | 54 | \$55 | \$35,544 |
| Subscriber (Seasonal) | 6 | 30% | 81 | \$55 | \$26,658 |
| | | | 136 | | \$62,203 |

EBITA (22% of Gross Revenue) \$13,685

Tax \$0
Capital Improvement (Escrow) \$479

Depreciation \$200,368 Term 10 Annualized \$20,037

| <u>Funding Sources</u> | | <u>Outlay</u> | <u>Term</u> | <u>Rate</u> | <u>Annualized Payment</u> |
|---------------------------|-----|---------------|-------------|-------------|---------------------------|
| Grant | 27% | \$75,000 | NA | NA | NA |
| Savage Communications Inc | 37% | \$101,235 | NA | NA | NA |
| Senior Debt | 36% | \$99,133 | 10 | 6% | \$13,206 |
| Total | | \$275,368 | | | |

Capital Outlay Data:

| <u>Hub Equipment</u> | <u>Type</u> | <u>Cost</u> | <u>Quantity</u> | |
|------------------------|-------------|-------------|-----------------|-----|
| OTN Cabinet | Unit | \$4,500 | 0 | \$0 |
| UPS | Unit | \$1,500 | 0 | \$0 |
| Backup Battery | Unit | \$985 | 0 | \$0 |
| Chassis/wPS | Unit | \$769 | 0 | \$0 |
| Forward Transmitter | Unit | \$3,610 | 0 | \$0 |
| EDFA (2 Port) | Unit | \$1,949 | 0 | \$0 |
| EDFA (1 Port) | Unit | \$1,195 | 0 | \$0 |
| Add Drop Filter (1610) | Unit | \$138 | 0 | \$0 |
| Return Transmitter | Unit | \$700 | 0 | \$0 |
| Receiver | Unit | \$535 | 0 | \$0 |
| Net | | | | \$0 |

| <u>Plant Infrastructure</u> | <u>Type</u> | <u>Cost</u> | <u>Quantity</u> | |
|-----------------------------|-------------|-------------|-----------------|-----------|
| Engineering/Field Staking | Mile | \$1,200 | 12 | \$14,745 |
| Last Mile Fiber Cable | Foot | \$0.25 | 64878 | \$16,220 |
| Labor | Foot | \$1.65 | 64878 | \$107,049 |
| Pedestal | Unit | \$124 | 167 | \$20,708 |

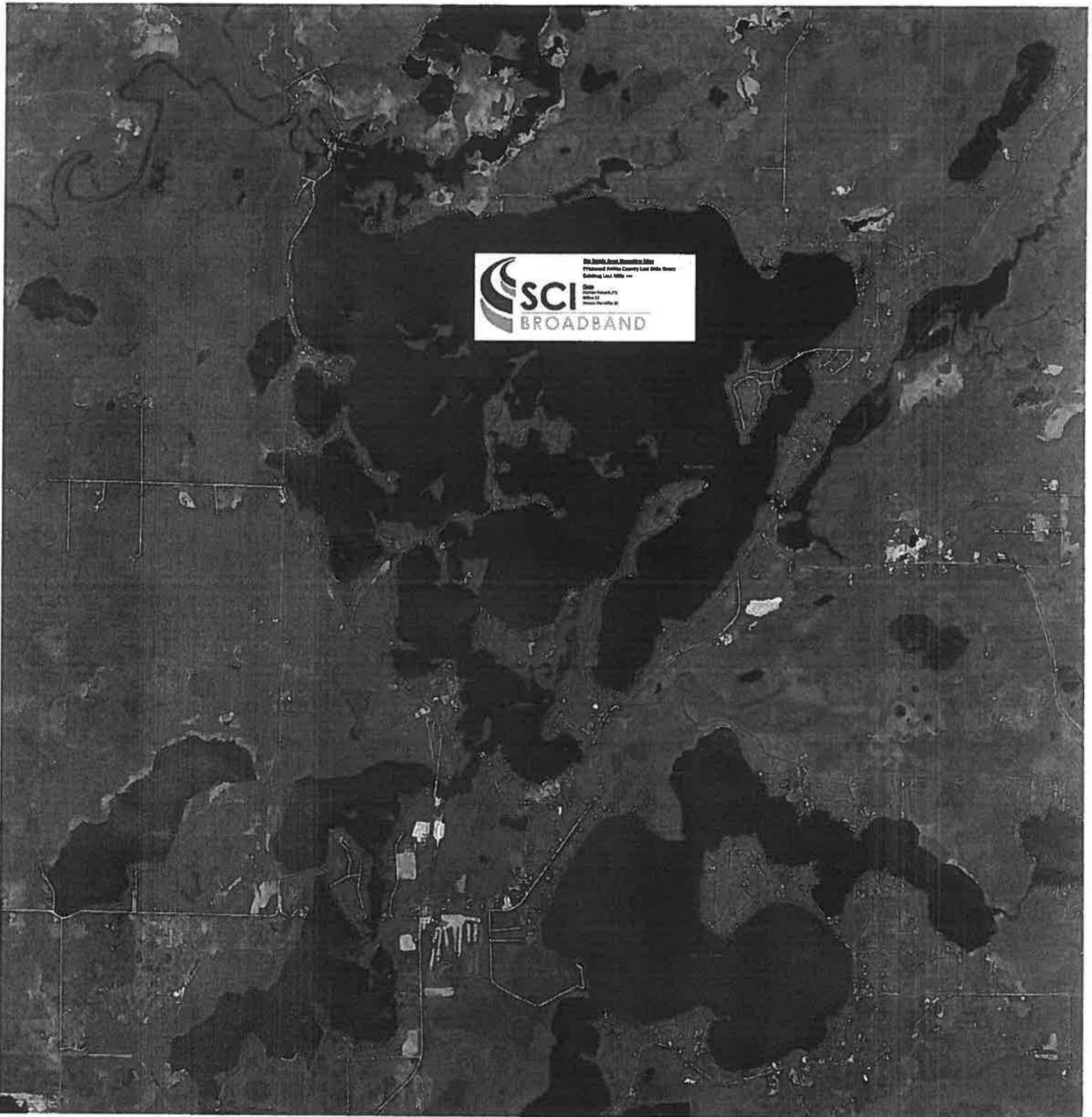
| | | | | |
|----------------------|------|-------|-----|--------------|
| Optical Splice Case | Unit | \$122 | 167 | \$20,374 |
| Optical Splice 1x2 | Unit | \$29 | 6 | \$167 |
| Optical Splitter 1x8 | Unit | \$60 | 3 | <u>\$173</u> |
| Net | | | | \$179,434 |

| <u>Installation/CPE Equipment</u> | <u>Type</u> | <u>Cost</u> | <u>Quantity</u> | |
|-----------------------------------|-------------|-------------|-----------------|-----------------|
| Drop Fiber Cable | Foot | \$0.15 | 54200 | \$8,130 |
| Labor | Foot | \$0.65 | 54200 | \$35,230 |
| Demarcation Box | Unit | \$33 | 135.5 | \$4,472 |
| ONU | Unit | \$155 | 135.5 | \$21,003 |
| Modem | Unit | \$80 | 135.5 | \$10,840 |
| Activation | Unit | \$120 | 135.5 | <u>\$16,260</u> |
| Net | | | | \$95,934 |

Total (Capital Outlay) **\$275,368**

| <u>Map Data:</u> | <u>HP</u> | <u>Footage</u> | <u>Pedestal</u> |
|------------------------------|-----------|----------------|-----------------|
| Libby Detail Map 1 | 46 | 7458 | 18 |
| Shamrock Detail Map 1 | 65 | 13360 | 37 |
| Shamrock Detail Indian Point | 94 | 12924 | 55 |
| Workman Detail Map 1 | 21 | 10152 | 21 |
| Workman Detail Map 2 | 45 | 20984 | 36 |
| | 271 | 64878 | 167 |

| <u>Drop Data:</u> | |
|-------------------|----------|
| Average Distance | 400 |
| Drop Labor Cost | \$260.00 |



 **SCI**
BROADBAND

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Aitkin County Broadband Development Grant Application Form

Project Title: Aitkin County (Hazelton Township)

Name of Applicant Organization: Savage Communications Inc. DBA SCI Broadband

Applicant Primary Contact Person: Scott Savage

Applicant Address: 115 Tobies Mill Pl

City: Hinckley Zip Code: 55037

Telephone Number: 320-384-7442 Ext. 708 Email Address: ssavage@scicable.com

Authorized Signature:



By signing this application on behalf of the above organization I am agreeing that I have the authority to do so and that all information contained in this application is true and accurate.

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

This project would include passing 322 homes with FTTH (Fiber to the Home) within Hazelton Township located in Aitkin County, MN. See attached map. SCI would offer residential customers with Internet speeds up to 250Mbps/20Mbps with infrastructure designed for up to 1Gig, Digital Phone service with unlimited long distance calling and Digital Cable TV services. Businesses will have access to dedicated Internet services up to 10Gig and phone service solutions including Hosted PBX and SIP Trunking. Below is our current residential speed offerings and Pricing. We are currently in the process of rolling out 1Gig service residentially and expect to have 80% of our current market 1Gig by end of 2020. The below pricing does not reflect the changes in speeds and pricing that will occur when the 1Gig service becomes available later this year.

Performance 15Mbps/3Mbps - \$39.95

Performance Plus 60Mbps/6Mbps - \$54.94

Performance Ultra 100Mbps/10Mbps - \$84.95

Performance Ultra 250Mbps/20Mbps - \$129.95

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

SCI has been servicing rural communities in East Central and Northern Minnesota for over 35 years and with our experience the estimate of return for this project is low due to the low density and seasonal residents within the project area. See attached project costs and funding projections. The Aitkin Broadband grant would move the project into organizational return on investment expectations.

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.

When project is nearing completion we plan to do a canvass marketing campaign for the homes passed within the project area including Direct Mailers, Door Tags and Signage. We will also plan to attend a townhall meeting to discuss any questions and or concerns residents/board members may have.

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: \$332,594.00

Local/Provider match provided: \$257,594.00

County Funds Applied for: \$75,000.00

Other Funds applied for or anticipating to apply for: \$0

What is the source of these funds: *SCI Corporation Cash and Senior Debt.*

General Time Frame of Grant Project:

Engineering and permitting would start immediately following grant award with construction starting 2021 Construction season.

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. *See Attached Map*

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 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.
- Provide a three year work plan as it relates to your planned work in Aitkin County, it is our intention to not duplicate services in the same area. *See Attached Map*

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. *See Attached List of Projected Costs*

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.

Area: Hazelton Township

Homes Passed Data:

| | |
|----------------------|----------------|
| Homes Passed (HP) | 322 |
| Homes Per Mile | 21 |
| Cost Per Home Passed | \$1,033 |
| Cost Per Subscriber | \$2,066 |

Financial Data:

| <u>Gross Revenue</u> | <u>Month</u> | <u>HP</u> | <u>Subscribers</u> | <u>Avg MRC</u> | <u>Annualized</u> |
|------------------------|--------------|-----------|--------------------|----------------|-------------------|
| Subscriber (Permanent) | 12 | 20% | 64 | \$55 | \$42,234 |
| Subscriber (Seasonal) | 6 | 30% | 97 | \$55 | \$31,675 |
| | | | 161 | | \$73,909 |

EBITA (22% of Gross Revenue) \$16,260

Tax \$0
 Capital Improvement (Escrow) \$751

| | | | |
|--------------|-----------|-------------------|-------------------------------|
| Depreciation | \$257,594 | <u>Term</u> 10 | <u>Annualized</u> \$25,759 |
|--------------|-----------|-------------------|-------------------------------|

| <u>Funding Sources</u> | | <u>Outlay</u> | <u>Term</u> | <u>Rate</u> | <u>Annualized</u> <u>Payment</u> |
|---------------------------|-----|---------------|-------------|-------------|-------------------------------------|
| Grant | 23% | \$75,000 | NA | NA | NA |
| Savage Communications Inc | 42% | \$141,186 | NA | NA | NA |
| Senior Debt | 35% | \$116,408 | 10 | 6% | \$15,508 |
| Total | | \$332,594 | | | |

Capital Outlay Data:

| <u>Hub Equipment</u> | <u>Type</u> | <u>Cost</u> | <u>Quantity</u> | |
|------------------------|-------------|-------------|-----------------|-----|
| OTN Cabinet | Unit | \$4,500 | 0 | \$0 |
| UPS | Unit | \$1,500 | 0 | \$0 |
| Backup Battery | Unit | \$985 | 0 | \$0 |
| Chassis/wPS | Unit | \$769 | 0 | \$0 |
| Forward Transmitter | Unit | \$3,610 | 0 | \$0 |
| EDFA (2 Port) | Unit | \$1,949 | 0 | \$0 |
| EDFA (1 Port) | Unit | \$1,195 | 0 | \$0 |
| Add Drop Filter (1610) | Unit | \$138 | 0 | \$0 |
| Return Transmitter | Unit | \$700 | 0 | \$0 |
| Receiver | Unit | \$535 | 0 | \$0 |
| Net | | | | \$0 |

| <u>Plant Infrastructure</u> | <u>Type</u> | <u>Cost</u> | <u>Quantity</u> | |
|-----------------------------|-------------|-------------|-----------------|-----------|
| Engineering/Field Staking | Mile | \$1,200 | 15 | \$18,284 |
| Last Mile Fiber Cable | Foot | \$0.25 | 80450 | \$20,113 |
| Labor | Foot | \$1.65 | 80450 | \$132,743 |
| Pedestal | Unit | \$124 | 186 | \$23,064 |

| | | | | |
|----------------------|------|-------|-----|-----------|
| Optical Splice Case | Unit | \$122 | 186 | \$22,692 |
| Optical Splice 1x2 | Unit | \$29 | 29 | \$841 |
| Optical Splitter 1x8 | Unit | \$60 | 15 | \$870 |
| Net | | | | \$218,606 |

| <u>Installation/CPE Equipment</u> | <u>Type</u> | <u>Cost</u> | <u>Quantity</u> | |
|-----------------------------------|-------------|-------------|-----------------|-----------|
| Drop Fiber Cable | Foot | \$0.15 | 64400 | \$9,660 |
| Labor | Foot | \$0.65 | 64400 | \$41,860 |
| Demarcation Box | Unit | \$33 | 161 | \$5,313 |
| ONU | Unit | \$155 | 161 | \$24,955 |
| Modem | Unit | \$80 | 161 | \$12,880 |
| Activation | Unit | \$120 | 161 | \$19,320 |
| Net | | | | \$113,988 |

Total (Capital Outlay) **\$332,594**

| <u>Map Data:</u> | <u>HP</u> | <u>Footage</u> | <u>Pedestal</u> |
|------------------------|-----------|----------------|-----------------|
| Hazelton_Big Pine Lake | 232 | 58477 | 125 |
| Hazelton_Round Lake | 90 | 21973 | 61 |

322 80450 186

| <u>Drop Data:</u> | |
|-------------------|----------|
| Average Distance | 400 |
| Drop Labor Cost | \$260.00 |



Hazelton Township Overview Map
Proposed Altkin County Last Mile Grant
Existing Last Mile —

SCI
BROADBAND

Date
Homes Passed: 271
Miles: 11
Homes Per Mile: 23



**AITKIN COUNTY BROADBAND
DEVELOPMENT GRANT
PHASE 3.1 FIBER TO THE HOME IN AITKIN COUNTY**

Aitkin County Broadband Development Grant Application

Project Title: MLEC Phase 3.1 FTTH Project

Name of Applicant Organization: Mille Lacs Energy Cooperative

Applicant Primary Contact Person:

Stacy Cluff

Applicant Address: 36559 US Hwy 169

City: Aitkin Zip Code: 56431

Telephone Number: 218-927-2191 Email Address: scluff@mlecmn.com

Authorized Signature:



Sarah Cron

MLEC CEO

By signing this application on behalf of the above organization, I am agreeing that I have the authority to do so and that all information contained in this application is true and accurate.

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

Organization Overview

Mille Lacs Energy Cooperative (MLEC) is applying for an Aitkin County Broadband Development Grant to aid in the building a state-of-the-art Fiber-to-the-Home (FTTH) network in rural Aitkin County. For this project, MLEC is partnering with Consolidated Telecommunications Company (CTC) in the same way MLEC and CTC partnered on our previous FTTH projects.

MLEC and CTC are collaborating to deploy much needed broadband across Aitkin County. The two non-profit cooperatives have similar mission statements, which dictate the respective organizations' goals to provide reliable and competitively

priced services that meet the needs of our members and customers, not to generate profit. Together, the cooperatives have established a trusting relationship. MLEC has been a provider of electricity to rural Aitkin County for over 80 years and has been offering various Internet services for over 20 years. With CTC's assistance, MLEC has now become a provider of services using fiber optics. CTC's success constructing and offering service over fiber optics has been well demonstrated. CTC has invested over \$70 million to upgrade its copper networks to FTTH. Each project has been constructed under budget and ahead of schedule. In addition, CTC has been awarded multiple grants over the years to help expand the CTC fiber optic network to areas where incumbent providers have not previously provided quality services. Like CTC's FTTH network, MLEC's FTTH project can provide 1 Gbps symmetrical broadband to the customers within the project area.

As a member-owned rural electric cooperative, MLEC has been a long-time active supporter of the residents and business of Aitkin County – giving back to the communities we serve both in terms of dollars and labor. MLEC operates by the Seven Cooperative Principles:

1. Open and Voluntary Membership
2. Democratic Member Control
3. Members' Economic Participation
4. Autonomy and Independence
5. Education, Training and Information
6. Cooperation Among Cooperatives
7. Concern for Community

MLEC has always been in the forefront of bringing needed services to its membership. As a diversified service offering, MLEC started providing Internet service to the area through the means of dial-up, satellite and fixed wireless years ago. These were offered because there were no other providers willing to bring Internet to the area. MLEC has continued that commitment to provide broadband Internet and will continue to expand the FTTH network that was started in 2017.

When designing our fiber network and our next projects, we focus on serving **everyone** within a geographic region, not just the highest density areas. While this is costlier, it ensures that all our rural members have access to the broadband they need. Many other providers do not have this philosophy and just target

areas with high density. Acceptance of this business model only encourages that those living in the less dense rural area that are without service today, will be continuing to receive inadequate service into the future.

Speeds and Pricing

MLEC offers the following packages for Broadband services:

| Broadband Internet Packages | Pricing |
|-----------------------------|----------------|
| Up to 100 Mbps symmetrical | \$50.00/month |
| Up to 250 Mbps symmetrical | \$85.00/month |
| Up to 500 Mbps symmetrical | \$100.00/month |
| Up to 1 Gbps symmetrical | \$150.00/month |

Project Location

The MLEC Phase 3.1 FTTH project area is in Farm Island Township in Aitkin County. The project will be an expansion of the 2018-19 Farm Island project that Aitkin County had previously granted \$150,000. The project will serve the east and southern portions of Farm Island Lake and portions along Highway 169 and Tame Fish Lake Road. This project is shovel ready and MLEC is poised to begin construction on the project upon receipt of this grant. MLEC has consulted with engineering and construction contractors already and will be prepared to start construction using Aitkin County grant funds this fall, if time and weather permits. See Attachment 1 for the detailed location of the project area and Attachment 2 for a project timeline.

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

MLEC and CTC are committed cooperative partners, that together are finding ways to deliver fiber optics to the citizens of Aitkin County. The availability of high-speed broadband service to households will provide residents with access to a vast array of new information and resources relating directly to education, telehealth, potential employment, economic development, and business opportunities, as well as additional sources of news, entertainment and other activities. Based on the engineering design completed, the total eligible

infrastructure costs to build FTTH for the proposed grant project would be \$1,027,640. MLEC's grant request is for \$150,000, with the remaining being self-funded by MLEC.

MLEC is committed to bringing broadband to the residents of Aitkin County. Fiber is one of the only future proof technologies available today that can guarantee symmetrical 1 Gbps speeds to homes and businesses. A fiber network is expensive to build and MLEC looks for support of Aitkin County to continue our efforts to bring broadband access to everyone in the area.

Based on the decades of CTC experience building FTTH networks, it is known that the most efficient use of capital dollars enables the greatest number of customers having the opportunity to receive gigabit services over the network. It is for this reason that MLEC is requesting the full \$150,000 available from Aitkin County in 2020. By providing all funds to one entity, the county grant funds are used for engineering and construction expenses one time versus funding the same activities with each award it might otherwise distribute. Aitkin County will receive the greatest value and the most connected customers by awarding the full funds requested to MLEC in partnership with CTC. With funding the full \$75,000 to MLEC, Aitkin County is also keeping county funds local with this project. Both MLEC and CTC support local jobs by having numerous staff who live, work, and are active in Aitkin County communities. The use of vendors and contractors who are part of our local communities are used when possible. By funding MLEC, the county is not only funding FTTH, but also contributing to local economic prosperity instead of funding the for-profit, non-local providers.

MLEC projects have had a ripple impact on the local economy by housing contractors during the week at local hotels and with the associated meals, gas and entertainment dollars spent locally during the construction period. These economic impacts are significant to the local economy during the construction phase and should not be overlooked.

Provide information on any activities planned to actively promote the adoption of broadband services in the project area when the services become available:

MLEC will utilize many of the approaches we have found to be successful in our previous fiber projects. These include multiple avenues to communicate to potential new homes and businesses within a service area, including the website fiber portal called CrowdFiber. This site allows MLEC to gather interest in broadband Internet and other services from those within and near the project area to begin planning for future FTTP expansion. Available on the site is information about the project, services, and pricing, along with the ability for residents to make comments and receive updates. Those signing-up on the site can also help promote the project with a click of a button on social media and via e-mail to help “crowdsource” the project.

MLEC will promote the FTTH project with several different tactics including personalized letters, postcards, yard signs and door-to-door efforts. We will also advertise the project on our website, Facebook page and within the local newspaper.

MLEC will capitalize on the synergies created from MLEC’s current fiber network and the positive impacts this has brought to our community. Having access to the MLEC fiber network has especially been needed during the current Covid-19 pandemic that has caused so many people needing to work from home and students now required to do distance learning.

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: \$1,027,640

Local/Provider match provided: \$877,640

County Funds Applied for: \$150,000

Other Funds applied for or anticipating applying for:

MLEC is continually looking for options and applying for additional funding to expand our fiber network. At this time, the Minnesota DEED's Border-to-Border program has not been announced when funding for the 2020 grant program will happen. However, to the extent additional grant dollars become available through legislature or other sources, MLEC is prepared and committed to continue to expand the fiber network to reach more rural Aitkin County residents.

What is the source of these funds:

Mille Lacs Energy Cooperative, Minnesota Border-to-Border Development Grant funds as available, and other sources as available.

General Time Frame of Grant Project:

Starting: September 2020 Ending: July 2021

Location(s) of your project:

See Attachment 1 for map detail and location of project area.

Total number of eligible properties to be served.

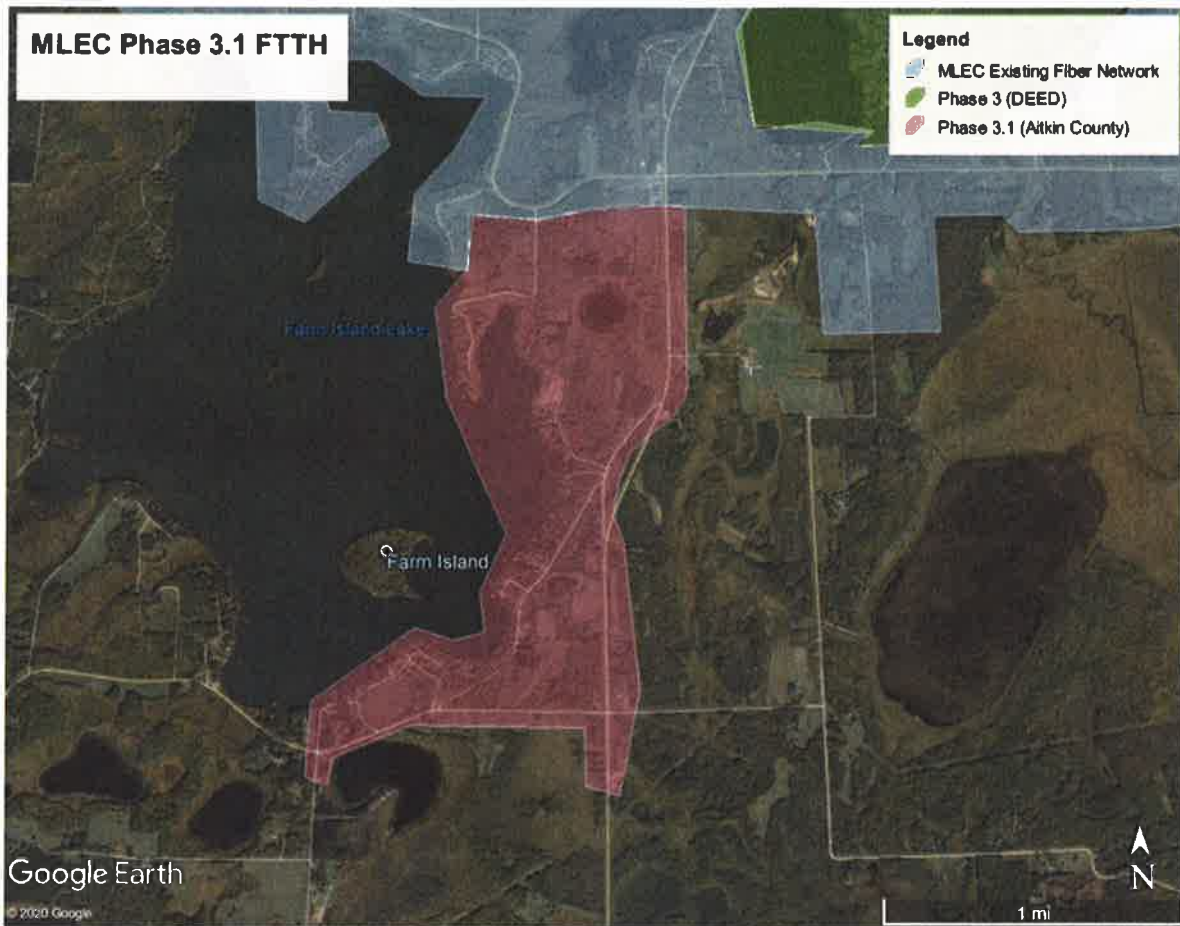
- The MLEC Phase 3.1 FTTH project will pass 111 properties that have electric service or a source of power available. All these properties will be able to receive up to 1 Gbps symmetrical service utilizing the MLEC fiber optic network.
- Part of our long-range plan is to provide communications to substations for future distribution smart grid automation. Plans are to build fiber to all ten of our substations in the next five to ten years. We currently have built fiber to two of our substations in Aitkin County with five remaining, these include Palisade, Kimberly, McGregor, Glen and Opstead substations. The fiber build-out will provide capacity for connecting customers along all the routes. This will allow MLEC to reach a broader range of customers by having a fiber backbone in place.

- MLEC will continue to seek additional future grant dollars, should they be available from the Minnesota Office of Broadband Development, FCC, Rural Utilities Services (RUS), and any other sources of funding available.
- MLEC is currently working on two projects in Aitkin County; MLEC Phase 3, which is an extension of our Phase 1 project that connects another 500 residents to our network. This was part of a grant awarded from Minnesota Border-to-Border. MLEC is also working on a project in the East Lake area south of McGregor, that will connect 200 extremely rural residents to fiber. This was a grant project received from the RUS, Community Connect Grant program.
- MLEC plans to continue to expand our existing fiber network, but due to the great amount of capital it takes to construct the fiber network, projects will be completed in phases over the coming years. The intent of MLEC is to continue to invest money each year into growing our fiber network and reaching as many members and residents of Aitkin County as possible.

MLEC Phase 3.1 FTTH Project Costs:

| Project Expenses | Source of Funds | | |
|---|------------------------|-------------|--------------|
| | Aitkin County | MLEC | Total |
| OSP Construction (All Last Mile) | \$150,000 | \$630,315 | \$780,315 |
| Home Investigations/Cutover/Activation | | \$48,070 | \$48,070 |
| Electronics | | \$65,400 | \$65,400 |
| Permits | | \$1,200 | \$1,200 |
| Engineering | | \$132,655 | \$132,655 |
| Project Total | \$150,000 | \$877,640 | \$1,027,640 |

Attachment 1: Project Map



Attachment 2: Project Schedule

| Project Tasks | 2020 | | | | | | | 2021 | | | | | | |
|---|------|------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|------|
| | Jun | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | July |
| Pre Project Engineering & Planning | ■ | ■ | | | | | | | | | | | | |
| Project Awarded by County (Estimated) | | | | ■ | | | | | | | | | | |
| Funds Available from County (Estimated) | | | | ■ | | | | | | | | | | |
| Detailed Field Engineering & Mapping | | | ■ | ■ | | | | | | | | | | |
| Utility Permits & Agreements | | ■ | ■ | | | | | | | | | | | |
| Construction Bidding | | | ■ | | | | | | | | | | | |
| Material Order & Delivery | | | ■ | ■ | | | | | | | | | | |
| Fiber Construction | | | | ■ | ■ | ■ | | | | | | | | |
| Fiber Splicing & Acceptance Testing | | | | | | ■ | ■ | ■ | | | | | | |
| Engineering & Mapping As-Built Record Updates | | | | | | | | ■ | ■ | | | | | |
| Construction Project Contract Close Out | | | | | | | | | | | | ■ | ■ | |
| Customer Installations | | | | | | | | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| Last Location Turned Up | | | | | | | | | | | | | | ■ |

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 all 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 two \$75,000 grants in 2020. 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 goals of speeds of 25Mbps download and 3Mbps 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 25Mbps down and 3Mbps 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. All costs must occur after the awarding of this grant to be eligible, no reimbursements will be allowed.

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.aitkin.mn.us

218-927-7305

Please direct any questions or inquiries to Ross Wagner

Due Date:

Applications with all attachments must be submitted on or before 4:00 PM July 17, 2020 and must be submitted to the address above or emailed with attachments to rwagner@co.aitkin.mn.us

Technical Review Committee:

All completed applications will be reviewed by the Technical Review Committee. The Technical Review Committee will then make recommendations on funding to the Aitkin County Board. It is anticipated that recommendations will be made at the first regular board meeting in July. The Aitkin County Board will have final say in any funding decisions. Furthermore, Aitkin County reserves the right to refuse, reject or deny any and or all applications.

Aitkin County Broadband Development Grant Application Form

Project Title: Esquagamah and Round Lakes Fiber Project

Name of Applicant Organization: Emily Cooperative Telephone Company

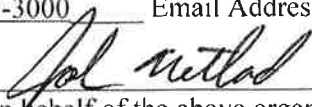
Applicant Primary Contact Person: Josh Netland

Applicant Address: PO Box 100 40040 State Highway 6

City: Emily Zip Code: 56647

Telephone Number: 218-763-3000 Email Address jnetland@emilytel.com

Authorized Signature: _____



By signing this application on behalf of the above organization I am agreeing that I have the authority to do so and that all information contained in this application is true and accurate.

Description of your project, area to be covered, speeds that will be obtained now and in the future: Emily Cooperative Telephone Company received a MN DEED border to border grant to build fiber to the home services to the Esquagamah and Round Lakes area. ECTC also plans to expand east to Waukenabo Lake with enough customer interest in ECTC services. This last mile project will upgrade approximately 242 unserved and 103 underserved locations in the Esquagamah Lake and Round Lake areas of Aitkin County. Emily Cooperative Telephone Company will improve broadband service levels up to 1 Gbps download and 1 Gbps upload, exceeding the 2022 and 2026 state speed goals. The use and development of broadband will provide various home-based business options, stimulate economic growth, and stimulate innovation and investment.

Description of need why are Aitkin County funds necessary to complete this project: Emily Cooperative Telephone Company will make a substantial investment expanding fiber services in Aitkin County. Total project costs for the fiber to the home project are approximately \$752,000. Emily Coop's state broadband grant totaled \$376,000 with the remaining portion requiring a local match.

Provide information on any activities planned to actively promote the adoption of broadband services in the project area when the services become available: Emily Cooperative Telephone Company has held two public meetings at the Waukenabo Town Hall for residents to inquire and sign up for services. Direct marketing and sales efforts are also underway to contact and connect as many residents in project area as possible.

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: \$ 752,000

Local/Provider match provided: \$ 376,000

County Funds Applied for: \$ 75,000

Other Funds applied for or anticipating to apply for: \$376,000 – State Border to Border Broadband Grant; \$5,000 – Aitkin County Contributing Partner Grant

What is the source of these funds: State and County

General Time Frame of Grant Project:

Starting Month June/ 2020 Year Ending Month June/ 2022 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 25Mbps down and 3Mbps upload as a result of this broadband development grant project.
 - This last mile fiber to the home project will upgrade approximately 242 unserved and 103 underserved locations in the Esquagamah Lake and Round Lake areas of Aitkin County. Emily Cooperative Telephone Company will improve broadband service levels up to 1 Gbps download and 1 Gbps upload, exceeding the 2022 and 2026 state speed goals.
- Provide a three-year work plan as it relates to your planned work in Aitkin County, it is our intention to not duplicate services in the same area.
 - The current fiber project is currently scheduled for completion June of 2022. ECTC plans to continue to expand services to Waukenabo Lake and the surrounding area dependent on customer interest. ECTC is also looking at additional state and federal programs that may assist in broadband deployment in general area of Aitkin County.

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.

Attachment 1 – Project Material, Equipment and Labor

| <u>Materials</u> | <u>Amount</u> |
|--|----------------------|
| Construction Labor | \$400,000 |
| Construction Materials | \$90,000 |
| Electronics | \$50,000 |
| Customer Premise Installation Labor | \$50,000 |
| Customer Premise Equipment | \$90,000 |
| Professional Services and Engineering | \$72,000 |

Attachment 2 – Project Schedule

| <u>Project Schedule</u> | <u>Est. Start Date</u> | <u>Est. Complete Date</u> |
|---|-------------------------------|----------------------------------|
| Staking and Mapping | Jan-20 | Feb-20 |
| Environment Review | Jan-20 | Feb-20 |
| Permitting | Feb-20 | Mar-20 |
| Pre-Construction Meeting | May-20 | May-20 |
| Construction | Jun-20 | Sep-20 |
| Order Electronics | Jun-20 | Jun-20 |
| Electronics Shipping | Jul-20 | Jul-20 |
| Miscellaneous Equipment Installation | Aug-20 | Sep-20 |
| Electronics Equipment Install | Sep-20 | Oct-20 |
| Fiber Termination Install | Sep-20 | Nov-20 |
| Customer Install and Turn Up | Oct-20 | Jun-22 |

Attachment 3 – Coverage Map





Board of County Commissioners Agenda Request



Requested Meeting Date: 7/28/2020

Title of Item: Personnel Committee Recommendations

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

**provide copy of hearing notice that was published*

| | |
|--|-------------------------------------|
| Submitted by: Bobbie Danielson | Department: HR Department |
|--|-------------------------------------|

| | |
|---|-------------------------------------|
| Presenter (Name and Title): Bobbie Danielson, HR Director | Estimated Time Needed: 10 |
|---|-------------------------------------|

Summary of Issue:
The Personnel Committee met on July 14, 2020, and makes the following unanimous recommendations:

- 1) Recall from furlough/layoff. Return LLCC staff Courtney Dowell, Anthony Miller, Molly Burman to full-time hours effective 7/20/2020 and Pam Brand to "up to" 29-hours/week (normal schedule) effective 7/20/2020 with CARES Act funding being used to pay for the increased 8 hours for CD/AM and for the education staff time (MB/PB).
- 2) Authorize hiring one 67-day temp for Front Desk Attendant to take us through 2020 (to be paid for with CARES Act funding).
- 3) Authorize hiring 67-day temps to work on the Sheriff's Office 10-person extrication team. Pay will be Grade 8, mid-range, or as otherwise required by the Fair Labor Standards Act (which governs overtime pay).

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Motion to approve personnel committee recommendations as presented.

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



Board of County Commissioners Agenda Request

lob
Agenda Item #

Requested Meeting Date: July 28, 2020

Title of Item: 2nd Quarter 2020 Budget Review

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

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

| | |
|---|---|
| Presenter (Name and Title): Jessica Seibert, County Administrator | Estimated Time Needed: 10 minutes |
|---|---|

Summary of Issue:

The 2nd Quarter 2020 budget will be reviewed with the Board.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Discussion only.

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



Board of County Commissioners Agenda Request

60C
Agenda Item #

Requested Meeting Date: July 28, 2020

Title of Item: Coronavirus Relief Fund Discussion

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

**provide copy of hearing notice that was published*

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

| | |
|---|---|
| Presenter (Name and Title): Jessica Seibert, County Administrator | Estimated Time Needed: 15 minutes |
|---|---|

Summary of Issue:

Further discussion will be held on the use of Coronavirus Relief Funds.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Discussion/Direction only.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



Aitkin County Board of Commissioners Agenda Request Form

| |
|---------------|
| |
| Agenda Item # |

Requested Meeting Date: July 28, 2020

Title of Item: Committee Reports

| <input checked="" type="checkbox"/> REGULAR AGENDA | Action Requested by: County Business | | |
|--|---|---|---|
| Committee | Freq. | Schedule | Current Board Representatives |
| Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy | | | Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Bill Pratt |
| Aitkin Airport Commission | Monthly | 1 st Thursday | Wedel |
| Aquatic Invasive Species (AIS) | Monthly | 3 rd Thursday | Wedel and Pratt |
| Aitkin County CARE Board | Monthly | 3 rd Tuesday | Westerlund |
| Aitkin County Community Corrections Advisory | Quarterly | Varies | Wedel and Marcotte |
| Aitkin County Water Planning Task Force | Bi-monthly | 3 rd Wednesday | Wedel |
| Aitkin Economic Development Administration | Monthly | 3 rd Thursday | Wedel |
| Arrowhead Counties Association | 8 or 9x yearly | 3 rd Wednesday | Niemi and Westerlund |
| Arrowhead Economic Opportunity Agency | Bi-monthly | 3 rd Wednesday | Westerlund, Alt. Niemi |
| Arrowhead Regional Development Council | Quarterly | 3 rd Thursday | Niemi, Alt. Westerlund |
| ATV Committee | As needed | | Pratt and Westerlund |
| Big Sandy Lake Management Plan | Monthly | 2 nd Wednesday | Pratt, Alt. Marcotte |
| Budget Committee | Most months | 1 st Tuesday | Wedel and Westerlund |
| Development Achievement Center | Monthly | 3 rd or 4 th Thurs. | Westerlund, Alt. Niemi |
| East Central Regional Library Board | Monthly | 2 nd Monday | Niemi, Alt. Pratt |
| Economic Development | Monthly | 1 st Wednesday | Pratt and Niemi |
| Emergency Management | As needed | | Wedel |
| Environmental Assessment Worksheet | As needed | | Marcotte and Pratt |
| Extension | 4x year | Monday | Westerlund, Alt. Marcotte |
| Facilities/Technology | As needed | | Wedel and Marcotte |
| H&HS Advisory (Liaison) | Monthly except July | 1 st Wednesday | Westerlund and Wedel |
| Historical Society (Liaison) | Monthly | 4 th Wednesday | Wedel |
| HRA | Monthly | 4 th Wednesday | Westerlund |
| Investment | As needed | | All Commissioners |
| Joint Powers Natural Resource Board | Odd Months | 4 th Monday | Pratt and Land Cmr Courtemanche |
| Labor Management | Quarterly | Varies | Wedel, Alt. Westerlund |
| Lakes and Pines | Monthly | 3 rd Monday | Niemi, Alt. Marcotte |
| Law Library | Quarterly | Set by Judge | Niemi |
| McGregor Airport Commission | Monthly | Last Wednesday | Pratt |
| Mille Lacs Fisheries Input Group | | | Westerlund |
| Mille Lacs Watershed | 10x year | 3 rd Monday | Westerlund, Alt. Niemi |
| Mississippi Headwaters Board | Monthly | 4 th Friday | Marcotte, Alt. Pratt |
| MN Rural Caucus | 8x year | Varies | Niemi, Alt. Pratt |
| Natural Resources Advisory Committee | 8-10x year | 2 nd Monday | Marcotte and Pratt |
| NE MN Office Job Training | As called | | Niemi |
| Northeast MN ATP | Quarterly | Varies | Pratt and Engineer Welle, Niemi Alt. |
| Northeast MN ECB | 5-6x year | 4 th Thursday | Marcotte, Alt. Sheriff |
| Northeast Waste Advisory Committee | Quarterly | 2 nd Monday | Pratt, Alt. Westerlund |
| Northern Counties Land Use Coordinating Board | Monthly | 1 st Thursday | Marcotte, Alt. Pratt |
| Ordinance | As needed | | Pratt and Marcotte |
| Personnel/Insurance | As needed | 2 nd Tuesday | Marcotte and Wedel |
| Planning Commission | Monthly | 3 rd Monday | Westerlund |
| Rum 1W1P Policy Committee | Quarterly | | Westerlund, Alt. Niemi |
| Snake River 1W1P Policy Committee | | | Pratt, Alt. Niemi |
| Snake River Watershed | Monthly | 4 th Monday | Pratt |
| Sobriety Court | Bi-Monthly | 3 rd Thursday | Wedel |
| Solid Waste Advisory | As needed | | Pratt and Westerlund |
| Toward Zero Deaths | Monthly | 2 nd Wednesday | Wedel |
| Tri-County Community Health Services | Quarterly & as needed | 2 nd Thursday | Westerlund |



Board of County Commissioners Agenda Request



Requested Meeting Date: July 28, 2020

Title of Item: Closed Session Under MN Statute 13D.05 Subd 3b Attorney Client Privilege

| | | |
|---|---|--|
| <input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
| Submitted by: Jim Ratz | Department: County Attorney | |
| Presenter (Name and Title): Jim Ratz, County Attorney | | Estimated Time Needed: 5 Minutes |
| Summary of Issue: In Re: Purdue Pharma, L.P., et al. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: | | |
| Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> | | |

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