

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS JANUARY 3, 2017 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chairperson**
- A) Call to Order**
 - B) Pledge of Allegiance**
 - C) Board of Commissioners Meeting Procedure**
 - D) Approval of Agenda**
 - E) Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File December 20, 2016 – January 2, 2017**
 - B) Approve 12/20/16 County Board Minutes**
 - C) Acknowledge County Administrator' Approval of Year-End Matters**
 - 1. 2017 Liquor License Renewal - Prairie River Retreat**
- 9:05 ADJOURN (2016 BOARD) – Administer Oath of Office**
- 1. District 2 Commissioner Laurie Westerlund**
 - 2. District 4 Commissioner Bill Pratt**
- 9:20 3) Patrick Wussow, Interim County Administrator**
- A) Call to Order 2017 Board Meeting**
 - 4) 2017 County Board Nominations**
 - A) Nominations for Chairperson & Vice Chairperson**
- 9:25 5) Administer Oath of Office, County Board Chairperson**
- A) Mike Dangers, County Assessor**
- 9:30 6) Consent Agenda**
- A) Approve Commissioner Warrants**
 - B) Approve Auditor Warrants – 2016 Period 2 Real Estate Tax Overpays**
 - C) Accept \$150.00 Donation to the Aitkin County STS Program from the Riceland Chapter of Minnesota Deer Hunters Association**
 - D) Approve MCIS JPA & By Bylaw Updates**
 - E) Authorize entering into an Agreement with the State Auditor 2016**
- 9:32 7) Patrick Wussow, Interim County Administrator**
- A) Set 2017 Board Meeting Schedule**
 - B) Adopt Resolution – 2017 Official County Newspaper**
 - C) Adopt Resolution – 2017 Aitkin County Board of Commissioners Rules of**

Business & Meeting Procedures
D) Adopt Resolutions (2) – Committee Appointments – Commissioners

- 10:00 8) Bobbie Danielson, HR Director**
A) Personnel Committee Recommendations
1) County Administrator Recruitment
2) HHS Director Recruitment
- 10:30 9) Committee Updates**
- 11:00 Break**
- 11:05 10) Patrick Wussow, Interim County Administrator**
A) Closed Session Under MN Statute 13D. 05 Subd. 3b Attorney Client Privilege
- 11:25 Break, return to open session**
- 11:30 11) Patrick Wussow, Interim County Administrator**
A) Potential Action Related to Individual Subject to Board Authority
- 11:40 12) Adjourn**

The Aitkin County Board of Commissioners met this 20th day of December, 2016 at 9:00 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, Interim County Administrator Patrick Wussow and Human Resources Specialist Nicole Visnovec.

CALL TO ORDER

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the amended December 20, 2016 agenda. Item 6E, Transfer of Funds was added to the agenda.

**APPROVED
AMENDED
AGENDA**

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: December 7, 2016 to December 19, 2016; B) Approve County Board Minutes: December 6, 2016; C) Approve Budget Hearing Minutes: December 6, 2016; D) Approve Commissioner Warrants: General Fund \$179,612.18, Road & Bridge \$473,461.76, Special Revenue (Unorg R&B, Fire) \$974.24, Health & Human Services \$6,559.60, State \$668.05, Trust \$1,592.88, Forest Development \$1,592.08, Agency \$19,081.20, Long Lake Conservation Center \$2,254.22, Parks \$11,399.28 for a total of \$697,240.49; E) Approve November Manual Warrants: General Fund \$141,730.35, Road & Bridge \$190.00, Health & Human Services \$2,022.53, State \$83,313.20, Trust \$12.70, Taxes & Penalties \$1,987.00, Long Lake Conservation Center \$683.05 for a total of \$229,938.83; F) Approve Auditor Warrants – November Sales & Use Tax: General Fund \$543.71, Road & Bridge \$1,446.48, State \$6,731.00, Trust 54.36, Forest Development -\$0.36, Long Lake Conservation Center \$100.78, Parks, \$107.80 for a total of \$8,983.77; G) Approve Auditor Warrants: General Fund \$471.46, Road & Bridge \$101,663.88 for a total of \$102,135.34; H) Adopt Resolution: Final Contract Payment – Contract No. 20154; J) Approve Appointment of District 3 Board of Adjustment Member; K) Adopt Resolutions: City of Aitkin Trail Project

**CONSENT
AGENDA**

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, to adopt resolution: 2017 Liquor License renewals:

**RESOLUTION
20161220-083
2017 LIQUOR
LICENSE
RENEWALS**

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2017 thru December 31, 2017:

“ON”, “OFF” and “SUNDAY” Sale:

Gabeshiwigamig Niish, LLC, d/b/a **Big Sandy Lodge & Resort** - Shamrock Township
This establishment has an address of 20534 487th Street, McGregor, MN 55760

Corner Club LLC, d/b/a **Corner Club** – Macville Township
This Establishment has an address of 60967 Highway 169, Hill City, MN 55748

Denny’s Lakeview Inn LLC, d/b/a **Denny’s Lakeview Inn** – Glen Township
This establishment has an address of 33592 300th Place, Aitkin, MN 56431

Eagle Point Inc., d/b/a **Eagle Point** – Shamrock Township
This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

Fireside Inn Inc., d/b/a **Fireside Inn** – Jevne Township
This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township
This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

Hillcrest Resort McGregor LLC, d/b/a **Hillcrest Resort** – Shamrock Township
This establishment has an address of 20612 498th Lane, McGregor, MN 55760

Pepera Properties Inc., d/b/a **Jackson’s Hole** – Salo Township
This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township
This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

Phil’s Myr Mar Marina Inc., d/b/a **Phil’s Myr Mar Marina** – Hazelton Township
This establishment has an address of 44033 Conifer St., Aitkin, MN 56431

D & G Marklund Inc., d/b/a **Pine Inn** – Malmo Township
This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

Jacque Saari, d/b/a **Whispering Pines** – Shamrock Township
This establishment has an address of 16469 Goshawk Street, McGregor, MN 55760

“ON” and “SUNDAY” Sale:

Zorbaz of Big Sandy Lake Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township
This establishment has an address of 48760 State Highway 65, McGregor, MN 55760

Kathryn E Eken, d/b/a **Jack’s Shack** – Rice River Township
This establishment has an address of 29954 State Highway 56, McGregor, MN 55760

“ON” Sale – CLUB:

VFW 1727, d/b/a **Roberts-Glad Post** – Aitkin Township
This establishment has an address of 36558 410th Ave., Aitkin, MN 56431

“OFF” Sale:

KRIM15 LLC, d/b/a **Cave Liquors** – Hazelton Township
This establishment has an address of 22852 US Highway 169, Aitkin, MN 56431

“ON” Sale – WINE:

Kulifaj Resorts Inc., d/b/a **The Red Door Resort** – Wealthwood Township
This establishment has an address of 38421 State Highway 18, Aitkin, MN 56431

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, to adopt resolution: Final Contract Payment – Contract No. 20154:

**RESOLUTION
20161220-084
FINAL CONTRACT
PAYMENT –**

WHEREAS, Contract No. 20154 has in all been completed, and the County Board being fully advised in the premises.

**CONTRACT NO.
20154**

NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed project for and on behalf of the County of Aitkin and authorize final payment to Young Excavating in the amount of \$5,330.00.

Under the consent agenda, motion by Niemi, seconded by Commissioner Westerlund and carried, all members voting to approve APPOINTMENT OF District 3 Board of Adjustment Member, Mr. Richard Bright.

**APPOINTMENT OF
BOARD OF
ADJUSTMENT
MEMBER**

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, to adopt resolution: City of Aitkin Trail Project:

**RESOLUTION
20161220-085
CITY OF AITKIN
TRAIL PROJECT
1 OF 2**

WHEREAS, the City of Aitkin desires to submit a grant application for the Federal Highway Administration (FHWA) Transportation Alternatives Program (TAP) for the 1.3-mile Cuyuna Lakes Trail - Tank Trail Segment project, and

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

THEREFORE BE IT RESOLVED, that Aitkin County agrees to act as the sponsoring agency for the Cuyuna Lakes Trail - Tank Trail Segment project and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that John Welle, Aitkin County Engineer is hereby authorized to act as agent on behalf of this sponsoring agency.

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, to adopt resolution: City of Aitkin Trail Project:

**RESOLUTION
20161220-086
CITY OF AITKIN
TRAIL PROJECT
2 OF 2**

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

WHEREAS, Transportation Alternatives projects receive federal funding; and

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

WHEREAS, Aitkin County is the sponsoring agency for the transportation alternatives project identified as Cuyuna Lakes Trail - Tank Trail Segment.

THEREFORE BE IT RESOLVED, that the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

Senator Carrie Rudd and Representative Dale Lueck updated the Board on the 2016 and 2017 Legislative Topics.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund that Tara Fries has forfeited her ownership of two dogs by abandoning them at the county fairgrounds 11/12/16. She failed to attend the public hearing that she requested or pay the accumulated fines. The county board authorizes the Sheriff's department and the vet to put the dogs up for adoption.

Steve Bennett, IT Director, reviewed the staffing, workload, and equipment of the IT Department. The board remanded the request to the Personnel Committee to take a broader look at reorganization, outsourcing, and/or hiring of the position.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund to approve appointing to the Board of Adjustment Lin Benson and to the Planning Commission David Lange.

Motion by Commissioner Niemi, seconded by Commissioner Marcotte to approve appointing six appointments to the Natural Resources Committee: Russell Hoppe, Robert Marcum, Robert Lake, Dale Shipp, Donald Kitzrow, and James Bixby

Motion for a resolution to approve Fisherman's Bay liquor license by Commissioner Westerlund, seconded by Commissioner Marcotte roll call vote Westerlund, Marcotte, Niemi, Wedel voted aye, Napstad abstained motion carried, to adopt resolution:

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2017 thru December 31, 2017:

"ON", "OFF" and "SUNDAY" Sale:

N5 Corporation, d/b/a **Fisherman's Bay** – Workman Township
 This establishment has an address of 50933 State Highway 65, McGregor, MN 55760

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2017:

Fund/Account Fund/Acct Revenues: Reserves: Expenditures:

LEGISLATIVE UPDATE

DISPOSITION OF 2 DOGS

IT STAFFING

REQUEST TO FILL COMMITTEE VACANCIES

RESOLUTION 20161220-087 2017 LIQUOR LICENSE RENEWAL FISHERMAN'S BAY

RESOLUTION 20161220-088 2016 DITCH FUND BUDGETS

| | | | |
|-------------------|-------|-------|--------|
| Judicial Ditch 2 | 7-350 | \$47 | \$0 |
| Co Ditch 5 | 7-353 | \$0 | \$440 |
| Co Ditch 21 | 7-365 | \$0 | \$0 |
| Co Ditch 24 | 7-351 | \$0 | \$0 |
| Co Ditch 28 | 7-356 | \$0 | \$185 |
| Co Ditch 30 | 7-352 | \$106 | \$1648 |
| Co Ditch 34 | 7-357 | \$0 | \$625 |
| Co Ditch 36 | 7-358 | \$0 | \$0 |
| Co Ditch 37 | 7-359 | \$0 | \$7980 |
| St Ditch 63 | 7-362 | \$0 | \$0 |
| St Ditch 66 | 7-363 | \$0 | \$0 |
| Co Ditch 2 | 7-367 | \$0 | \$355 |
| Diversion Channel | 7-373 | \$0 | \$0 |
| Co Ditch 23 | 7-354 | \$0 | \$965 |
| Co Ditch 25 | 7-355 | \$0 | \$0 |
| Co Ditch 42 | 7-360 | \$0 | \$0 |
| Co Ditch 58 | 7-361 | \$0 | \$0 |
| Co Ditch 20 | 7-364 | \$0 | \$143 |
| Co Ditch 43 | 7-366 | \$0 | \$425 |
| Co Ditch 29 | 7-371 | \$0 | \$0 |
| Co Ditch 38 | 7- | \$0 | \$0 |

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 Unorganized Township Budgets

BE IT RESOLVED, that the following 2017 budgets be set for Unorganized Townships:

| | <u>Revenues:</u> | <u>Reserves:</u> | <u>Expenditures:</u> |
|-----------------------------|------------------|------------------|----------------------|
| Unorganized Road and Bridge | \$44,500 | | \$44,500 |
| Unorganized Fire Fund | \$30,875 | | \$30,875 |
| Unorganized Cemetery | \$2,700 | | \$2,700 |

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 Non-Levy Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2017:

| <u>Fund/Account</u> | <u>Revenues:</u> | <u>Reserves:</u> | <u>Expenditures:</u> |
|---------------------|------------------|------------------|----------------------|
| Law Library | \$30,000 | | \$30,000 |
| County Development | \$339,000 | \$7,932 | \$346,932 |
| Cons. For Tax Sales | \$0 | | \$0 |
| Forfeit Tax Sales | \$1,700,000 | | \$1,700,000 |
| Forest Resource | \$142,500 | \$265 | \$142,765 |
| Reforestation | \$216,975 | \$3,105 | \$220,080 |

**RESOLUTION
20161220-089
2017
UNORGANIZED
TOWNSHIP ROAD
& BRIDGE, FIRE
FUND, AND
CEMETERY
BUDGETS**

**RESOLUTION
20161220-090
2017 NON-LEVY
BUDGETS**

| | | | |
|---------------------|-----------|-----------|-----------|
| Memorial Forest | \$110,500 | \$68,824 | \$179,324 |
| Forest Road | \$38,000 | (\$2,488) | \$35,512 |
| Gravel Pit | \$3,000 | | \$0 |
| Missing Heirs | \$0 | | \$0 |
| MCIT | \$0 | | \$0 |
| Collaborative Grant | \$44,700 | \$10,300 | \$55,000 |
| Environmental Trust | \$10,000 | | \$10,000 |
| LLCC | \$650,389 | (\$819) | \$649,570 |

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 Levy

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2017 for the following funds:

| <u>FUND</u> | <u>LEVY</u> |
|--|---------------------|
| Revenue Fund | \$5,886,021 |
| Road and Bridge Fund | \$2,507,026 |
| Health & Human Services Fund | \$2,478,402 |
| Operation or Maintenance Costs Of a County Jail | \$1,996,480 |
| Parks | \$ 15,000 |
| Total: | \$12,882,929 |

BE IT ALSO RESOLVED, that \$10,000.00 is reserved for the horse barn at the fairgrounds.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 Budgets for Levy Funds

BE IT RESOLVED, that the following 2017 budgets be set for the leviable funds of Aitkin County:

| <u>Fund/Account</u> | <u>Revenues</u> | <u>Reserves</u> | <u>Expenditures</u> |
|------------------------|-----------------|-----------------|---------------------|
| General Fund | \$12,903,180 | \$23,109 | \$12,926,289 |
| Road and Bridge | \$9,336,337 | \$878,201 | \$10,214,538 |
| Health & Human Service | \$6,433,034 | \$400,000 | \$6,833,034 |
| Parks | \$531,117 | (\$21,178) | \$509,939 |

**RESOLUTION
20161220-091
2017 LEVY**

**RESOLUTION
20161220-092
2017 BUDGET**

Total: \$29,203,668 \$1,280,132 \$30,483,800

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 ECRL Levy

BE IT RESOLVED, that the amount of \$225,882 be budgeted and levied for the year 2017 for the East Central Regional Library.

**RESOLUTION
20161220-093
2017 EAST
CENTRAL
LIBRARY
LEVY/BUDGET**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 Boat & Water Safety Budget

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2017 annual Boat and Water Safety Agreement budget on file in the Office of County Auditor in the amount of \$84,830 for a term January 1, 2017 to December 31, 2017.

**RESOLUTION
20161220-094
2017 BOAT &
WATER SAFETY
BUDGET**

| | <u>Revenues</u> | <u>Co Share</u> | <u>Expenditures</u> |
|--------------------|-----------------|-----------------|---------------------|
| Misc. Receipts | \$150 | | |
| Boat & Water Grant | \$27,235 | | |
| Totals: | \$27,385 | \$58,856 | \$86,241 |

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 Appropriations to Aitkin County Soil & Water & Snake River Watershed

BE IT RESOLVED, that the budget and appropriation in the amount of \$143,254 be set for 2017 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$45,220 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

**RESOLUTION
20161220-095
2017
APPROPRIATIONS
TO ASCS AND
SNAKE RIVER
WATER SHED**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

Unorganized Road & Bridge Transfers

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

**RESOLUTION
20161220-096
UNORGANIZED
TOWNSHIP R&B
ACCOUNTS
TRANSFER TO
R&B**

of road in the Unorganized Townships with county equipment.

Unorg Township

| | |
|-------|-------------|
| 52-22 | \$2,667.50 |
| 45-24 | \$15,277.22 |
| 47-24 | \$13,202.85 |
| 52-24 | \$2,660.00 |
| 50-25 | \$4,412.50 |
| 51-25 | \$280.00 |
| 52-25 | \$2,575.94 |
| 50-26 | \$1,030.00 |
| 48-27 | \$5,904.27 |
| 49-27 | \$15,254.22 |
| 50-27 | \$760.00 |
| 51-27 | \$1,152.20 |
| 52-27 | \$5,360.00 |

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

County Ditch & County Development Transfers

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

| | |
|-----------------|-----------|
| County Ditch 30 | \$1648.00 |
| County Ditch 34 | \$525.89 |

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

| | |
|-----------------|------------|
| County Ditch 2 | \$335.00 |
| County Ditch 5 | \$440.00 |
| County Ditch 20 | \$142.50 |
| County Ditch 23 | \$965.00 |
| County Ditch 28 | \$185.00 |
| County Ditch 37 | \$7,980.00 |
| County Ditch 42 | \$425.00 |

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried 5-0, to suspend the hiring process until the new commissioner is on board in January. As part of the motion Commissioner Marcotte referred the issue to the personnel committee to possibly re-advertise and review the job description. It was also clarified that none of the three

**RESOLUTION
20161220-097
DITCH & CO
DEVELOPMENT
TRANSFER TO
R&B**

**COUNTY
ADMINISTRATOR
DISCUSSION**

candidates are eliminated. This process will allow the new commissioner to get up to speed.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, to reserve funds as requested by County Attorney, Jim Ratz and Sheriff, Scott Turner.

Mark Jacobs, Land Commissioner, discussed with the board the Habitat Conservation Plan / MOU with Carlton County. Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, to approve the MOU and HSP proposal from West Inc.

The Board discussed the following: Headwaters Board, ARDC, East Central Regional Library Board, AMC Conference, CARE, HRA, Extension, Facilities, Toward Zero Death, AIS.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to authorize the Interim County Administrator to approve necessary business including liquor licenses.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to adjourn the meeting at 12:23 p.m. until Tuesday, January 3, 2017 at 9:00 a.m.

TRANSFER OF RESERVE FUNDS

HABITAT CONSERVATION PLAN / MOU

BOARD DISCUSSION

YEAR END BUSINESS

ADJOURN

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

Patrick Wussow, Interim County Administrator



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: January 3, 2017

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

| | | |
|--|--|---|
| <input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input 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: Patrick Wussow, Interim County Administrator | | Department: Administration |
| Presenter (Name and Title): Patrick Wussow, Interim County Administrator | | Estimated Time Needed: |
| Summary of Issue: At the December 20, 2016 County Board meeting, the Board gave authorization to the County Administrator to approve and sign miscellaneous year-end matter. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: | | |
| Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ See attachments. 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.

PROPOSED RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED: January 03, 2017

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2017 thru December 31, 2017:

“ON”, “OFF” and “SUNDAY” Sale:

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

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



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: January 3, 2017

Title of Item: Administer Oath of Office for Mike Dangers, County Assessor

| | | |
|--|---|---|
| <input checked="" type="checkbox"/> REGULAR AGENDA | Action Requested: | <input type="checkbox"/> Direction Requested |
| <input 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: Patrick Wussow, Interim County Administrator | Department: Administration |
|--|--------------------------------------|

| | |
|--|-------------------------------|
| Presenter (Name and Title): Patrick Wussow, Interim County Administrator | Estimated Time Needed: |
|--|-------------------------------|

Summary of Issue:
After the nominations for Chairperson and Vice Chairperson have taken place, the Chair will administer the Oath of Office for Mike Dangers, County Assessor.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

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



Oath of Office - County Assessor Reappointment

Each assessor approved by the Commissioner of Revenue to serve another four-year term as County Assessor must take an Oath of Office per Minnesota Statute 273.061. The oath should be taken at the first County Board meeting that takes place after January 1, 2017. We recommend that this action be recorded in the County Board's minutes.

The language of the oath is as follows:

"I Michael D Danqers swear and affirm that I will support the constitution of the United States and of this state, that I will be diligent, faithful, and impartial in the performance of the duties of the office and trust that I now assume as County Assessor for the county of Aitkin. So help me God."

6A

DKB1
12/28/16 8:44AM

Aitkin County



Audit List for Board COMMISSIONER'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

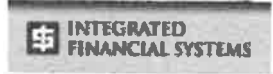
Type of Audit List: D

- D - Detailed Audit List
- S - Condensed Audit List

Save Report Options?: N

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Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor</u> | <u>Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|---------------|-------------------------------|-------------|----------------------------|---------------------------------|------------------------------------|
| <u>No.</u> | <u>Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 1 | DEPT | | Commissioners | | |
| 248 | Association of Mn Counties | | | | |
| | 01-001-000-0000-6241 | | 400.00 | 12/5 AMC Conference- Marcotte | 51236 |
| | 01-001-000-0000-6241 | | 400.00 | 12/5 AMC Conference- Napstad | 51236 |
| | 01-001-000-0000-6241 | | 400.00 | 12/5 AMC Conference- Westerlund | 51236 |
| | 01-001-000-0000-6241 | | 400.00 | 12/5 AMC Conference- Pratt | 51236 |
| 248 | Association of Mn Counties | | 1,600.00 | | |
| | | | | 4 Transactions | |
| 6097 | Verizon Wireless | | | | |
| | 01-001-000-0000-6250 | | 31.45 | Cell phone charges | 286287802 |
| | | | | 11/07/2016 12/06/2016 | 0 |
| | 01-001-000-0000-6250 | | 35.01 | monthly Mifi Charges | 786663881 |
| | | | | 11/05/2016 12/04/2016 | 0 |
| 6097 | Verizon Wireless | | 66.46 | | |
| | | | | 2 Transactions | |
| 1 | DEPT Total: | | 1,666.46 | Commissioners | 2 Vendors |
| | | | | | 6 Transactions |
| 12 | DEPT | | | Court Administration | |
| 10385 | Brandt Law Office | | | | |
| | 01-012-000-0000-6232 | | 40.00 | Professional Fees | 26406 |
| 10385 | Brandt Law Office | | 40.00 | | |
| | | | | 1 Transactions | |
| 2810 | Larson/Shari S | | | | |
| | 01-012-000-0000-6232 | | 556.25 | Fees | |
| | 01-012-000-0000-6232 | | 30.24 | Costs | |
| 2810 | Larson/Shari S | | 586.49 | | |
| | | | | 2 Transactions | |
| 12 | DEPT Total: | | 626.49 | Court Administration | 2 Vendors |
| | | | | | 3 Transactions |
| 40 | DEPT | | | Auditor | |
| 86222 | Aitkin Independent Age | | | | |
| | 01-040-000-0000-6230 | | 211.20 | Budget/Prop tax notice wk 1 | 1014 |
| | 01-040-000-0000-6230 | | 211.20 | Budget/Prop tax notice wk 2 | 1014 |
| | 01-040-021-0000-6230 | | 45.00 | Serv/Dir | 1014 |
| 86222 | Aitkin Independent Age | | 467.40 | | |
| | | | | 3 Transactions | |
| 783 | Canon Financial Services, Inc | | | | |
| | 01-040-000-0000-6231 | | 220.24 | Contract Charge-026 | 16783774 |
| | | | | | Services, Labor, Contracts |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|--------------------------------|------|---------------------|--------------------------------|---------------------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 783 | Canon Financial Services, Inc | | 220.24 | 1 Transactions | |
| 10185 | Centurylink Communications Inc | | | | |
| | 01- 040- 021- 0000- 6250 | | 77.54 | November Long Distance | 320146217 License Center- Phone |
| 10185 | Centurylink Communications Inc | | 77.54 | 1 Transactions | |
| 40 | DEPT Total: | | 765.18 | Auditor | 3 Vendors 5 Transactions |
| 41 | DEPT | | | Internal Audit | |
| 3358 | Minnesota State Auditor | | | | |
| | 01- 041- 000- 0000- 6231 | | 2,084.00 | Audit Services for 12/31/16 | 67747 Services, Labor, Etc |
| | | | | 09/21/2016 11/29/2016 | 0 |
| 3358 | Minnesota State Auditor | | 2,084.00 | 1 Transactions | |
| 41 | DEPT Total: | | 2,084.00 | Internal Audit | 1 Vendors 1 Transactions |
| 42 | DEPT | | | Treasurer | |
| 86235 | The Office Shop Inc | | | | |
| | 01- 042- 000- 0000- 6405 | | 57.47 | 2 monthly planners, 3 desk pad | 1017078- 0 Office & Computer Supplies |
| | 01- 042- 000- 0000- 6405 | | 33.23 | Ink Stamp | 1017078- 1 Office & Computer Supplies |
| | 01- 042- 000- 0000- 6405 | | 74.12 | Heavy Duty Paid | 1017150- 0 Office & Computer Supplies |
| 86235 | The Office Shop Inc | | 164.82 | 3 Transactions | |
| 42 | DEPT Total: | | 164.82 | Treasurer | 1 Vendors 3 Transactions |
| 43 | DEPT | | | Assessor | |
| 86222 | Aitkin Independent Age | | | | |
| | 01- 043- 000- 0000- 6230 | | 118.80 | Homestead Notice in Age | 1693 Printing, Publishing & Adv |
| | 01- 043- 000- 0000- 6230 | | 118.80 | Homestead Notice in Messenger | 1693 Printing, Publishing & Adv |
| 86222 | Aitkin Independent Age | | 237.60 | 2 Transactions | |
| 783 | Canon Financial Services, Inc | | | | |
| | 01- 043- 000- 0000- 6231 | | 164.08 | Copier Contract- 033 | 16783779 Services, Labor, Contracts |
| 783 | Canon Financial Services, Inc | | 164.08 | 1 Transactions | |
| 6097 | Verizon Wireless | | | | |
| | 01- 043- 000- 0000- 6250 | | 149.02 | Monthly cell phone bill | 680690882 Telephone |
| | | | | 11/02/2016 12/01/2016 | 0 |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|------------------------------|------|---------------------|--------------------------------------|--|
| No. Account/Formula | Accr | Amount | Service Dates | On Behalf of Name |
| 6097 Verizon Wireless | | 149.02 | 1 Transactions | |
| 43 DEPT Total: | | 550.70 | Assessor | 3 Vendors 4 Transactions |
| 49 DEPT | | | Information Technologies | |
| 5398 CDW Government, Inc | | | | |
| 01-049-000-0000-6625 | | 6,815.00 | MS GSA WIN SVR UCAL 2016 | GFN9449 As/400, Computer & Office Equip. |
| 01-049-000-0000-6625 | | 1,895.04 | MS GSA SVR STD CORE 2016 | GFN9457 As/400, Computer & Office Equip. |
| 01-049-000-0000-6625 | | 434.70 | MS GSA Win Remote | GGF6530 As/400, Computer & Office Equip. |
| 01-049-000-0000-6625 | | 542.76 | (3) Viewsonic Monitors | GGZ4376 As/400, Computer & Office Equip. |
| 01-049-000-0000-6625 | | 1,375.62 | Software license Extensions | GJB4907 As/400, Computer & Office Equip. |
| 5398 CDW Government, Inc | | 11,063.12 | 5 Transactions | |
| 13857 DEERWOOD TECHNOLOGIES | | | | |
| 01-049-000-0000-6231 | | 5,730.00 | SmartNet CISCO Renewal | 15311 Programming, Services, Contracts |
| 13857 DEERWOOD TECHNOLOGIES | | 5,730.00 | 1 Transactions | |
| 1333 Dell Marketing L.P. | | | | |
| 01-049-000-0000-6625 | | 5,901.87 | Dell IT Server- VDI Host | 10130580320 As/400, Computer & Office Equip. |
| 01-049-000-0000-6625 | | 3,928.26 | WYSE Thin Clients | 10137047897 As/400, Computer & Office Equip. |
| 1333 Dell Marketing L.P. | | 9,830.13 | 2 Transactions | |
| 14302 Tierney | | | | |
| 01-049-000-0000-6625 | | 8,788.65 | SMART board equipment | 496072- 1 As/400, Computer & Office Equip. |
| 14302 Tierney | | 8,788.65 | 1 Transactions | |
| 6097 Verizon Wireless | | | | |
| 01-049-000-0000-6231 | | 61.03 | Renewal | 386695110 Programming, Services, Contracts |
| | | | 11/02/2016 12/01/2016 | 0 |
| 6097 Verizon Wireless | | 61.03 | 1 Transactions | |
| 49 DEPT Total: | | 35,472.93 | Information Technologies | 5 Vendors 10 Transactions |
| 52 DEPT | | | Administration/Personnel Dept | |
| 86222 Aitkin Independent Age | | | | |
| 01-052-000-0000-6230 | | 66.69 | Position Vacancies 11/2/16 | 1483 Printing, Publishing & Adv |
| 01-052-000-0000-6230 | | 64.15 | Position Vacancies 11/9/16 | 1483 Printing, Publishing & Adv |
| 01-052-000-0000-6230 | | 69.23 | Position Vacancies 11/16/16 | 1483 Printing, Publishing & Adv |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|----------------------------|------|---------------------|---|--------------------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| | | | Amount | | |
| 86222 | Aitkin Independent Age | | 80.66 280.73 | Position Vacancies 11/30/16 4 Transactions | 1483 Printing, Publishing & Adv |
| 10835 | Governmentjobs.Com,Inc | | | | |
| | 01-052-000-0000-6208 | | 4,760.45 | 12 month Enterprise User Licen | INV19711 Training/Education |
| | 01-052-000-0000-6208 | | 500.00 | Subscription with NEOGOV | INV19711 Training/Education |
| 10835 | Governmentjobs.Com,Inc | | 5,260.45 | 2 Transactions | |
| 11604 | Hitesman & Wold, P.A. | | | | |
| | 01-052-000-0000-6232 | | 5,227.50 | Fees 2/5-6/616 | 24159 Attorney Services |
| | 01-052-000-0000-6232 | | 720.00 | Fees- ACA reporting | 24159 Attorney Services |
| 11604 | Hitesman & Wold, P.A. | | 5,947.50 | 2 Transactions | |
| 10521 | MCHRMA | | | | |
| | 01-052-000-0000-6240 | | 100.00 | 2017 Membership dues | Dues & Subscriptions |
| 10521 | MCHRMA | | 100.00 | 1 Transactions | |
| 3462 | MPELRA | | | | |
| | 01-052-000-0000-6241 | | 125.00 | MPELRA Winter Conference | 2/3/17 Registration Fee |
| 3462 | MPELRA | | 125.00 | 1 Transactions | |
| 4242 | Ryan, Brucker & Kalis, Ltd | | | | |
| | 01-052-000-0000-6232 | | 6,000.00 | lump sum payment- T,Burke | Attorney Services |
| 4242 | Ryan, Brucker & Kalis, Ltd | | 6,000.00 | 1 Transactions | |
| 86235 | The Office Shop Inc | | | | |
| | 01-052-000-0000-6405 | | 37.97 | USB Drive 64 gb | 1016541-0 Office & Computer Supplies |
| | 01-052-000-0000-6405 | | 173.99 | Laser toner/Nicole's printer | 1016571-0 Office & Computer Supplies |
| 86235 | The Office Shop Inc | | 211.96 | 2 Transactions | |
| 6097 | Verizon Wireless | | | | |
| | 01-052-000-0000-6250 | | 26.02 | monthly Mifi Charges | 786663881 Telephone |
| | | | | 11/05/2016 12/04/2016 | 0 |
| 6097 | Verizon Wireless | | 26.02 | 1 Transactions | |
| 52 | DEPT Total: | | 17,951.66 | Administration/Personnel Dept | 8 Vendors 14 Transactions |
| 60 | DEPT | | | Elections | |
| 86222 | Aitkin Independent Age | | | | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|----------------------------------|-------------|-----------|--------------------------------------|----------------------------|--|
| | 01-060-000-0000-6230 | | 125.00 | General election notice Wk 1 | 1014 | Printing, Publishing & Adv |
| | 01-060-000-0000-6230 | | 125.00 | General election notice Wk 2 | 1014 | Printing, Publishing & Adv |
| | 01-060-000-0000-6230 | | 1,462.50 | Gen Elect. Sample Ballot Wk 1 | 1014 | Printing, Publishing & Adv |
| | 01-060-000-0000-6230 | | 1,462.50 | Gen Elect. Sample Ballot Wk 2 | 1014 | Printing, Publishing & Adv |
| | 01-060-000-0000-6230 | | 280.00 | Polling Locations/Times Wk 1 | 1014 | Printing, Publishing & Adv |
| | 01-060-000-0000-6230 | | 280.00 | Polling Locations/Times Wk 2 | 1014 | Printing, Publishing & Adv |
| | 01-060-000-0000-6230 | | 66.00 | Absentee Balloting Notice | 1014 | Printing, Publishing & Adv |
| | 01-060-000-0000-6230 | | 52.80 | Test Optical Scan Notice | 1014 | Printing, Publishing & Adv |
| 86222 | Aitkin Independent Age | | 3,853.80 | 8 Transactions | | |
| 60 | DEPT Total: | | 3,853.80 | Elections | 1 Vendors | 8 Transactions |
| 90 | DEPT | | | Attorney | | |
| 13886 | BENUSA/NATE | | | | | |
| | 01-090-000-0000-6208 | | 89.13 | Meals- First Witness Training | 12/5-12/8 | Training/Education |
| | 01-090-000-0000-6208 | | 45.90 | Mileage- First Witness Training | 85@.54 | Training/Education |
| | | | | 12/04/2016 12/04/2016 | 0 | |
| | 01-090-000-0000-6208 | | 45.90 | Mileage- First Witness Training | 85@.54 | Training/Education |
| | | | | 12/09/2016 12/09/2016 | 0 | |
| 13886 | BENUSA/NATE | | 180.93 | 3 Transactions | | |
| 783 | Canon Financial Services, Inc | | | | | |
| | 01-090-000-0000-6405 | | 355.45 | Contract Charge- 028 | 16801476 | Office & Computer Supplies |
| 783 | Canon Financial Services, Inc | | 355.45 | 1 Transactions | | |
| 89541 | Culligan | | | | | |
| | 01-090-000-0000-6213 | | 56.00 | monthly water supplies | 150X00857003 | Drug & Forfeiture Ms387.213 |
| 89541 | Culligan | | 56.00 | 1 Transactions | | |
| 2140 | Hennepin County Sheriff's Office | | | | | |
| | 01-090-000-0000-6234 | | 80.00 | Subpoena 01CR15883 | 74625 | Co Sheriff Services |
| 2140 | Hennepin County Sheriff's Office | | 80.00 | 1 Transactions | | |
| 3195 | MCCC | | | | | |
| | 01-090-000-0000-6239 | | 7,855.32 | 2017 Annual Maintenance | 2Y1701220 | Computer Research |
| | 01-090-000-0000-6239 | | 1,500.00 | 2017 Enhancement Fund | 2Y1701220 | Computer Research |
| | 01-090-000-0000-6239 | | 1,500.00 | 2017 User Group | 2Y1701220 | Computer Research |
| 3195 | MCCC | | 10,855.32 | 3 Transactions | | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|------------------------------------|------|---------------------|-------------------------|-----------------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| | | | Amount | | |
| 3273 | Mn Co Attorneys Assn | | 2,777.00 | 21423 | Dues & Registration Fee |
| | 01-090-000-0000-6240 | | | | |
| 3273 | Mn Co Attorneys Assn | | 2,777.00 | 1 Transactions | |
| 4036 | Ratz/James | | 171.18 | 317@.44 | Transportation & Travel & Parking |
| | 01-090-000-0000-6330 | | | | |
| | 01-090-000-0000-6330 | | 32.40 | 60@.54 | Transportation & Travel & Parking |
| 4036 | Ratz/James | | 203.58 | 2 Transactions | |
| 9489 | Redwood Toxicology Laboratory, Inc | | 64.07 | 122891201611 | Drug & Forfeiture Ms387.213 |
| | 01-090-000-0000-6213 | | | | |
| 9489 | Redwood Toxicology Laboratory, Inc | | 64.07 | 1 Transactions | |
| 3578 | Skaj/Karen | | 56.00 | 2016-12 | Court Reporter Services |
| | 01-090-000-0000-6233 | | | | |
| 3578 | Skaj/Karen | | 56.00 | 1 Transactions | |
| 11949 | Swanson/Sondra | | 5.00 | | Co Sheriff Services |
| | 01-090-000-0000-6234 | | | | |
| 11949 | Swanson/Sondra | | 5.00 | 1 Transactions | |
| 86235 | The Office Shop Inc | | 38.95 | | Office & Computer Supplies |
| | 01-090-000-0000-6405 | | | | |
| | 01-090-000-0000-6405 | | 1,324.91 | | Office & Computer Supplies |
| 86235 | The Office Shop Inc | | 1,363.86 | 2 Transactions | |
| 5173 | THOMSON REUTERS- WEST PUBLISHING | | 1,216.02 | 835160690 | Law Publ. & Subscriptions |
| | 01-090-000-0000-6406 | | | | |
| | 01-090-000-0000-6406 | | 518.50 | 835263618 | Law Publ. & Subscriptions |
| | | | | 11/05/2016 12/04/2016 0 | |
| 5173 | THOMSON REUTERS- WEST PUBLISHING | | 1,734.52 | 2 Transactions | |
| 4945 | Turk/Amy C | | 59.50 | 01 CR- 15- 1323 | Court Reporter Services |
| | 01-090-000-0000-6233 | | | | |
| 4945 | Turk/Amy C | | 59.50 | 1 Transactions | |
| 90 | DEPT Total: | | 17,791.23 | 13 Vendors | 20 Transactions |
| 110 | DEPT | | | | Courthouse Maintenance |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|----------|---|----------------------------|--|
| 88628 | Dalco 01- 110- 000- 0000- 6422 | | 136.56 | toilet tissue, hard roll towel | 3111740 | Janitorial Supplies |
| 88628 | Dalco | | 136.56 | 1 Transactions | | |
| 1333 | Dell Marketing L.P. 01- 110- 000- 0000- 6625 | | 1,657.49 | Laptop for Tom Bingham | 10134163560 | Capital Equipment |
| 1333 | Dell Marketing L.P. | | 1,657.49 | 1 Transactions | | |
| 1880 | Gravelle Plumbing & Heating, Inc 01- 110- 000- 0000- 6422 | | 70.05 | 2 elbows and pipe | 0008326 | Janitorial Supplies |
| 1880 | Gravelle Plumbing & Heating, Inc | | 70.05 | 1 Transactions | | |
| 11889 | Honeywell International Inc. 01- 110- 000- 0000- 6231 | | 1,053.76 | repair hot water pump | 5238496833 | Services, Labor, Contracts |
| 11889 | Honeywell International Inc. | | 1,053.76 | 1 Transactions | | |
| 3950 | Public Utilities 01- 110- 000- 0000- 6254 | | 1,576.37 | Courthouse | | Utilities & Heating |
| | 01- 110- 000- 0000- 6254 | | 26.43 | Old County Garage | | Utilities & Heating |
| | 01- 110- 000- 0000- 6254 | | 498.29 | Jail West Annex | | Utilities & Heating |
| | 01- 110- 000- 0000- 6254 | | 251.78 | CH Building Coordinator | | Utilities & Heating |
| | 01- 110- 000- 0000- 6254 | | 88.77 | Glarco | | Utilities & Heating |
| | 01- 110- 000- 0000- 6254 | | 268.01 | LA Tool Building | | Utilities & Heating |
| 3950 | Public Utilities | | 2,709.65 | 6 Transactions | | |
| 84172 | Riverwood Healthcare Center 01- 110- 000- 0000- 6272 | | 110.00 | pre- empl.physical- Priem | 70016043 | Physical Examinations |
| 84172 | Riverwood Healthcare Center | | 110.00 | 1 Transactions | | |
| 6097 | Verizon Wireless 01- 110- 000- 0000- 6250 | | 31.27 | Cell phone charges 11/07/2016 12/06/2016 | 286287802 0 | Phone |
| 6097 | Verizon Wireless | | 31.27 | 1 Transactions | | |
| 110 | DEPT Total: | | 5,768.78 | Courthouse Maintenance | 7 Vendors | 12 Transactions |
| 120 | DEPT | | | Service Officer | | |
| 86222 | Aitkin Independent Age 01- 120- 000- 0000- 6230 | | 299.00 | Veterans Service Ad | 1783 | Printing, Publishing & Adv |

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| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|------------------------------|----------|---------------------------------|----------------|-----------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 86222 | Aitkin Independent Age | | | | |
| | | 299.00 | | 1 Transactions | |
| 13302 | Central MN Counseling Center | | | | |
| | 01- 120- 000- 0000- 6231 | 320.00 | PTSD Psych eval JW | 12362 | Services, Labor, Contracts |
| | 01- 120- 000- 0000- 6231 | 100.00 | MMPI- 2 JW | 12362 | Services, Labor, Contracts |
| 13302 | Central MN Counseling Center | 420.00 | | 2 Transactions | |
| 86235 | The Office Shop Inc | | | | |
| | 01- 120- 000- 0000- 6405 | 513.95 | toner,planner,staples,highligh | 1017174- 0 | Office & Computer Supplies |
| | 01- 120- 000- 0000- 6405 | 6.99 | facial tissue | 1017174- 1 | Office & Computer Supplies |
| 86235 | The Office Shop Inc | 520.94 | | 2 Transactions | |
| 120 | DEPT Total: | 1,239.94 | Service Officer | 3 Vendors | 5 Transactions |
| 122 | DEPT | | Planning & Zoning | | |
| 85 | Aitkin Co Growth Inc | | | | |
| | 01- 122- 000- 0000- 6820 | 200.00 | partial refund App#2016- 001011 | | Refunds & Reimbursements |
| 85 | Aitkin Co Growth Inc | 200.00 | | 1 Transactions | |
| 86222 | Aitkin Independent Age | | | | |
| | 01- 122- 000- 0000- 6230 | 45.00 | Notice of PC hearing 12/19 | 1482 | Printing, Publishing & Adv |
| | 01- 122- 000- 0000- 6230 | 87.50 | Notice of BOA hearing 12/07 | 1482 | Printing, Publishing & Adv |
| 86222 | Aitkin Independent Age | 132.50 | | 2 Transactions | |
| 4641 | Holiday Credit Office | | | | |
| | 01- 122- 000- 0000- 6511 | 78.34 | November Fuel | 1400000135321 | Gas And Oil |
| 4641 | Holiday Credit Office | 78.34 | | 1 Transactions | |
| 5516 | Paquette/Jeremy M | | | | |
| | 01- 122- 000- 0000- 6350 | 30.00 | Onsites | | Per Diem |
| | 01- 122- 000- 0000- 6350 | 50.00 | BOA Meeting | 12/7/16 | Per Diem |
| | 01- 122- 038- 0000- 6330 | 106.92 | Mileage | 198@.54 | Boa/Pc Mileage |
| 5516 | Paquette/Jeremy M | 186.92 | | 3 Transactions | |
| 4010 | Rasley Oil Company | | | | |
| | 01- 122- 000- 0000- 6511 | 15.07 | November Fuel Charges | AITCOZOS | Gas And Oil |
| 4010 | Rasley Oil Company | 15.07 | | 1 Transactions | |
| 10028 | Spiel/Edward | | | | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------------------------------------|----------|---------------------------------|----------------|-----------------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 10028 Spiel/Edward | | Onsites | | Per Diem |
| 01- 122- 000- 0000- 6350 | 40.00 | | | |
| 01- 122- 000- 0000- 6350 | 50.00 | BOA Meeting | 12/7/16 | Per Diem |
| 01- 122- 038- 0000- 6330 | 47.52 | Mileage | 88@.54 | Boa/Pc Mileage |
| | 137.52 | | 3 Transactions | |
| 12077 Stromberg/Kevin | | Onsites | | Per Diem |
| 01- 122- 000- 0000- 6350 | 40.00 | | | |
| 01- 122- 000- 0000- 6350 | 50.00 | BOA Meeting | 12/7/16 | Per Diem |
| 01- 122- 038- 0000- 6330 | 85.32 | Mileage | 158@.54 | Boa/Pc Mileage |
| | 175.32 | | 3 Transactions | |
| 10017 Tveit/Galen | | Onsites | | Per Diem |
| 01- 122- 000- 0000- 6350 | 40.00 | | | |
| 01- 122- 000- 0000- 6350 | 50.00 | BOA meeting | 12/7/16 | Per Diem |
| 01- 122- 038- 0000- 6330 | 91.80 | Mileage | 170@.54 | Boa/Pc Mileage |
| | 181.80 | | 3 Transactions | |
| 122 DEPT Total: | 1,107.47 | Planning & Zoning | 8 Vendors | 17 Transactions |
| 200 DEPT | | Enforcement | | |
| 11960 ASAP Towing | | tow Chev 1500 pickup 16- 3229 | 4162 | Wrecker Service |
| 01- 200- 000- 0000- 6359 | 328.00 | | | |
| 01- 200- 000- 0000- 6359 | 212.00 | tow 1997 Pont. Sunfire 16- 4037 | 5959 | Wrecker Service |
| | 540.00 | | 2 Transactions | |
| 12445 Brandl Chevrolet, Buick GMC | | rear seatb #211 biohzd 16- 4001 | 226816 | Car Maintenance |
| 01- 200- 000- 0000- 6302 | 664.35 | | | |
| 01- 200- 000- 0000- 6302 | 45.01 | oil change #221 | 226855 | Car Maintenance |
| | 709.36 | | 2 Transactions | |
| 783 Canon Financial Services, Inc | | monthly admin copier- 001 | 16743258 | Services & Labor (Incl Contracts) |
| 01- 200- 000- 0000- 6231 | 164.95 | | | |
| | 164.95 | | 1 Transactions | |
| 10185 Centurylink Communications Inc | | November Long Distance | 320146217 | Telephone |
| 01- 200- 000- 0000- 6250 | 69.60 | | | |
| | 69.60 | | 1 Transactions | |
| 964 Chief Supply Corp | | | | |

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Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|-----------------------------------|------|---------------------------------|----------------|-----------------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 964 Chief Supply Corp | | GLOVES, BATTERIES | 342122 | Office Supplies |
| | | Batteries | 344773 | Office Supplies |
| | | | | 2 Transactions |
| 612 MN BCA CJTE | | | | |
| | | #217 mentoring/Coaching Reg. | 37685 | Registration Fee |
| 612 MN BCA CJTE | | | | |
| | | | | 1 Transactions |
| 10412 O'Reilly Auto Parts | | | | |
| | | headlight | 1878-348158 | Car Maintenance |
| | | headlight bulbs | 1878-348256 | Car Maintenance |
| 10412 O'Reilly Auto Parts | | | | |
| | | | | 2 Transactions |
| 84172 Riverwood Healthcare Center | | | | |
| | | Meyers, D. 66199146 | 80002813 | Services & Labor (Incl Contracts) |
| 84172 Riverwood Healthcare Center | | | | |
| | | | | 1 Transactions |
| 13864 Sandberg/Kristi | | | | |
| | | January 2016 COBRA Premium | | Health Insurance- Employer |
| 13864 Sandberg/Kristi | | | | |
| | | | | 1 Transactions |
| 86235 The Office Shop Inc | | | | |
| | | office supplies | 1016915-0 | Office Supplies |
| 86235 The Office Shop Inc | | | | |
| | | | | 1 Transactions |
| 10930 Tidholm Productions | | | | |
| | | civil process door hangers | 8848 6204 | Printing, Publishing & Adv |
| 10930 Tidholm Productions | | | | |
| | | | | 1 Transactions |
| 13934 Tire Barn | | | | |
| | | 4 tires/install, oil chg #225 | 36818 | Car Maintenance |
| | | 4 Tires/Install #219 | 36849 | Car Maintenance |
| | | starter&assembly- 2012 Silverad | 36856 | Car Maintenance |
| | | 4 Tires/Install #216 | 36933 | Car Maintenance |
| 13934 Tire Barn | | | | |
| | | | | 4 Transactions |
| 9642 WEX BANK | | | | |
| | | Gas for squads | 042400704396-1 | Gas And Oil |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Accr | Rpt | Amount | Warrant Description | Invoice # | Account/Formula Description |
|--------|-----------------------------|------|-----|----------|--------------------------------|----------------|-----------------------------|
| No. | Account/Formula | | | | Service Dates | Paid On Bhf # | On Behalf of Name |
| 9642 | WEX BANK | | | 3,414.59 | | 1 Transactions | |
| 200 | DEPT Total: | | | 9,022.72 | Enforcement | 13 Vendors | 20 Transactions |
| 202 | DEPT | | | | Boat & Water | | |
| 3950 | Public Utilities | | | | | | |
| | 01- 202- 000- 0000- 6254 | | | 21.97 | Boat & Water | | Utilities |
| 3950 | Public Utilities | | | 21.97 | | 1 Transactions | |
| 202 | DEPT Total: | | | 21.97 | Boat & Water | 1 Vendors | 1 Transactions |
| 203 | DEPT | | | | Snowmobile | | |
| 9642 | WEX BANK | | | | | | |
| | 01- 203- 000- 0000- 6511 | | | 125.71 | Gas | | Gas And Oil |
| 9642 | WEX BANK | | | 125.71 | | 1 Transactions | |
| 203 | DEPT Total: | | | 125.71 | Snowmobile | 1 Vendors | 1 Transactions |
| 204 | DEPT | | | | ATV | | |
| 13403 | Siggy's Small Engine Repair | | | | | | |
| | 01- 204- 000- 0000- 6302 | | | 257.40 | battery, solenoid for '09 Pola | 11/22/16 | Car Maintenance |
| 13403 | Siggy's Small Engine Repair | | | 257.40 | | 1 Transactions | |
| | 9642 WEX BANK | | | | | | |
| | 01- 204- 000- 0000- 6511 | | | 101.37 | Gas | | Gas And Oil |
| 9642 | WEX BANK | | | 101.37 | | 1 Transactions | |
| 204 | DEPT Total: | | | 358.77 | ATV | 2 Vendors | 2 Transactions |
| 206 | DEPT | | | | Forfeitures | | |
| 117 | Aitkin County Sheriff | | | | | | |
| | 01- 206- 000- 0000- 6409 | | | 19.75 | title forfeited vehicle | 12/13/16 | Forfeiture Supplies |
| 117 | Aitkin County Sheriff | | | 19.75 | | 1 Transactions | |
| 206 | DEPT Total: | | | 19.75 | Forfeitures | 1 Vendors | 1 Transactions |
| 252 | DEPT | | | | Corrections | | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|---|-------------|----------------------------|--------------------------------|--|
| <u>No.</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> |
| 5653 Accurate Controls,Inc 01- 252- 252- 0000- 6405 | | 12,623.84 | computer upgrade w/ Wonderware | 10545 Prisoner Welfare |
| 5653 Accurate Controls,Inc | | 12,623.84 | 1 Transactions | |
| 12106 Antoine Electric 01- 252- 000- 0000- 6590 | | 125.95 | retrofit lamps to LED | 16189 Repair & Maintenance Supplies |
| 12106 Antoine Electric | | 125.95 | 1 Transactions | |
| 783 Canon Financial Services, Inc 01- 252- 000- 0000- 6231 | | 96.07 | dispatch copier lease- 032 | 16783772 Services & Labor (Incl Contracts) |
| 783 Canon Financial Services, Inc | | 96.07 | 1 Transactions | |
| 964 Chief Supply Corp 01- 252- 000- 0000- 6405 01- 252- 000- 0000- 6405 | | 415.25 22.49 | GLOVES, BATTERIES Batteries | 342122 Office & Computer Supplies 344773 Office & Computer Supplies |
| 964 Chief Supply Corp | | 437.74 | 2 Transactions | |
| 88628 Dalco 01- 252- 000- 0000- 6422 | | 435.14 | Jail paper products | 3111741 Janitorial Supplies |
| 88628 Dalco | | 435.14 | 1 Transactions | |
| 14299 DataWorks Plus LLC 01- 252- 000- 0000- 6630 | | 2,059.86 | Lexmark Printer jail | 16- 1352 Miscellaneous- Capital Outlay |
| 14299 DataWorks Plus LLC | | 2,059.86 | 1 Transactions | |
| 2186 Hillyard Inc - Kansas City 01- 252- 000- 0000- 6422 | | 762.98 | janitorial | 602343538 Janitorial Supplies |
| 2186 Hillyard Inc - Kansas City | | 762.98 | 1 Transactions | |
| 5756 KEEPRS, Inc 01- 252- 000- 0000- 6410 | | 182.76 | uniform shirts Pricilla | 328220- 90 Clothing Allowance |
| 5756 KEEPRS, Inc | | 182.76 | 1 Transactions | |
| 3160 Mille Lacs Energy Coop- Albert Lea 01- 252- 000- 0000- 6254 | | 241.74 | Shelter/Tower | 24- 54- 015- 01 Utilities & Heating |
| 3160 Mille Lacs Energy Coop- Albert Lea | | 241.74 | 1 Transactions | |
| 9692 Minnesota Energy Resources Corporation 01- 252- 000- 0000- 6254 | | 1,622.33 | Gas- Jail | 0505221458 Utilities & Heating |

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| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|--|-------------|----------------------------|--------------------------------|---|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> <u>On Behalf of Name</u> |
| 01- 252- 000- 0000- 6254 | | 425.49 | Gas- Jail | 0505399584 Utilities & Heating |
| 01- 252- 000- 0000- 6254 | | 120.65 | Gas- STS | 0506726121 Utilities & Heating |
| 9692 Minnesota Energy Resources Corporation | | 2,168.47 | | 3 Transactions |
| 9228 North Memorial Ambulance Service | | | | |
| 01- 252- 000- 0000- 6262 | | 467.83 | transport from jail to Riverwo | 1651249 Medical Expenses & Supplies - Inmates |
| 9228 North Memorial Ambulance Service | | 467.83 | | 1 Transactions |
| 3789 Pan- O- Gold Baking Company | | | | |
| 01- 252- 000- 0000- 6418 | | 173.74 | Groceries | 010024634319 Groceries |
| 01- 252- 000- 0000- 6418 | | 167.64 | Groceries | 010024635017 Groceries |
| 3789 Pan- O- Gold Baking Company | | 341.38 | | 2 Transactions |
| 3950 Public Utilities | | | | |
| 01- 252- 000- 0000- 6254 | | 65.76 | Sheriff Storage Garage | Utilities & Heating |
| 01- 252- 000- 0000- 6254 | | 1,503.35 | New Jail | Utilities & Heating |
| 01- 252- 000- 0000- 6254 | | 4,498.21 | New Jail 2 | Utilities & Heating |
| 3950 Public Utilities | | 6,067.32 | | 3 Transactions |
| 84172 Riverwood Healthcare Center | | | | |
| 01- 252- 000- 0000- 6262 | | 104.34 | Parkki, J.67643251 | 103229274 Medical Expenses & Supplies - Inmates |
| 01- 252- 000- 0000- 6272 | | 110.00 | pre- empl.physical- Carlson | 70016043 Physical Examinations |
| 84172 Riverwood Healthcare Center | | 214.34 | | 2 Transactions |
| 4761 Sysco Minnesota Inc | | | | |
| 01- 252- 000- 0000- 6418 | | 3,500.43 | Groceries | 153002863 Groceries |
| 01- 252- 000- 0000- 6418 | | 3,169.84 | Groceries | 153006659 Groceries |
| 01- 252- 000- 0000- 6418 | | 39.57 | Groceries | 610010095 Groceries |
| 01- 252- 000- 0000- 6418 | | 102.95- | Return product | 611040043 Groceries |
| 01- 252- 000- 0000- 6418 | | 83.57 | Groceries | 611080791 Groceries |
| 01- 252- 000- 0000- 6418 | | 158.45- | Return product | 611110030 Groceries |
| 01- 252- 000- 0000- 6420 | | 68.34 | food containers | 611180590 Kitchen Supplies |
| 01- 252- 000- 0000- 6418 | | 39.57 | Groceries | 611190057 Groceries |
| 01- 252- 000- 0000- 6418 | | 89.91 | Groceries | 611190058 Groceries |
| 4761 Sysco Minnesota Inc | | 6,729.83 | | 9 Transactions |
| 86235 The Office Shop Inc | | | | |
| 01- 252- 000- 0000- 6405 | | 71.94 | office supplies | 1016915- 0 Office & Computer Supplies |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|--------------------------------------|-----------|---------------------------------|-----------------|----------------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 86235 | The Office Shop Inc | | | | |
| | | 71.94 | | 1 Transactions | |
| 13934 | Tire Barn | | | | |
| | 01- 252- 000- 0000- 6302 | 254.71 | battery black Impala/transport | 36791 | Car Maintenance |
| 13934 | Tire Barn | | | | |
| | | 254.71 | | 1 Transactions | |
| 9642 | WEX BANK | | | | |
| | 01- 252- 000- 0000- 6330 | 344.25 | Gas for squads | 042400704396- 1 | Prisoner Transportation & Travel |
| 9642 | WEX BANK | | | | |
| | | 344.25 | | 1 Transactions | |
| 252 | DEPT Total: | 33,626.15 | Corrections | 18 Vendors | 33 Transactions |
| 253 | DEPT | | Sentence to Serve | | |
| 1598 | Ferrara's Htg Air Cond & Refrig Inc | | | | |
| | 01- 253- 000- 0000- 6231 | 535.75 | repair motor & capacitor- Bldg | 8459 | Services, Labor, Contracts |
| 1598 | Ferrara's Htg Air Cond & Refrig Inc | | | | |
| | | 535.75 | | 1 Transactions | |
| 7525 | Hometown Bldg Supply | | | | |
| | 01- 253- 000- 0000- 6405 | 1,033.01 | picnic table lumber- MLEC grant | 91150 | Operating Supplies |
| 7525 | Hometown Bldg Supply | | | | |
| | | 1,033.01 | | 1 Transactions | |
| 12927 | Midwest Machinery Co. | | | | |
| | 01- 253- 000- 0000- 6231 | 106.67 | service on Stihl MS261 | 1391238 | Services, Labor, Contracts |
| 12927 | Midwest Machinery Co. | | | | |
| | | 106.67 | | 1 Transactions | |
| 13934 | Tire Barn | | | | |
| | 01- 253- 000- 0000- 6302 | 912.12 | 4 Tires/Install/Pulley- Dodge | 36954 | Car Maintenance |
| 13934 | Tire Barn | | | | |
| | | 912.12 | | 1 Transactions | |
| 253 | DEPT Total: | 2,587.55 | Sentence to Serve | 4 Vendors | 4 Transactions |
| 254 | DEPT | | Enhanced 911 System | | |
| 12582 | Emergency Communications Network, LI | | | | |
| | 01- 254- 000- 0000- 6231 | 6,884.00 | CodeRED extension 2017 | ECN- 025266 | Services, Labor, Contracts |
| 12582 | Emergency Communications Network, LI | | | | |
| | | 6,884.00 | | 1 Transactions | |
| 11715 | Granite Electronics | | | | |
| | 01- 254- 000- 0000- 6231 | 1,348.40 | microwave links fading | 116000052 | Services, Labor, Contracts |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|----------------------------|---|---------------------|--------------------------------|--|
| No. <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> |
| | | | | <u>On Behalf of Name</u> |
| | | 1,123.60 | ASR sites bouncing | 120000100 Services, Labor, Contracts |
| | | 1,476.19 | temp sensor | 120000109 Services, Labor, Contracts |
| | | 1,829.09 | two bad microwave radios | 120000111 Services, Labor, Contracts |
| | | 5,930.30 | ASR Link Issues | 153001027 Services, Labor, Contracts |
| 11715 | Granite Electronics | 11,707.58 | | |
| | | | 5 Transactions | |
| 254 | DEPT Total: | 18,591.58 | Enhanced 911 System | 2 Vendors 6 Transactions |
| 257 | DEPT | | Community Corrections | |
| 783 | Canon Financial Services, Inc | | | |
| | 01- 257- 000- 0000- 6342 | 140.67 | Contract charge- 036 | 16783781 Office Equipment Rental/Contracts |
| 783 | Canon Financial Services, Inc | 140.67 | | 1 Transactions |
| 87464 | Crow Wing County Auditor/Treasurer | | | |
| | 01- 257- 267- 0000- 6269 | 76.86 | DHS shred bill pd by Crow Wing | 782 Professional Services |
| | 01- 257- 267- 0000- 6274 | 0.70 | Redwood Tox bill pd by Crow Wi | 782 Drug Testing Fee |
| 87464 | Crow Wing County Auditor/Treasurer | 77.56 | | 2 Transactions |
| 11406 | Innovative Office Solutions | | | |
| | 01- 257- 255- 0000- 6405 | 32.91 | Labels | IN1423296 Office Supplies |
| | 01- 257- 257- 0000- 6405 | 8.23 | Labels | IN1423296 Office Supplies |
| 11406 | Innovative Office Solutions | 41.14 | | 2 Transactions |
| 13056 | McKenzie/Jill | | | |
| | 01- 257- 022- 0000- 6406 | 26.71 | Graduation Cake | Sobriety Crt Expenses |
| 13056 | McKenzie/Jill | 26.71 | | 1 Transactions |
| 11997 | Minnesota Monitoring | | | |
| | 01- 257- 267- 0000- 6341 | 1,804.25 | Electronic Home Monitoring | 3421 Equipment Rental |
| 11997 | Minnesota Monitoring | 1,804.25 | | 1 Transactions |
| 3810 | Paulbeck's County Market | | | |
| | 01- 257- 022- 0000- 6406 | 25.14 | Holiday Bowling party supplies | 9277299 Sobriety Crt Expenses |
| 3810 | Paulbeck's County Market | 25.14 | | 1 Transactions |
| 9489 | Redwood Toxicology Laboratory, Inc | | | |
| | 01- 257- 022- 0000- 6406 | 10.14 | Testing126458201611 | Sobriety Crt Expenses |
| | 01- 257- 267- 0000- 6274 | 106.00 | Urinalysis Testing | 022399201611 Drug Testing Fee |

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| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|---|----------|--------------------------------|----------------|-----------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 9489 Redwood Toxicology Laboratory, Inc | | | | |
| | 116.14 | | 2 Transactions | |
| 257 DEPT Total: | 2,231.61 | Community Corrections | 7 Vendors | 10 Transactions |
| 280 DEPT | | Emergency Management | | |
| 259 Arrowhead Region Emergency Mngmt As | | | | |
| 01- 280- 000- 0000- 6240 | 60.00 | AREMA Dues 2017 Turner | | Dues |
| 01- 280- 000- 0000- 6240 | 20.00 | AREMA Dues 2017 White | | Dues |
| 01- 280- 000- 0000- 6240 | 20.00 | AREMA Dues 2017 Erickson | | Dues |
| 259 Arrowhead Region Emergency Mngmt As | 100.00 | | 3 Transactions | |
| 280 DEPT Total: | 100.00 | Emergency Management | 1 Vendors | 3 Transactions |
| 390 DEPT | | Environmental Health (FBL) | | |
| 4641 Holiday Credit Office | | | | |
| 01- 390- 000- 0000- 6511 | 70.47 | November Fuel | 1400000135321 | Gas And Oil |
| 4641 Holiday Credit Office | 70.47 | | 1 Transactions | |
| 390 DEPT Total: | 70.47 | Environmental Health (FBL) | 1 Vendors | 1 Transactions |
| 391 DEPT | | Solid Waste | | |
| 170 Aitkin Motor Company | | | | |
| 01- 391- 000- 0000- 6302 | 45.76 | Oil change 2016 Ford Escape | 11497 | Car Maintenance |
| 170 Aitkin Motor Company | 45.76 | | 1 Transactions | |
| 6097 Verizon Wireless | | | | |
| 01- 391- 000- 0000- 6250 | 58.70 | Monthly cellular charges- Neff | 286252299 | Telephone |
| | | 11/03/2016 12/02/2016 | 0 | |
| 6097 Verizon Wireless | 58.70 | | 1 Transactions | |
| 391 DEPT Total: | 104.46 | Solid Waste | 2 Vendors | 2 Transactions |
| 500 DEPT | | Library And Historical Society | | |
| 9163 Hommes/Linda Jeanne | | | | |
| 01- 500- 500- 0000- 6350 | 35.00 | ECRL Board Meeting | 04/11/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | 35.00 | ECRL Board Meeting | 05/09/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | 35.00 | ECRL Personnel Meeting | 05/23/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | 35.00 | ECRL Board Meeting | 1/11/16 | Library Per Diem |

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| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|---|------|----------------------------------|---------------------------------------|--|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 01- 500- 500- 0000- 6350 | | ECRL Personnel Meeting | 10/24/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | | ECRL Board Meeting | 11/14/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | | Final ECRL Board Meeting | 12/12/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | | ECRL Personnel Meeting | 2/1/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | | ECRL Board Meeting | 3/14/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | | ECRL Personnel Meeting | 3/8/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | | ECRL Personnel Meeting | 7/25/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | | ECRL Board Meeting | 8/8/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | | ECRL Board Meeting | 9/12/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | | ECRL Personnel Meeting | 9/26/16 | Library Per Diem |
| 9163 Hommes/Linda Jeanne | | 490.00 | 14 Transactions | |
| 14295 May/Rebecca | | | | |
| 01- 500- 500- 0000- 6350 | | ECRL Meeting | 10/10/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | | ECRL Meeting | 11/14/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | | ECRL Meeting | 12/12/16 | Library Per Diem |
| 01- 500- 500- 0000- 6350 | | ECRL Meeting | 9/12/16 | Library Per Diem |
| 14295 May/Rebecca | | 140.00 | 4 Transactions | |
| 500 DEPT Total: | | 630.00 | Library And Historical Society | 2 Vendors |
| | | | | 18 Transactions |
| 601 DEPT | | Extension | | |
| 10120 Chute/Debra | | | | |
| 01- 601- 000- 0000- 6350 | | Extension committee meeting | 11/28/16 | Per Diem |
| 10120 Chute/Debra | | 35.00 | 1 Transactions | |
| 12045 Janzen/Joy | | | | |
| 01- 601- 000- 0000- 6350 | | Extension Committee Mtg | 11/28/16 | Per Diem |
| 01- 601- 000- 0000- 6360 | | Mileage for Extension Mtg | 18@.54 | Extension Comm Expenses (Not Per Diem) |
| 12045 Janzen/Joy | | 44.72 | 2 Transactions | |
| 11187 Regents Of The University of Minnesota | | | | |
| 01- 601- 000- 0000- 6262 | | Oct- Dec 2016 MOA Billing- Stran | 0300017020 | Univ Of Minn Contracts |
| 11187 Regents Of The University of Minnesota | | 12,915.18 | 1 Transactions | |
| 601 DEPT Total: | | 12,994.90 | Extension | 3 Vendors |
| | | | | 4 Transactions |
| 1 Fund Total: | | 169,529.10 | General Fund | 214 Transactions |

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| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|-------------------------------|------|---------------------|---------------------------------|-----------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| | | | Amount | | |
| 301 | DEPT | | R&B Administration | | |
| 783 | Canon Financial Services, Inc | | | | |
| | 03- 301- 000- 0000- 6300 | | 212.26 | CONTRACT CHARGE | 16783773 |
| 783 | Canon Financial Services, Inc | | 212.26 | 1 Transactions | Service Contracts |
| 11406 | Innovative Office Solutions | | | | |
| | 03- 301- 000- 0000- 6400 | | 119.23 | OFFICE SUPPLIES | IN1423297 |
| 11406 | Innovative Office Solutions | | 119.23 | 1 Transactions | Supplies And Materials |
| 9671 | Pitney Bowes | | | | |
| | 03- 301- 000- 0000- 6205 | | 74.04 | LEASE | 3100811477 |
| 9671 | Pitney Bowes | | 74.04 | 1 Transactions | Postage |
| 13037 | Reserve Account | | | | |
| | 03- 301- 000- 0000- 6205 | | 500.00 | POSTAGE | 49775505- 9 |
| 13037 | Reserve Account | | 500.00 | 1 Transactions | Postage |
| 11605 | Shred Right | | | | |
| | 03- 301- 000- 0000- 6400 | | 30.00 | DOCUMENT DESTRUCTION | 257090 |
| 11605 | Shred Right | | 30.00 | 1 Transactions | Supplies And Materials |
| 5097 | Welle/John Thomas | | | | |
| | 03- 301- 000- 0000- 6296 | | 7.00 | LRRB MTG- PARKING | 0- 00322 |
| | 03- 301- 000- 0000- 6296 | | 10.00 | MCEA BOD MTG- PARKING | 0- 05360 |
| | 03- 301- 000- 0000- 6296 | | 185.00 | MCEC CONFERENCE REG- CRAGUNS RE | 183348 |
| | 03- 301- 000- 0000- 6296 | | 657.04 | MCEC CONFERENCE ROOM REG- CRAGU | R6ED30 |
| 5097 | Welle/John Thomas | | 859.04 | 4 Transactions | Meeting Expense/Physicals |
| 301 | DEPT Total: | | 1,794.57 | R&B Administration | 6 Vendors |
| | | | | | 9 Transactions |
| 302 | DEPT | | | R&B Engineering/Construction | |
| 3776 | Palisade One Stop | | | | |
| | 03- 302- 000- 0000- 6449 | | 3.39 | FIELD ENG SUPPLIES | 237652 |
| 3776 | Palisade One Stop | | 3.39 | 1 Transactions | Rd/Br Engr. Supplies |
| 302 | DEPT Total: | | 3.39 | R&B Engineering/Construction | 1 Vendors |
| | | | | | 1 Transactions |
| 303 | DEPT | | | R&B Highway Maintenance | |

Aitkin County



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3 Road & Bridge

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|-------------------------------|-------------|----------------------------|----------------------|--|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>On Behalf of Name</u> |
| | | | <u>Paid On Bhf #</u> | |
| 170 Aitkin Motor Company | | | | |
| 03-303-000-0000-6590 | | 510.13 | REPAIR PARTS | 11355 Repair & Maintenance Supplies |
| 03-303-000-0000-6590 | | 126.00 | REPAIR LABOR | 11355 Repair & Maintenance Supplies |
| 03-303-000-0000-6590 | | 92.50 | TOWING | 11355 Repair & Maintenance Supplies |
| 170 Aitkin Motor Company | | 728.63 | | 3 Transactions |
| 195 Aitkin Tire Shop | | | | |
| 03-303-000-0000-6590 | | 50.00 | REPAIR LABOR | 0-056590 Repair & Maintenance Supplies |
| 03-303-000-0000-6590 | | 168.00 | TUBES | 0-056590 Repair & Maintenance Supplies |
| 03-303-000-0000-6590 | | 24.00 | REPAIR LABOR | 0-056627 Repair & Maintenance Supplies |
| 195 Aitkin Tire Shop | | 242.00 | | 3 Transactions |
| 12106 Antoine Electric | | | | |
| 03-303-000-0000-6298 | | 201.06 | SHOP LIGHTS | 16180 Shop Maintenance |
| 12106 Antoine Electric | | 201.06 | | 1 Transactions |
| 8674 Boyer Trucks | | | | |
| 03-303-000-0000-6590 | | 160.90 | REPAIR PARTS | 176325R Repair & Maintenance Supplies |
| 8674 Boyer Trucks | | 160.90 | | 1 Transactions |
| 11411 Charter Communications | | | | |
| 03-303-000-0000-6254 | | 140.25 | PHONE: HWY OFFICE | DEC/JAN Utilities |
| 11411 Charter Communications | | 140.25 | | 1 Transactions |
| 8618 Compass Minerals America | | | | |
| 03-303-000-0000-6518 | | 11,659.93 | DE- ICING SALT | 71559994 De- Icing Salt |
| 03-303-000-0000-6518 | | 1,595.51 | DE- ICING SALT | 71563006 De- Icing Salt |
| 8618 Compass Minerals America | | 13,255.44 | | 2 Transactions |
| 7060 Federated Co- Ops Inc. | | | | |
| 03-303-000-0000-6297 | | 499.70 | MCGRATH SHOP PROPANE | 0-0102046 Shop Fuel |
| 7060 Federated Co- Ops Inc. | | 499.70 | | 1 Transactions |
| 13468 G & K Services | | | | |
| 03-303-000-0000-6298 | | 18.93 | SHOP LAUNDRY | 1043644905 Shop Maintenance |
| 03-303-000-0000-6298 | | 18.93 | SHOP LAUNDRY | 1043650566 Shop Maintenance |
| 13468 G & K Services | | 37.86 | | 2 Transactions |
| 1959 H & L Mesabi Inc | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|----------------------------------|-------------|----------------------------|----------------------|------------------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 1959 H & L Mesabi Inc | | AITKIN SHOP SUPPLIES | 97148 | Shop Maintenance |
| | | 1 Transactions | | |
| 7525 Hometown Bldg Supply | | AITKIN SHOP SUPPLIES | 91030 | Shop Maintenance |
| | | 1 Transactions | | |
| 13439 Ideal Sharpening | | SHARPEN BLADES | 0-04759 | Shop Maintenance |
| | | 1 Transactions | | |
| 9337 Jackman/David | | WORK BOOT REIMBURSEMENT | 6311 | Safety Footwear |
| | | 1 Transactions | | |
| 91187 Lake Country Power | | NOV- DEC SWATARA | 140946401 | Utilities |
| | | 1 Transactions | | |
| 14038 Lube- Tech & Partners, LLC | | AITKIN SHOP SUPPLIES | 867032 | Shop Maintenance |
| | | MOTOR OIL | 867032 | Motor Fuel & Lubricants |
| | | 2 Transactions | | |
| 2991 Malmo Market | | GASOLINE | 32024 | Motor Fuel & Lubricants |
| | | GASOLINE | 32532 | Motor Fuel & Lubricants |
| | | GASOLINE | 33206 | Motor Fuel & Lubricants |
| | | GASOLINE | 33971 | Motor Fuel & Lubricants |
| | | GASOLINE | 34002 | Motor Fuel & Lubricants |
| | | GASOLINE | 34103 | Motor Fuel & Lubricants |
| | | GASOLINE | 39268 | Motor Fuel & Lubricants |
| | | 7 Transactions | | |
| 10824 Maney International Inc | | REPAIR PARTS | 741397 | Repair & Maintenance Supplies |
| | | REPAIR PARTS | 741791 | Repair & Maintenance Supplies |
| | | REPAIR PARTS | 741956 | Repair & Maintenance Supplies |
| | | REPAIR PARTS | 742097 | Repair & Maintenance Supplies |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|--|-------------|----------------------------|----------------------|---|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 10824 Maney International Inc | | 1,794.22 | | 4 Transactions |
| 3100 McGregor Oil | | | | |
| 03-303-000-0000-6513 | | 56.59 | GASOLINE | 55139 Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | | 60.82 | GASOLINE | 55140 Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | | 45.33 | GASOLINE | 55141 Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | | 33.39 | GASOLINE | 55142 Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | | 1,239.51 | PALISADE DIESEL | 55834 Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | | 813.15 | SWATARA DIESEL | 55837 Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | | 1,614.15 | PALISADE DIESEL | 55914 Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | | 608.70 | JACOBSON DIESEL | 55950 Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | | 1,627.26 | SWATARA | 56001 Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | | 1,554.65 | PALISADE | 56031 Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | | 744.00 | JACOBSON DIESEL | 56517 Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | | 1,153.20 | PALISADE DIESEL | 56518 Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | | 831.42 | SWATARA | 56519 Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | | 5.29- | DISCOUNT | NOVEMBER Motor Fuel & Lubricants |
| 3100 McGregor Oil | | 10,376.88 | | 14 Transactions |
| 5917 Mike's Bobcat Service | | | | |
| 03-303-000-0000-6825 | | 260.00 | NOV SNOWPLOWING | DEC 2016 Maintenance Agreements |
| 5917 Mike's Bobcat Service | | 260.00 | | 1 Transactions |
| 3160 Mille Lacs Energy Coop- Albert Lea | | | | |
| 03-303-000-0000-6254 | | 553.84 | POWER: PALISADE | 18-52-026-01 Utilities |
| 03-303-000-0000-6254 | | 55.06 | 169 & CSAH 3 | 19-23-010-01 Utilities |
| 03-303-000-0000-6254 | | 109.97 | POWER: MCGREGOR | 29-53-003-01 Utilities |
| 03-303-000-0000-6254 | | 662.89 | POWER: AITKIN | 33-52-007-02 Utilities |
| 03-303-000-0000-6254 | | 58.36 | 169 & CSAH 28 | 39-62-022-01 Utilities |
| 03-303-000-0000-6254 | | 36.91 | CSAH 12 | 40-06-000-01 Utilities |
| 03-303-000-0000-6254 | | 59.31 | 47 & CSAH 2 | 54-51-104-01 Utilities |
| 3160 Mille Lacs Energy Coop- Albert Lea | | 1,536.34 | | 7 Transactions |
| 10864 Nistler Contruccion Landscapes/Tim | | | | |
| 03-303-000-0000-6825 | | 490.00 | PLOWING | 1165 Maintenance Agreements |
| 10864 Nistler Contruccion Landscapes/Tim | | 490.00 | | 1 Transactions |
| 10720 Nuss Truck & Equipment | | | | |
| 03-303-000-0000-6590 | | 30.78 | REPAIR PARTS | 30160936P Repair & Maintenance Supplies |

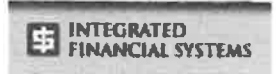
Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|------------------------------|-------------|----------------------------|----------------------|------------------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 10720 Nuss Truck & Equipment | | | | |
| | 30.78 | | | |
| | | | 1 Transactions | |
| 3776 Palisade One Stop | | | | |
| 03-303-000-0000-6513 | 71.59 | GASOLINE | 228123 | Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | 52.60 | GASOLINE | 228643 | Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | 50.60 | GASOLINE | 232532 | Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | 51.15 | GASOLINE | 237410 | Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | 43.63 | GASOLINE | 237652 | Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | 42.93 | GASOLINE | 239206 | Motor Fuel & Lubricants |
| 03-303-000-0000-6513 | 9.89 | GASOLINE | 247664 | Motor Fuel & Lubricants |
| 03-303-000-0000-6298 | 2.19 | GASOLINE | 252071 | Shop Maintenance |
| 3776 Palisade One Stop | 324.58 | | | |
| | | | 8 Transactions | |
| 8537 Powerplan OIB | | | | |
| 03-303-000-0000-6590 | 2.62 | REPAIR PARTS | 1612279 | Repair & Maintenance Supplies |
| 03-303-000-0000-6590 | 278.60 | REPAIR PARTS | 1614548 | Repair & Maintenance Supplies |
| 8537 Powerplan OIB | 281.22 | | | |
| | | | 2 Transactions | |
| 13116 Rally Snares | | | | |
| 03-303-000-0000-6521 | 600.00 | BEAVER REMOVAL | FINAL | Maintenance Supplies |
| 13116 Rally Snares | 600.00 | | | |
| | | | 1 Transactions | |
| 4070 Riley Auto Supply | | | | |
| 03-303-000-0000-6298 | 21.99 | AITKIN SHOP SUPPLIES | 581162 | Shop Maintenance |
| 03-303-000-0000-6590 | 25.96 | REPAIR PARTS | 581185 | Repair & Maintenance Supplies |
| 03-303-000-0000-6298 | 27.00 | AITKIN SHOP SUPPLIES | 581211 | Shop Maintenance |
| 03-303-000-0000-6590 | 50.98 | REPAIR PARTS | 581212 | Repair & Maintenance Supplies |
| 03-303-000-0000-6298 | 4.50 | AITKIN SHOP SUPPLIES | 581220 | Shop Maintenance |
| 03-303-000-0000-6590 | 69.14 | REPAIR PARTS | 581243 | Repair & Maintenance Supplies |
| 03-303-000-0000-6590 | 219.72 | REPAIR PARTS | 581270 | Repair & Maintenance Supplies |
| 03-303-000-0000-6590 | 134.96 | REPAIR PARTS | 581284 | Repair & Maintenance Supplies |
| 03-303-000-0000-6298 | 443.55 | AITKIN SHOP SUPPLIES | 581353 | Shop Maintenance |
| 03-303-000-0000-6590 | 122.38 | REPAIR PARTS | 581508 | Repair & Maintenance Supplies |
| 03-303-000-0000-6298 | 9.99 | JACOBSON SHOP SUPPLIES | 581516 | Shop Maintenance |
| 03-303-000-0000-6590 | 2.29 | REPAIR PARTS | 581679 | Repair & Maintenance Supplies |
| 03-303-000-0000-6590 | 402.60 | REPAIR PARTS | 581716 | Repair & Maintenance Supplies |
| 03-303-000-0000-6298 | 4.98 | MCGRATH SHOP SUPPLIES | 581717 | Shop Maintenance |
| 03-303-000-0000-6590 | 435.55 | REPAIR PARTS | 581733 | Repair & Maintenance Supplies |
| 03-303-000-0000-6590 | 22.99 | REPAIR PARTS | 581734 | Repair & Maintenance Supplies |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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3 Road & Bridge

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|--|----------------------|----------------------------|--------------------------|---|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> <u>On Behalf of Name</u> |
| | 03-303-000-0000-6590 | 57.17 | REPAIR PARTS | 581760 Repair & Maintenance Supplies |
| | 03-303-000-0000-6590 | 28.99 | REPAIR PARTS | 581814 Repair & Maintenance Supplies |
| | 03-303-000-0000-6590 | 205.79 | REPAIR PARTS | 581939 Repair & Maintenance Supplies |
| | 03-303-000-0000-6298 | 27.46 | MCGREGOR SHOP SUPPLIES | 581942 Shop Maintenance |
| | 03-303-000-0000-6590 | 49.99 | REPAIR PARTS | 581954 Repair & Maintenance Supplies |
| | 03-303-000-0000-6590 | 236.32 | REPAIR PARTS | 581991 Repair & Maintenance Supplies |
| | 03-303-000-0000-6590 | 59.93 | REPAIR PARTS | 582009 Repair & Maintenance Supplies |
| | 03-303-000-0000-6590 | 71.52 | REPAIR PARTS | 582022 Repair & Maintenance Supplies |
| 4070 Riley Auto Supply | | 2,735.75 | | 24 Transactions |
| 8208 Royal Tire, Inc | | | | |
| | 03-303-000-0000-6590 | 4,321.50 | TIRES | 417-1882 Repair & Maintenance Supplies |
| 8208 Royal Tire, Inc | | 4,321.50 | | 1 Transactions |
| 4711 Sunnys Citgo | | | | |
| | 03-303-000-0000-6513 | 29.48 | GASOLINE | 1012981 Motor Fuel & Lubricants |
| | 03-303-000-0000-6513 | 53.00 | GASOLINE | 1015005 Motor Fuel & Lubricants |
| 4711 Sunnys Citgo | | 82.48 | | 2 Transactions |
| 7018 Town Of Macville Treasurer | | | | |
| | 03-303-000-0000-6521 | 650.00 | SNOWPLOWING | 804056 Maintenance Supplies |
| | 03-303-000-0000-6521 | 100.00 | BLADING | 804056 Maintenance Supplies |
| 7018 Town Of Macville Treasurer | | 750.00 | | 2 Transactions |
| 6097 Verizon Wireless | | | | |
| | 03-303-000-0000-6254 | 335.21 | DEPT CELL PHONES | 9776287766 Utilities |
| 6097 Verizon Wireless | | 335.21 | | 1 Transactions |
| 14298 Washburn/Tim | | | | |
| | 03-303-000-0000-6411 | 134.99 | WORK BOOT REIMBURSEMENT | 7895997 Safety Footwear |
| 14298 Washburn/Tim | | 134.99 | | 1 Transactions |
| 13856 WHITE/PAUL | | | | |
| | 03-303-000-0000-6411 | 145.00 | WORK BOOTS REIMBURSEMENT | 1061405 Safety Footwear |
| 13856 WHITE/PAUL | | 145.00 | | 1 Transactions |
| 5295 Ziegler Inc | | | | |
| | 03-303-000-0000-6590 | 16.85 | REPAIR PARTS | PC190062252 Repair & Maintenance Supplies |

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 3 Road & Bridge

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| | <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|-----|------------------------------------|-------------|----------------------------|----------------------|------------------------------------|
| | <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| | 5295 Ziegler Inc | | | | |
| | | | 1 Transactions | | |
| 303 | DEPT Total: | | R&B Highway Maintenance | 32 Vendors | 100 Transactions |
| 307 | DEPT | | R&B Capital Infrastructure | | |
| | 971 Commissioner of Transportation | | | | |
| | 03- 307- 000- 0000- 5842 | 3,105.44 | OVERPAYMENT | FINAL | State Park Fund |
| | 971 Commissioner of Transportation | 3,105.44 | | 1 Transactions | |
| 307 | DEPT Total: | | R&B Capital Infrastructure | 1 Vendors | 1 Transactions |
| 3 | Fund Total: | | Road & Bridge | | 111 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
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10 Trust

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|----------|--------------------------------------|----------------------------|--|
| 900 | DEPT | | | Timber Permit Bonds | | |
| 3937 | Potlatch Corp 10-900-000-0000-2300 | | 678.13 | timber permit bond refndR#2460 | 13578 | Timber Permit Bonds |
| 3937 | Potlatch Corp | | 678.13 | 1 Transactions | | |
| 4101 | Raveill/Curt 10-900-000-0000-2300 | | 1,646.00 | timber permit bond refndR#2595 | 13643 | Timber Permit Bonds |
| 4101 | Raveill/Curt | | 1,646.00 | 1 Transactions | | |
| 900 | DEPT Total: | | 2,324.13 | Timber Permit Bonds | 2 Vendors | 2 Transactions |
| 923 | DEPT | | | Forfeited Tax Sales | | |
| 86467 | Auto Value Aitkin 10-923-000-0000-6590 | | 244.99 | jack square | 40093768 | Repair & Maintenance Supplies |
| 86467 | Auto Value Aitkin | | 244.99 | 1 Transactions | | |
| 783 | Canon Financial Services, Inc 10-923-000-0000-6405 | | 327.05 | Contract charges-034 | 16783780 | Office Supplies |
| 783 | Canon Financial Services, Inc | | 327.05 | 1 Transactions | | |
| 91022 | Courtemanche/Richard 10-923-000-0000-6330 | | 62.92 | Mileage/N central landscape | 143@.44 | Transportation & Travel |
| 91022 | Courtemanche/Richard | | 62.92 | 1 Transactions | | |
| 14301 | Field Truth Inc, Forest Metrix 10-923-000-0000-6406 | | 5,821.00 | Metrix license and ipads | 1236 | Field Supplies |
| 14301 | Field Truth Inc, Forest Metrix | | 5,821.00 | 1 Transactions | | |
| 13021 | Hart/Michael 10-923-000-0000-6820 | | 690.00 | timber permit refund R#26031 | 13328 | Refunds & Reimbursements |
| 13021 | Hart/Michael | | 690.00 | 1 Transactions | | |
| 2410 | Jacobs/Mark H 10-923-000-0000-6330 | | 46.64 | mileage/MFRP meeting 12/15 | 106@.44 | Transportation & Travel |
| 2410 | Jacobs/Mark H | | 46.64 | 1 Transactions | | |
| 4101 | Raveill/Curt 10-923-000-0000-6820 | | 859.45 | overappraised refund | 13643 | Refunds & Reimbursements |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
12/28/16 8:44AM
10 Trust

| Vendor | <u>Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|------------|--------------------------|-------------|----------------------------|----------------------|------------------------------------|
| <u>No.</u> | <u>Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 4101 | Raveill/Curt | | | | |
| | | 859.45 | | 1 Transactions | |
| 86235 | The Office Shop Inc | | | | |
| | 10- 923- 000- 0000- 6405 | 117.19 | 2017 Calendars | 1017600- 0 | Office Supplies |
| 86235 | The Office Shop Inc | | | | |
| | | 117.19 | | 1 Transactions | |
| 13934 | Tire Barn | | | | |
| | 10- 923- 000- 0000- 6590 | 43.35 | LOF | 36972 | Repair & Maintenance Supplies |
| 13934 | Tire Barn | | | | |
| | | 43.35 | | 1 Transactions | |
| 923 | DEPT Total: | 8,212.59 | Forfeited Tax Sales | 9 Vendors | 9 Transactions |
| 10 | Fund Total: | 10,536.72 | Trust | | 11 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
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11 Forest Development

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|-----------|---|----------------------------|--|
| 924 | DEPT 6097 Verizon Wireless 11- 924- 000- 0000- 6250 | | 87.88 | Forest Resource November cell phone charges 11/02/2016 12/01/2016 | 580683827 0 | Telephone |
| | 6097 Verizon Wireless | | 87.88 | 1 Transactions | | |
| 924 | DEPT Total: | | 87.88 | Forest Resource | 1 Vendors | 1 Transactions |
| 925 | DEPT 5892 McGregor Printing & Graphics, Inc 11- 925- 000- 0000- 6406 | | 259.48 | Reforestation vehicle decals | 191886 | Field Supplies |
| | 5892 McGregor Printing & Graphics, Inc | | 259.48 | 1 Transactions | | |
| | 14155 Minnesota Beaver Control 11- 925- 000- 0000- 6231 | | 250.10 | beaver control so soo line | 15727 | Services, Labor, Contracts |
| | 14155 Minnesota Beaver Control | | 250.10 | 1 Transactions | | |
| | 90805 Temco 11- 925- 000- 0000- 6590 | | 4,580.20 | fabricate gate | 20848 | Repair & Maintenance Supplies |
| | 11- 925- 000- 0000- 6590 | | 1,227.48 | lock assembly | 20849 | Repair & Maintenance Supplies |
| | 90805 Temco | | 5,807.68 | 2 Transactions | | |
| | 12788 Timmer Implement of Aitkin 11- 925- 000- 0000- 6590 | | 1,847.00 | repair on reclaimer | WA01717 | Repair & Maintenance Supplies |
| | 11- 925- 000- 0000- 6590 | | 1,141.61 | repair on Bobcat Skidsteer | WA01804 | Repair & Maintenance Supplies |
| | 12788 Timmer Implement of Aitkin | | 2,988.61 | 2 Transactions | | |
| 925 | DEPT Total: | | 9,305.87 | Reforestation | 4 Vendors | 6 Transactions |
| 934 | DEPT 2398 Itasca Community College 11- 934- 000- 0000- 6231 | | 2,112.06 | Memorial Forest Buckthorn research | | Services, Labor, Contracts |
| | 2398 Itasca Community College | | 2,112.06 | 1 Transactions | | |
| 934 | DEPT Total: | | 2,112.06 | Memorial Forest | 1 Vendors | 1 Transactions |
| 11 | Fund Total: | | 11,505.81 | Forest Development | | 8 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
12/28/16 8:44AM
19 Long Lake Conservation C

| Vendor No. | Name <u>Account/Formula</u> | <u>Rpt</u> <u>Accr</u> | <u>Amount</u> | <u>Warrant Description</u> <u>Service Dates</u> | <u>Invoice #</u> <u>Paid On Bhf #</u> | <u>Account/Formula Description</u> <u>On Behalf of Name</u> |
|------------|--|---------------------------|---------------|--|--|--|
| 521 | DEPT | | | LLCC Administration | | |
| 13867 | BrainRunner Inc | | | | | |
| | 19- 521- 000- 0000- 6230 | | 2,300.00 | CampBrain annual subscription | 104783 | Printing, Publ & Adv Promotion |
| 13867 | BrainRunner Inc | | 2,300.00 | 1 Transactions | | |
| 2763 | J & H Transfer Station- Lakes Sanitary | | | | | |
| | 19- 521- 000- 0000- 6255 | | 92.38 | December garbage service | 113126 | Garbage |
| 2763 | J & H Transfer Station- Lakes Sanitary | | 92.38 | 1 Transactions | | |
| 3160 | Mille Lacs Energy Coop- Albert Lea | | | | | |
| | 19- 521- 000- 0000- 6254 | | 19.54 | Directors Residence | 27- 13- 002- 02 | Utilities |
| | 19- 521- 000- 0000- 6254 | | 73.73 | Energy Center | 27- 13- 005- 02 | Utilities |
| | 19- 521- 000- 0000- 6254 | | 560.80 | Dining Hall | 27- 13- 006- 01 | Utilities |
| | 19- 521- 000- 0000- 6254 | | 519.13 | North Star Lodge | 27- 13- 007- 03 | Utilities |
| | 19- 521- 000- 0000- 6254 | | 68.37 | Parking Lot | 27- 13- 008- 01 | Utilities |
| | 19- 521- 000- 0000- 6254 | | 94.75 | Staff Residence | 27- 13- 009- 01 | Utilities |
| 3160 | Mille Lacs Energy Coop- Albert Lea | | 1,188.86 | 6 Transactions | | |
| 9463 | NMN,Inc | | | | | |
| | 19- 521- 000- 0000- 6400 | | 107.70 | playing cards for commissary | 10055324 | Commissary Items |
| 9463 | NMN,Inc | | 107.70 | 1 Transactions | | |
| 521 | DEPT Total: | | 3,688.94 | LLCC Administration | 4 Vendors | 9 Transactions |
| 522 | DEPT | | | LLCC Education | | |
| 86022 | Aitkin Co Health & Human Service | | | | | |
| | 19- 522- 000- 0000- 6430 | | 389.30 | Epipens (2) | | Medical Supplies |
| 86022 | Aitkin Co Health & Human Service | | 389.30 | 1 Transactions | | |
| 13725 | Beartooth True Value | | | | | |
| | 19- 522- 000- 0000- 6416 | | 34.04 | Trowel, Blades, adhesive | B27011 | Education Supplies |
| | 19- 522- 000- 0000- 6416 | | 33.18 | floor adhesive for critter roo | B27723 | Education Supplies |
| 13725 | Beartooth True Value | | 67.22 | 2 Transactions | | |
| 14300 | Guardian Angels School | | | | | |
| | 19- 522- 000- 0000- 6820 | | 32.04 | Refund of Overpayment | | Refunds & Reimbursements |
| 14300 | Guardian Angels School | | 32.04 | 1 Transactions | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
12/28/16 8:44AM
19 Long Lake Conservation C

| Vendor Name | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|---|-------------|----------------------------|------------------------------|--|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> |
| <u>On Behalf of Name</u> | | | | |
| 522 DEPT Total: | | 488.56 | LLCC Education | 3 Vendors 4 Transactions |
| 523 DEPT | | | LLCC Food | |
| 5662 McGregor Dairy, Inc 19- 523- 000- 0000- 6418 | | 165.10 | Groceries | 26235 Groceries- Students |
| 5662 McGregor Dairy, Inc | | 165.10 | | 1 Transactions |
| 4968 Upper Lakes Foods, Inc 19- 523- 000- 0000- 6418 | | 1,092.37 | Groceries | 820723- 00 Groceries- Students |
| 19- 523- 000- 0000- 6418 | | 1,570.02 | Groceries | 824863- 00 Groceries- Students |
| 4968 Upper Lakes Foods, Inc | | 2,662.39 | | 2 Transactions |
| 523 DEPT Total: | | 2,827.49 | LLCC Food | 2 Vendors 3 Transactions |
| 524 DEPT | | | LLCC Maintenance | |
| 86467 Auto Value Aitkin 19- 524- 000- 0000- 6422 | | 11.99 | seals for kitchen fire doors | 40093832 Janitorial Services/Supplies |
| 86467 Auto Value Aitkin | | 11.99 | | 1 Transactions |
| 13725 Beartooth True Value 19- 524- 000- 0000- 6422 | | 60.21 | Water softener salt | A13748 Janitorial Services/Supplies |
| 19- 524- 000- 0000- 6422 | | 4.99 | Y connector | A13957 Janitorial Services/Supplies |
| 19- 524- 000- 0000- 6422 | | 20.02 | mousetraps, hardware | B26542 Janitorial Services/Supplies |
| 19- 524- 000- 0000- 6422 | | 3.79 | tile scraper | B26544 Janitorial Services/Supplies |
| 19- 524- 000- 0000- 6422 | | 24.98 | Dowel, wire | B27787 Janitorial Services/Supplies |
| 13725 Beartooth True Value | | 113.99 | | 5 Transactions |
| 2340 Hyytinen Hardware Hank 19- 524- 000- 0000- 6422 | | 12.99 | return smoke detector | 1360161 Janitorial Services/Supplies |
| 19- 524- 000- 0000- 6422 | | 50.01 | cutting wheels, tools etc | 1367917 Janitorial Services/Supplies |
| 2340 Hyytinen Hardware Hank | | 37.02 | | 2 Transactions |
| 4010 Rasley Oil Company 19- 524- 000- 0000- 6511 | | 28.47 | 15499 | Gas And Oil |
| 4010 Rasley Oil Company | | 28.47 | | 1 Transactions |
| 90805 Temco 19- 524- 000- 0000- 6302 | | 12.10 | parts for plow | 20842 Vehicle Maintenance |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
 12/28/16 8:44AM
 19 Long Lake Conservation C

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|----------------------------|-------------|-------------------------------|----------------------|------------------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 19- 524- 000- 0000- 6302 | | parts for plow | 20857 | Vehicle Maintenance |
| 90805 Temco | | | | |
| | | | 2 Transactions | |
| 524 DEPT Total: | | LLCC Maintenance | 5 Vendors | 11 Transactions |
| | | | | |
| 19 Fund Total: | | Long Lake Conservation Center | | 27 Transactions |
| | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
12/28/16 8:44AM
21 Parks

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|---|------|---------------------|----------------|--|
| No. Account/Formula | Accr | Amount | Paid On Bhf # | On Behalf of Name |
| 520 DEPT | | Parks | | |
| 188 Aitkin Sno- Drifters Snowmobile | | | | |
| 21- 520- 000- 0000- 6802 | | 13,107.78 | | Trail Grants- State |
| 188 Aitkin Sno- Drifters Snowmobile | | 13,107.78 | 1 Transactions | |
| 5845 Goble Portable Toilets | | | | |
| 21- 520- 000- 0000- 6231 | | 90.00 | | Trail Grants- State |
| 5845 Goble Portable Toilets | | 90.00 | 1 Transactions | Mississippi County Park 18090 Services, Labor, Contracts |
| 2060 Haypoint Jackpine Savages | | | | |
| 21- 520- 000- 0000- 6802 | | 22,397.76 | | Trail Grants- State |
| 2060 Haypoint Jackpine Savages | | 22,397.76 | 1 Transactions | |
| 3160 Mille Lacs Energy Coop- Albert Lea | | | | |
| 21- 520- 000- 0000- 6254 | | 68.60 | | Utilities |
| 3160 Mille Lacs Energy Coop- Albert Lea | | 68.60 | 1 Transactions | Electricity for Berglund Park 18- 51- 106- 02 |
| 3176 Mille Lacs Trails, Inc. | | | | |
| 21- 520- 000- 0000- 6802 | | 19,888.92 | | Trail Grants- State |
| 3176 Mille Lacs Trails, Inc. | | 19,888.92 | 1 Transactions | |
| 3780 Palisade Supersledders Inc. | | | | |
| 21- 520- 000- 0000- 6802 | | 13,725.90 | | Trail Grants- State |
| 3780 Palisade Supersledders Inc. | | 13,725.90 | 1 Transactions | |
| 3950 Public Utilities | | | | |
| 21- 520- 000- 0000- 6254 | | 170.64 | | Utilities |
| 21- 520- 000- 0000- 6254 | | 21.51 | | Utilities |
| 21- 520- 000- 0000- 6254 | | 30.50 | | Utilities |
| 3950 Public Utilities | | 222.65 | 3 Transactions | Land Department Shower Building |
| 4070 Riley Auto Supply | | | | |
| 21- 520- 000- 0000- 6590 | | 78.52 | | Repair & Maintenance Supplies |
| 21- 520- 000- 0000- 6590 | | 6.99 | | Repair & Maintenance Supplies |
| 4070 Riley Auto Supply | | 85.51 | 2 Transactions | oil, hose, fitting 581847 slide terminal 581867 |
| 4800 Tamarack Sno- Flyers | | | | |
| 21- 520- 000- 0000- 6802 | | 28,197.18 | | Trail Grants- State |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
12/28/16 8:44AM
21 Parks

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|--|-------------|----------------------------|----------------------|------------------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 4800 Tamarack Sno- Flyers | | | | |
| | 28,197.18 | | 1 Transactions | |
| 5551 Unclaimed Freight North 21- 520- 000- 0000- 6590 | 35.99 | trailer jack 12/09/16 | 088015 | Repair & Maintenance Supplies |
| 5551 Unclaimed Freight North | 35.99 | | 1 Transactions | |
| 520 DEPT Total: | 97,820.29 | Parks | 10 Vendors | 13 Transactions |
| 21 Fund Total: | 97,820.29 | Parks | | 13 Transactions |
| Final Total: | 344,285.19 | 196 Vendors | 384 Transactions | |

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|------------------|-------------------|-------------------------------|
| 1 | 169,529.10 | General Fund |
| 3 | 47,658.31 | Road & Bridge |
| 10 | 10,536.72 | Trust |
| 11 | 11,505.81 | Forest Development |
| 19 | 7,234.96 | Long Lake Conservation Center |
| 21 | 97,820.29 | Parks |
| All Funds | 344,285.19 | Total |

Approved by,

.....

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DKB1
12/19/16 11:45AM

Aitkin County



Audit List for Board AUDITOR'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 AUDITOR'S VOUCHERS ENTRIES

DKB1
12/19/16 11:45AM
13 Taxes & Penalties

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|-------------|--------|--------------------------------------|----------------------------|--|
| 943 | DEPT | | | Taxes And Penalties | | |
| 86198 | Aitkin County Treasurer 13- 943- 000- 0000- 2001 | | 0.01 | overpay 16- 1- 109200 Per 2 | | Cur - Property Taxes |
| | 13- 943- 000- 0000- 2001 | | 1.00 | overpay 24- 0- 025200 Per 2 | | Cur - Property Taxes |
| 86198 | Aitkin County Treasurer | | 1.01 | 2 Transactions | | |
| 12226 | Alanen/Arnold 13- 943- 000- 0000- 2001 | | 30.00 | 27- 0- 006200 overpay Per 2 | Alanen | Cur - Property Taxes |
| 12226 | Alanen/Arnold | | 30.00 | 1 Transactions | | |
| 12692 | Alexander/Robert 13- 943- 000- 0000- 2001 | | 82.28 | 11- 1- 218300 overpay Per 2 | Alexander | Cur - Property Taxes |
| 12692 | Alexander/Robert | | 82.28 | 1 Transactions | | |
| 14205 | Anderson/Joan 13- 943- 000- 0000- 2001 | | 220.00 | 15- 0- 054900 overpay Per 2 | Anderson | Cur - Property Taxes |
| 14205 | Anderson/Joan | | 220.00 | 1 Transactions | | |
| 14206 | Baker/Brian 13- 943- 000- 0000- 2001 | | 4.00 | 24- 0- 031403 overpay Per 2 | Baker | Cur - Property Taxes |
| 14206 | Baker/Brian | | 4.00 | 1 Transactions | | |
| 14207 | Bauer/Steven 13- 943- 000- 0000- 2001 | | 100.00 | 12- 0- 001102 overpay Per 2 | Bauer | Cur - Property Taxes |
| 14207 | Bauer/Steven | | 100.00 | 1 Transactions | | |
| 14208 | Berglund/Robert John 13- 943- 000- 0000- 2001 | | 25.50 | 07- 0- 016700 overpay Per 2 | Berglund | Cur - Property Taxes |
| 14208 | Berglund/Robert John | | 25.50 | 1 Transactions | | |
| 14209 | Bill Kangas Carpentry 13- 943- 000- 0000- 2001 | | 68.00 | 30- 0- 032502 overpay Per 2 | Carpentry | Cur - Property Taxes |
| 14209 | Bill Kangas Carpentry | | 68.00 | 1 Transactions | | |
| 14210 | Blaylock/Paul 13- 943- 000- 0000- 2001 | | 13.78 | 29- 1- 104700 overpay Per 2 | Blaylock | Cur - Property Taxes |
| 14210 | Blaylock/Paul | | 13.78 | 1 Transactions | | |
| 14211 | Bob Phenow Construction LLC | | | | | |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|---|--------|---------------------------|---------------|-----------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| | Amount | | | |
| 14211 Bob Phenow Construction LLC | | 13-1-084800 overpay Per 2 | Phenow | Cur - Property Taxes |
| | 6.00 | 1 Transactions | | |
| 14212 Bowman/Karen | | 23-0-020700 overpay Per 2 | Bowman | Cur - Property Taxes |
| 14212 Bowman/Karen | 170.00 | 1 Transactions | | |
| 14213 Boyer/Larry | | 12-0-005500 overpay Per 2 | Boyer | Cur - Property Taxes |
| 14213 Boyer/Larry | 348.00 | 1 Transactions | | |
| 14214 Brainerd Savings & Loan Association | | 11-1-112000 overpay Per 2 | Hutchings | Cur - Property Taxes |
| 14214 Brainerd Savings & Loan Association | 574.00 | 1 Transactions | | |
| 14215 Casserly/Martha | | 11-0-025000 overpay Per 2 | Casserly | Cur - Property Taxes |
| 14215 Casserly/Martha | 10.32 | 1 Transactions | | |
| 14216 Chambers/Sheila | | 15-0-060404 overpay Per 2 | Chambers | Cur - Property Taxes |
| 14216 Chambers/Sheila | 50.00 | 1 Transactions | | |
| 14217 Chambers/Tyler | | 15-0-025800 overpay Per 2 | Chambers | Cur - Property Taxes |
| 14217 Chambers/Tyler | 85.00 | 1 Transactions | | |
| 14235 Clark Harris/Allen | | 56-1-041900 overpay Per 2 | Harris | Cur - Property Taxes |
| 14235 Clark Harris/Allen | 86.00 | 1 Transactions | | |
| 14218 Clasen/Nicole | | 29-1-197600 overpay Per 2 | Clasen | Cur - Property Taxes |
| 14218 Clasen/Nicole | 4.36 | 1 Transactions | | |
| 14219 Conlan/Shawn | | 29-0-050404 overpay Per 2 | Conlan | Cur - Property Taxes |
| 14219 Conlan/Shawn | 6.50 | 1 Transactions | | |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|---|------|---------------------|-----------------------------|-----------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| | | Amount | | |
| 14220 Copa/Richard | | 277.00 | | |
| 13- 943- 000- 0000- 2001 | | | | |
| 14220 Copa/Richard | | 277.00 | 12- 1- 072000 overpay Per 2 | Cur - Property Taxes |
| | | | 1 Transactions | |
| 11472 Corelogic Real Estate Tax Service | | | | |
| 13- 943- 000- 0000- 2004 | | 670.00 | 12- 0- 041305 overpay Per 2 | Del - Property Taxes |
| 13- 943- 000- 0000- 2004 | | 960.00 | 06- 0- 007401 overpay Per 2 | Del - Property Taxes |
| 13- 943- 000- 0000- 2004 | | 640.00 | 57- 1- 080301 overpay Per 2 | Del - Property Taxes |
| 13- 943- 000- 0000- 2004 | | 628.00 | 29- 1- 459500 overpay Per 2 | Del - Property Taxes |
| 13- 943- 000- 0000- 2004 | | 764.00 | 16- 0- 007001 overpay Per 2 | Del - Property Taxes |
| 13- 943- 000- 0000- 2004 | | 596.00 | 15- 0- 023902 overpay Per 2 | Del - Property Taxes |
| 13- 943- 000- 0000- 2004 | | 486.00 | 32- 1- 076400 overpay Per 2 | Del - Property Taxes |
| 13- 943- 000- 0000- 2004 | | 632.00 | 29- 1- 486900 overpay Per 2 | Del - Property Taxes |
| 11472 Corelogic Real Estate Tax Service | | 5,376.00 | 8 Transactions | |
| 14221 Crever/David | | | | |
| 13- 943- 000- 0000- 2001 | | 32.12 | 02- 0- 039202 overpay Per 2 | Cur - Property Taxes |
| 14221 Crever/David | | 32.12 | 1 Transactions | |
| 14222 Daine/Michael | | | | |
| 13- 943- 000- 0000- 2001 | | 512.00 | 29- 1- 437900 overpay Per 2 | Cur - Property Taxes |
| 13- 943- 000- 0000- 2001 | | 94.00 | 29- 1- 437802 overpay Per 2 | Cur - Property Taxes |
| 14222 Daine/Michael | | 606.00 | 2 Transactions | |
| 14223 Dargis/Pam | | | | |
| 13- 943- 000- 0000- 2001 | | 37.00 | 29- 1- 340200 overpay Per 2 | Cur - Property Taxes |
| 14223 Dargis/Pam | | 37.00 | 1 Transactions | |
| 12772 Detra/Michael | | | | |
| 13- 943- 000- 0000- 2001 | | 6.00 | 60- 0- 002000 overpay Per 2 | Cur - Property Taxes |
| 12772 Detra/Michael | | 6.00 | 1 Transactions | |
| 14224 Devereux/Michelle | | | | |
| 13- 943- 000- 0000- 2001 | | 132.00 | 12- 0- 042702 overpay Per 2 | Cur - Property Taxes |
| 14224 Devereux/Michelle | | 132.00 | 1 Transactions | |
| 14225 Distinctive Dental Services PA | | | | |
| 13- 943- 000- 0000- 2001 | | 54.00 | 02- 1- 076500 overpay Per 2 | Cur - Property Taxes |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
12/19/16 11:45AM
13 Taxes & Penalties

| <u>Vendor No.</u> | <u>Name</u> | <u>Accr</u> | <u>Rpt</u> | <u>Amount</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|-------------------|-----------------------------------|-------------|------------|---------------|-----------------------------|----------------------|------------------------------------|
| | <u>Account/Formula</u> | | | | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 14225 | Distinctive Dental Services PA | | | 54.00 | | 1 Transactions | |
| 14226 | Eidsmo/Diane | | | | | | |
| | 13- 943- 000- 0000- 2001 | | | 860.00 | 24- 0- 008503 overpay Per 2 | Eidsmo | Cur - Property Taxes |
| 14226 | Eidsmo/Diane | | | 860.00 | | 1 Transactions | |
| 14227 | Eklund/Lynn | | | | | | |
| | 13- 943- 000- 0000- 2001 | | | 5.00 | 29- 1- 245000 overpay Per 2 | Eklund | Cur - Property Taxes |
| 14227 | Eklund/Lynn | | | 5.00 | | 1 Transactions | |
| 14228 | Empanger/Peter | | | | | | |
| | 13- 943- 000- 0000- 2001 | | | 15.56 | 14- 0- 034000 overpay Per 2 | Empanger | Cur - Property Taxes |
| 14228 | Empanger/Peter | | | 15.56 | | 1 Transactions | |
| 14229 | Erlandson/Donna | | | | | | |
| | 13- 943- 000- 0000- 2001 | | | 240.00 | 17- 0- 016103 overpay Per 2 | Erlandson | Cur - Property Taxes |
| 14229 | Erlandson/Donna | | | 240.00 | | 1 Transactions | |
| 14230 | Felske Properties LLC | | | | | | |
| | 13- 943- 000- 0000- 2001 | | | 656.00 | 26- 0- 044600 overpay Per 2 | Felske | Cur - Property Taxes |
| 14230 | Felske Properties LLC | | | 656.00 | | 1 Transactions | |
| 12629 | First National Bank of Moose Lake | | | | | | |
| | 13- 943- 000- 0000- 2001 | | | 199.00 | 41- 1- 077300 overpay Per 2 | Anderson | Cur - Property Taxes |
| 12629 | First National Bank of Moose Lake | | | 199.00 | | 1 Transactions | |
| 13804 | General Proto Fab Co Inc | | | | | | |
| | 13- 943- 000- 0000- 2001 | | | 712.00 | 29- 1- 266600 overpay Per 2 | Gen Photo | Cur - Property Taxes |
| | 13- 943- 000- 0000- 2001 | | | 74.00 | 29- 1- 275600 overpay Per 2 | Gen Photo | Cur - Property Taxes |
| 13804 | General Proto Fab Co Inc | | | 786.00 | | 2 Transactions | |
| 14231 | Gilgenbach/Ronald | | | | | | |
| | 13- 943- 000- 0000- 2001 | | | 589.00 | 29- 1- 263000 overpay Per 2 | Gilgenbach | Cur - Property Taxes |
| 14231 | Gilgenbach/Ronald | | | 589.00 | | 1 Transactions | |
| 14232 | Glenna/Dianne | | | | | | |
| | 13- 943- 000- 0000- 2001 | | | 770.00 | 39- 0- 003500 overpay Per 2 | Glenna | Cur - Property Taxes |
| 14232 | Glenna/Dianne | | | 770.00 | | 1 Transactions | |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> | |
|------------------------------|-------------|----------------------------|-----------------------------|------------------------------------|--------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 9897 Grand Timber Bank | | | | | |
| 13- 943- 000- 0000- 2001 | | 1,686.00 | 59- 1- 019303 overpay Per 2 | Eken | Cur - Property Taxes |
| 13- 943- 000- 0000- 2001 | | 183.00 | 14- 0- 042101 overpay Per 2 | Nistler | Cur - Property Taxes |
| 13- 943- 000- 0000- 2001 | | 213.00 | 10- 0- 037400 overpay Per 2 | Pierce | Cur - Property Taxes |
| 13- 943- 000- 0000- 2001 | | 187.00 | 04- 0- 027700 overpay Per 2 | Ukura | Cur - Property Taxes |
| 9897 Grand Timber Bank | | 2,269.00 | 4 Transactions | | |
| 14233 Gronfor/Gary | | | | | |
| 13- 943- 000- 0000- 2001 | | 29.04 | 54- 0- 020301 overpay Per 2 | Gronfor | Cur - Property Taxes |
| 14233 Gronfor/Gary | | 29.04 | 1 Transactions | | |
| 14234 Gunderson Cabin LLC | | | | | |
| 13- 943- 000- 0000- 2001 | | 100.00 | 07- 1- 120601 overpay Per 2 | Gunderson | Cur - Property Taxes |
| 14234 Gunderson Cabin LLC | | 100.00 | 1 Transactions | | |
| 14236 Harrys Midtown Rentals | | | | | |
| 13- 943- 000- 0000- 2001 | | 366.00 | 57- 1- 035700 overpay Per 2 | Harrys Bar | Cur - Property Taxes |
| 14236 Harrys Midtown Rentals | | 366.00 | 1 Transactions | | |
| 14237 Hatch/Arthur | | | | | |
| 13- 943- 000- 0000- 2001 | | 204.00 | 29- 1- 416600 overpay Per 2 | Hatch | Cur - Property Taxes |
| 14237 Hatch/Arthur | | 204.00 | 1 Transactions | | |
| 14238 Haubrick/Bruce | | | | | |
| 13- 943- 000- 0000- 2001 | | 18.00 | 24- 0- 017602 overpay Per 2 | Haubrick | Cur - Property Taxes |
| 14238 Haubrick/Bruce | | 18.00 | 1 Transactions | | |
| 14239 Hayes/Cindy | | | | | |
| 13- 943- 000- 0000- 2001 | | 7.00 | 07- 0- 073501 overpay Per 2 | Hayes | Cur - Property Taxes |
| 14239 Hayes/Cindy | | 7.00 | 1 Transactions | | |
| 14240 Hultman/Stevan | | | | | |
| 13- 943- 000- 0000- 2001 | | 24.04 | 39- 1- 064600 overpay Per 2 | Hultman | Cur - Property Taxes |
| 14240 Hultman/Stevan | | 24.04 | 1 Transactions | | |
| 14241 Hunter/Charles | | | | | |
| 13- 943- 000- 0000- 2001 | | 13.00 | 38- 0- 020300 overpay Per 2 | Hunter | Cur - Property Taxes |
| 14241 Hunter/Charles | | 13.00 | 1 Transactions | | |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
12/19/16 11:45AM
13 Taxes & Penalties

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> | |
|--|-------------|----------------------------|-----------------------------|------------------------------------|--------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 14242 Jackson/Cynthia 13- 943- 000- 0000- 2001 | | 16.00 | 09- 0- 027402 overpay Per 2 | Jackson | Cur - Property Taxes |
| 14242 Jackson/Cynthia | | 16.00 | 1 Transactions | | |
| 14143 Johnson- Lembke/June S 13- 943- 000- 0000- 2001 | | 81.00 | 06- 0- 008501 overpay Per 2 | Johnson- Lembke | Cur - Property Taxes |
| 14143 Johnson- Lembke/June S | | 81.00 | 1 Transactions | | |
| 12322 Johnson/Brian 13- 943- 000- 0000- 2001 | | 9.60 | 01- 1- 148700 overpay Per 2 | Johnson | Cur - Property Taxes |
| 12322 Johnson/Brian | | 9.60 | 1 Transactions | | |
| 14147 Johnson/Christopher 13- 943- 000- 0000- 2001 | | 25.63 | 12- 1- 077700 overpay Per 2 | Johnson | Cur - Property Taxes |
| 14147 Johnson/Christopher | | 25.63 | 1 Transactions | | |
| 14243 Johnson/Peggy 13- 943- 000- 0000- 2001 | | 3.69 | 10- 0- 011200 overpay Per 2 | Johnson | Cur - Property Taxes |
| 14243 Johnson/Peggy | | 3.69 | 1 Transactions | | |
| 14244 Johnson/Sheryl 13- 943- 000- 0000- 2001 | | 50.00 | 08- 1- 063200 overpay Per 2 | Johnson | Cur - Property Taxes |
| 14244 Johnson/Sheryl | | 50.00 | 1 Transactions | | |
| 14148 Jutting/Trent 13- 943- 000- 0000- 2001 | | 16.00 | 29- 0- 050410 overpay Per 2 | Jutting | Cur - Property Taxes |
| 14148 Jutting/Trent | | 16.00 | 1 Transactions | | |
| 10489 Kampa/Glen M 13- 943- 000- 0000- 2001 | | 15.00 | 09- 0- 059500 overpay Per 2 | Kampa | Cur - Property Taxes |
| 13- 943- 000- 0000- 2001 | | 9.16 | 09- 0- 063300 overpay Per 2 | Kampa | Cur - Property Taxes |
| 10489 Kampa/Glen M | | 24.16 | 2 Transactions | | |
| 14245 Kingsbury/Mark 13- 943- 000- 0000- 2001 | | 399.00 | 30- 0- 055601 overpay Per 2 | Kingsbury | Cur - Property Taxes |
| 13- 943- 000- 0000- 2001 | | 119.00 | 30- 0- 055602 overpay Per 2 | Kingsbury | Cur - Property Taxes |
| 14245 Kingsbury/Mark | | 518.00 | 2 Transactions | | |
| 14146 Klingelhoets/Jared | | | | | |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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13 Taxes & Penalties

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|----------------------------|-------------|-----------------------------|----------------------|------------------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 14146 Klingelhoets/Jared | | 07- 1- 136601 overpay Per 2 | Klingelhoets | Cur - Property Taxes |
| | 3.68 | | | |
| | 3.68 | 1 Transactions | | |
| 14246 Kropelnicki/Doug | | 09- 1- 080800 overpay Per 2 | Kropelnicki | Cur - Property Taxes |
| | 774.00 | | | |
| 14246 Kropelnicki/Doug | | | | |
| | 774.00 | 1 Transactions | | |
| 14144 Lemire/Jeanne | | 07- 0- 057104 overpay Per 2 | Lemire | Cur - Property Taxes |
| | 212.92 | | | |
| 14144 Lemire/Jeanne | | | | |
| | 212.92 | 1 Transactions | | |
| 14247 LeVoir/William | | 24- 1- 099100 overpay Per 2 | LeVoir | Cur - Property Taxes |
| | 924.00 | | | |
| 14247 LeVoir/William | | | | |
| | 924.00 | 1 Transactions | | |
| 14248 Liepins/Sandra | | 29- 0- 033501 overpay Per 2 | Liepins | Cur - Property Taxes |
| | 100.00 | | | |
| 14248 Liepins/Sandra | | | | |
| | 100.00 | 1 Transactions | | |
| 14249 Lindgren/Cheri | | 31- 0- 058300 overpay Per 2 | Lindren | Cur - Property Taxes |
| | 394.00 | | | |
| 14249 Lindgren/Cheri | | | | |
| | 394.00 | 1 Transactions | | |
| 10809 Lohse/Merle | | 07- 1- 138300 overpay Per 2 | Lohse | Cur - Property Taxes |
| | 44.76 | | | |
| 10809 Lohse/Merle | | | | |
| | 44.76 | 1 Transactions | | |
| 13803 LONG/GARY | | 60- 1- 017601 overpay Per 2 | Long | Cur - Property Taxes |
| | 218.00 | | | |
| 13803 LONG/GARY | | | | |
| | 218.00 | 1 Transactions | | |
| 14149 M & K McGregor Inc | | 29- 0- 054205 overpay Per 2 | M&K | Cur - Property Taxes |
| | 20.00 | | | |
| 14149 M & K McGregor Inc | | | | |
| | 20.00 | 1 Transactions | | |
| 14250 Markgraf/Anthony | | 13- 1- 085000 overpay Per 2 | Markgraf | Cur - Property Taxes |
| | 694.00 | | | |
| | | 13- 1- 085100 overpay Per 2 | Markgraf | Cur - Property Taxes |
| | 123.00 | | | |

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|--|-------------|----------------------------|-----------------------------|---|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> <u>On Behalf of Name</u> |
| 14250 Markgraf/Anthony | | 817.00 | 2 Transactions | |
| 14251 Marron Family LLC 13- 943- 000- 0000- 2001 | | 58.35 | 24- 1- 116900 overpay Per 2 | Marron Cur - Property Taxes |
| 14251 Marron Family LLC | | 58.35 | 1 Transactions | |
| 14252 Mason/Mark 13- 943- 000- 0000- 2001 | | 92.00 | 24- 0- 068606 overpay Per 2 | Mason Cur - Property Taxes |
| 14252 Mason/Mark | | 92.00 | 1 Transactions | |
| 14253 McCaffrey/Madalyn 13- 943- 000- 0000- 2001 | | 492.00 | 56- 1- 073201 overpay Per 2 | McCaffrey Cur - Property Taxes |
| 14253 McCaffrey/Madalyn | | 492.00 | 1 Transactions | |
| 12661 Merchants Bank 13- 943- 000- 0000- 2001 | | 86.00 | 56- 1- 041900 overpay Per 2 | Harris Cur - Property Taxes |
| 12661 Merchants Bank | | 86.00 | 1 Transactions | |
| 14254 Mickelson/Richard 13- 943- 000- 0000- 2001 | | 9.00 | 38- 0- 009100 overpay Per 2 | Mickelson Cur - Property Taxes |
| 14254 Mickelson/Richard | | 9.00 | 1 Transactions | |
| 14255 Miller/Suzann 13- 943- 000- 0000- 2001 | | 100.00 | 16- 0- 004500 overpay Per 2 | Miller Cur - Property Taxes |
| 14255 Miller/Suzann | | 100.00 | 1 Transactions | |
| 14256 MN National Holdings LLC 13- 943- 000- 0000- 2001 | | 260.00 | 39- 0- 042900 overpay Per 2 | Mn Nat'l Cur - Property Taxes |
| 14256 MN National Holdings LLC | | 260.00 | 1 Transactions | |
| 14257 Neumann/Marian 13- 943- 000- 0000- 2001 | | 200.00 | 21- 0- 041502 overpay Per 2 | Neumann Cur - Property Taxes |
| 14257 Neumann/Marian | | 200.00 | 1 Transactions | |
| 14258 Nielsen/Russell 13- 943- 000- 0000- 2001 | | 358.00 | 26- 0- 036201 overpay Per 2 | Nielsen Cur - Property Taxes |
| 13- 943- 000- 0000- 2001 | | 146.00 | 26- 0- 036100 overpay Per 2 | Nielsen Cur - Property Taxes |
| 14258 Nielsen/Russell | | 504.00 | 2 Transactions | |

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| <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> |
| 14259 Nistler/Brenda | | | | | |
| 13- 943- 000- 0000- 2001 | | 96.00 | 14- 0- 047403 overpay Per 2 | Nistler | Cur - Property Taxes |
| 14259 Nistler/Brenda | | 96.00 | 1 Transactions | | |
| 12203 Northview Bank | | | | | |
| 13- 943- 000- 0000- 2001 | | 365.00 | 35- 0- 059904 overpay Per 2 | Graton | Cur - Property Taxes |
| 13- 943- 000- 0000- 2001 | | 85.00 | 24- 0- 035900 overpay Per 2 | Wolff | Cur - Property Taxes |
| 13- 943- 000- 0000- 2001 | | 311.00 | 24- 0- 036300 overpay Per 2 | Wolff | Cur - Property Taxes |
| 12203 Northview Bank | | 761.00 | 3 Transactions | | |
| 14150 Olson/Keith | | | | | |
| 13- 943- 000- 0000- 2001 | | 4.00 | 29- 1- 425601 overpay Per 2 | Olson | Cur - Property Taxes |
| 14150 Olson/Keith | | 4.00 | 1 Transactions | | |
| 14260 Orłowski/Brian | | | | | |
| 13- 943- 000- 0000- 2001 | | 7.16 | 24- 0- 039502 overpay Per 2 | Orłowski | Cur - Property Taxes |
| 14260 Orłowski/Brian | | 7.16 | 1 Transactions | | |
| 14261 Palmquist/Kathryn | | | | | |
| 13- 943- 000- 0000- 2001 | | 60.00 | 11- 1- 123700 overpay Per 2 | Palmquist | Cur - Property Taxes |
| 14261 Palmquist/Kathryn | | 60.00 | 1 Transactions | | |
| 14262 Payee Central Inc | | | | | |
| 13- 943- 000- 0000- 2001 | | 65.00 | 56- 1- 117502 overpay Per 2 | Gruhlke | Cur - Property Taxes |
| 14262 Payee Central Inc | | 65.00 | 1 Transactions | | |
| 13247 Pedersen/Margaret | | | | | |
| 13- 943- 000- 0000- 2001 | | 90.00 | 21- 0- 050101 overpay Per 2 | Pedersen | Cur - Property Taxes |
| 13247 Pedersen/Margaret | | 90.00 | 1 Transactions | | |
| 14263 Pullen/Sandra | | | | | |
| 13- 943- 000- 0000- 2001 | | 152.00 | 21- 0- 042900 overpay Per 2 | Pullen | Cur - Property Taxes |
| 14263 Pullen/Sandra | | 152.00 | 1 Transactions | | |
| 14264 Puncochar/Amy | | | | | |
| 13- 943- 000- 0000- 2001 | | 4.00 | 29- 1- 174600 overpay Per 2 | Puncochar | Cur - Property Taxes |
| 14264 Puncochar/Amy | | 4.00 | 1 Transactions | | |
| 13675 PURVIS/RICHARD | | | | | |

Aitkin County



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|-----------------------------------|-------------|----------------------------|----------------------|------------------------------------|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 13675 PURVIS/RICHARD | | 29-0-014528 overpay Per 2 | Purvis | Cur - Property Taxes |
| | 242.00 | | | |
| | 242.00 | 1 Transactions | | |
| 14265 Real/Bruce | | 35-0-028500 overpay Per 2 | Real | Cur - Property Taxes |
| | 83.00 | | | |
| 14265 Real/Bruce | | 1 Transactions | | |
| 14266 Richards/Duane | | 16-1-072900 overpay Per 2 | Richards | Cur - Property Taxes |
| | 75.00 | | | |
| 14266 Richards/Duane | | 1 Transactions | | |
| 14267 Riesgraf/Janet | | 36-0-044800 overpay Per 2 | Riesgraf | Cur - Property Taxes |
| | 557.00 | | | |
| 14267 Riesgraf/Janet | | 1 Transactions | | |
| 14268 Ring/Kenneth | | 08-0-058501 overpay Per 2 | Ring | Cur - Property Taxes |
| | 54.00 | | | |
| 14268 Ring/Kenneth | | 1 Transactions | | |
| 14269 Robarge/Peggy | | 59-1-033100 overpay Per 2 | Robarge | Cur - Property Taxes |
| | 16.00 | | | |
| | 16.00 | 59-1-033200 overpay Per 2 | Robarge | Cur - Property Taxes |
| | 16.00 | 59-1-033300 overpay Per 2 | Robarge | Cur - Property Taxes |
| | 72.00 | 59-1-034200 overpay Per 2 | Robarge | Cur - Property Taxes |
| 14269 Robarge/Peggy | | 4 Transactions | | |
| | 120.00 | | | |
| 14294 Saari/Mary | | 36-7-037509 overpay Per 2 | Saari | Cur - Property Taxes |
| | 220.00 | | | |
| 14294 Saari/Mary | | 1 Transactions | | |
| | 220.00 | | | |
| 14270 Sabby/Trent | | 29-0-050303 overpay Per 2 | Sabby | Cur - Property Taxes |
| | 42.00 | | | |
| 14270 Sabby/Trent | | 1 Transactions | | |
| | 42.00 | | | |
| 13374 Salo/Lee | | 04-0-031300 overpay Per 2 | Salo | Cur - Property Taxes |
| | 8.80 | | | |
| 13374 Salo/Lee | | 1 Transactions | | |
| | 8.80 | | | |
| 14271 Sampson/Russell | | | | |

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| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 14271 Sampson/Russell | | 29-0-038900 overpay Per 2 | Sampson | Cur - Property Taxes |
| | | 1 Transactions | | |
| 14272 Sawatzke/James | | 33-0-040901 overpay Per 2 | Sawatzke | Cur - Property Taxes |
| 14272 Sawatzke/James | | 1 Transactions | | |
| 14273 Schifsky/Mark | | 11-0-019104 overpay Per 2 | Schifsky | Cur - Property Taxes |
| 14273 Schifsky/Mark | | 1 Transactions | | |
| 14274 Schmidt/Caryl | | 16-1-104500 overpay Per 2 | Schmidt | Cur - Property Taxes |
| 14274 Schmidt/Caryl | | 1 Transactions | | |
| 4400 Security State Bank | | 24-0-013910 overpay Per 2 | Fischer | Cur - Property Taxes |
| 4400 Security State Bank | | 1 Transactions | | |
| 14275 Stange/Cynthia | | 57-1-084700 overpay Per 2 | Stange | Cur - Property Taxes |
| 14275 Stange/Cynthia | | 1 Transactions | | |
| 14276 Stangret/Wannetta | | 41-0-020600 overpay Per 2 | Stangret | Cur - Property Taxes |
| 14276 Stangret/Wannetta | | 1 Transactions | | |
| 14277 Steinke/Kenneth | | 29-1-362700 overpay Per 2 | Steinke | Cur - Property Taxes |
| 14277 Steinke/Kenneth | | 1 Transactions | | |
| 14278 Stephens/James | | 35-0-038900 overpay Per 2 | Stephens | Cur - Property Taxes |
| 14278 Stephens/James | | 1 Transactions | | |
| 14145 Sulzbach/Clarice | | 07-0-062001 overpay Per 2 | Sulzbach | Cur - Property Taxes |
| 14145 Sulzbach/Clarice | | 1 Transactions | | |

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|---|-------------|----------------------------|---------------------------|------------------------------------|----------------------|
| <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> | | | | | |
| 14279 Tenney/John 13-943-000-0000-2001 | | 318.00 | 29-1-162100 overpay Per 2 | Tenney | Cur - Property Taxes |
| 14279 Tenney/John | | 318.00 | 1 Transactions | | |
| 14280 The Lock Shop 13-943-000-0000-2001 | | 60.00 | 08-1-086702 overpay Per 2 | Lock Shop | Cur - Property Taxes |
| 14280 The Lock Shop | | 60.00 | 1 Transactions | | |
| 14281 Webb/Jennifer 13-943-000-0000-2001 | | 6.00 | 16-1-079518 overpay Per 2 | Webb | Cur - Property Taxes |
| 14281 Webb/Jennifer | | 6.00 | 1 Transactions | | |
| 14282 Weitnauer/Cletis 13-943-000-0000-2001 | | 138.72 | 56-0-158502 overpay Per 2 | Weitnauer | Cur - Property Taxes |
| 14282 Weitnauer/Cletis | | 138.72 | 1 Transactions | | |
| 6119 Wells Fargo RE Tax Service 13-943-000-0000-2001 | | 465.00 | 11-0-013904 overpay Per 2 | Erickson | Cur - Property Taxes |
| 13-943-000-0000-2001 | | 444.00 | 10-0-048203 overpay Per 2 | Johnson | Cur - Property Taxes |
| 6119 Wells Fargo RE Tax Service | | 909.00 | 2 Transactions | | |
| 14283 White/Christine 13-943-000-0000-2001 | | 301.00 | 29-1-388100 overpay Per 2 | White | Cur - Property Taxes |
| 14283 White/Christine | | 301.00 | 1 Transactions | | |
| 10356 Woods Trust/Kathleen 13-943-000-0000-2001 | | 115.00 | 08-0-047308 overpay per 2 | Woods | Cur - Property Taxes |
| 10356 Woods Trust/Kathleen | | 115.00 | 1 Transactions | | |
| 14284 Yolo Investments 13-943-000-0000-2001 | | 23.00 | 29-1-523700 overpay Per 2 | Yolo | Cur - Property Taxes |
| 14284 Yolo Investments | | 23.00 | 1 Transactions | | |
| 14285 Zahn/Laurie 13-943-000-0000-2001 | | 11.50 | 29-0-050407 overpay Per 2 | Zahn | Cur - Property Taxes |
| 14285 Zahn/Laurie | | 11.50 | 1 Transactions | | |
| 14286 Zastawny Jr/Michael 13-943-000-0000-2001 | | 26.80 | 09-0-018300 overpay Per 2 | Zastawny | Cur - Property Taxes |

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|--------------------|------------------------|-------------|----------------------------|----------------------|------------------------------------|
| <u>No.</u> | <u>Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 14286 | Zastawny Jr/Michael | | | | |
| | | 26.80 | | | |
| | | | 1 Transactions | | |
| 943 | DEPT Total: | 28,564.74 | Taxes And Penalties | 111 Vendors | 134 Transactions |
| 13 | Fund Total: | 28,564.74 | Taxes & Penalties | | 134 Transactions |
| | Final Total: | 28,564.74 | 111 Vendors | 134 Transactions | |

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 13 | 28,564.74 | Taxes & Penalties |
| All Funds | | 28,564.74 | Total |

Approved by,

.....

.....



Board of County Commissioners Agenda Request

60
Agenda Item #

Requested Meeting Date: 01/10/2017

Title of Item: STS Donation

| | | |
|--|--|--|
| <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 type="checkbox"/> Adopt Resolution (attach draft) | <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i> |

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

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

Summary of Issue:

The Riceland Chapter of Minnesota Deer Hunters Association has made a generous donation of \$150 to the Aitkin County STS Program.

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:*



Board of County Commissioners Agenda Request

6D
Agenda Item #

Requested Meeting Date:

Title of Item: MCIS JPA & Bylaw Updates

- REGULAR AGENDA
- CONSENT AGENDA
- INFORMATION ONLY

Action Requested:

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

- Direction Requested
- Discussion Item
- Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:
Kirk Peysar, County Auditor

Department:
County Auditor

Presenter (Name and Title):
Kirk Peysar, County Auditor

Estimated Time Needed:
n/a

Summary of Issue:

Updates to the Joint Powers Agreement and Bylaws as recommended by the MCIS Board.

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? \$ as attached

Is this budgeted? Yes No *Please Explain:*

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

December 28, 2016

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: MCIS Joint Powers Agreement and By-laws

The MCIS Board has reviewed the joint powers agreement and by-laws to update and provide clarification on language issues, those changes are:

- Withdrawal notices need to be provided by April 1st of the current year. Sections (VII, 7.2 (d) and IX 9.1)
- Effective date of the revised JPA will be January 1, 2017.

Copies of the documents are attached.

I am requesting County Board approval of the revised JPA and by-laws.



MINNESOTA COUNTIES INFORMATION SYSTEMS JOINT AND COOPERATIVE AGREEMENT

This Agreement is made and entered into pursuant to Minnesota Statutes, Section 471.59. The parties to this Agreement are Governmental Units as defined in subdivision 1, Section 471.59, as quoted in Article II, Section 6, below. This Agreement supersedes and replaces any and all previous joint and cooperative agreements related to the MCIS Organization between the parties. It shall commence January 1, 2017, with respect to all present members of MCIS and shall become effective with respect to all future members upon adoption.

I. GENERAL PURPOSE

The general purpose of this Agreement is to provide for an organization through which the Parties may jointly and cooperatively provide for the establishment, operation and maintenance of custom computer applications, the support and management of information systems for the use and benefit of the Parties and related activities as may be authorized by the Board.

II. DEFINITION OF TERMS

- 2.1. For the purpose of this Agreement, the terms defined in this article shall have the meanings given them.
- 2.2. Minnesota Counties Information Systems means the organization created pursuant to this Agreement, which organization is hereafter referred to as "MCIS."
- 2.3. "Member" means a Governmental Unit as defined by Minn. Stat. § 471.59 which enters into this Agreement pursuant to the process defined herein.
- 2.4. "Associate" means a Governmental Unit purchasing services from MCIS through an executed service agreement that are not signatories to this Agreement and are not members of MCIS.
- 2.5. "Governmental Unit" is defined by subdivision 1, § 471.59 of Minnesota Statutes.
- 2.6. "Good Standing" means payment of bills within sixty (60) days of due date and meeting all contractual obligations.
- 2.7. "Director" means the primary representative designated by the governing body of the Member of MCIS. Alternate means the secondary representative designated



by the governing body of the Member of MCIS to represent and act in the absence of the primary Director.

- 2.8. "Board" means the governing body of MCIS, consisting of one Director from each Member.
- 2.9. "Day" or "days" shall refer to calendar days. "Fiscal Year" shall be the calendar year.
- 2.10. "Class 1 charges" refers to charges intended to cover the costs of design and development of computer programs, systems and other capital or general operating costs. Members of MCIS pay such portion of the Class 1 charges as shall be established by the Board on an annual basis.
- 2.11. "Class 2 charges" refers to charges intended to cover the costs of system operation and maintenance on an "as requested" basis and the costs associated with other requested projects. The amount of such charges shall be determined by the Board and such amounts shall be computed on the basis of workload, costs utilized by each Member or Associate/Contracted User and special projects.

III. BOARD OF DIRECTORS

- 3.1. The governing body of MCIS shall be its Board. Each Member shall be entitled to one vote. Each Member shall appoint one Director and may appoint up to two Alternates. An Alternate may attend the Board of Directors' meeting(s) and vote in the absence of the Director.
- 3.2. Directors and Alternates shall serve without compensation from MCIS, but this shall not prevent a Member from providing compensation for its Director or Alternates, if such compensation is authorized by such Member's Governmental Unit and by law.
- 3.3. Directors and Alternates shall be appointed to serve until their successors are appointed or until such time as they are no longer employed by or serving as an official of the Member Governmental Unit. Any Director or Alternate shall be subject to removal by the governing body of the Member appointing him/her, at any time. A vacancy of a Director or Alternate shall be filled by the governing body of the Member who appointed the Director or Alternate.
- 3.4. When the Member's governing body appoints a Director or an Alternate, it shall give notice of such appointment to MCIS in writing. Such notice shall include the



mailing address, e-mail address and phone number of any person so appointed. The contact information shown on such notices may be used as the official names and addresses for the purposes of giving any notice required by this Agreement or by the Bylaws of MCIS.

3.5. Ineligible Voting Period:

A Director or any Alternate of a Member shall not be eligible to vote on behalf of his/her Governmental Unit during the time that such Governmental Unit is in default on any contribution to MCIS or on any contract with it. During the existence of such default, such Governmental Unit shall not be counted in calculations for determining a quorum or for determining carrying of motions.

3.6. Officers and Committees:

The Board shall elect officers from its Memberships.

IV. POWERS AND DUTIES OF THE BOARD

- 4.1. The Board may adopt and follow such Bylaws as may be appropriate and consistent with this Agreement and law. Bylaws shall be adopted by and amended by an affirmative vote of a majority of members present at the annual meeting or at any other meeting of the Board provided that: 1) the proposed amendment shall have been submitted in writing to all Directors for review at least fourteen (14) days prior to the meeting and; 2) the proposed amendment shall have had a first reading at the regular meeting of the Board immediately prior to the meeting at which action is taken on the proposed amendment.
- 4.2. It shall take such action as it deems necessary and appropriate to accomplish the general purposes of the organization including the establishment of computer application and support and management information systems, engaging in the development and implementation of the necessary programs, therefore, acquiring any necessary site, purchasing any necessary supplies, equipment and machinery, employing any necessary personnel and operating and maintaining any systems for the handling of information processing and management information for the Members and for others. Any of the foregoing activities, or any other activities authorized by this Agreement, may be accomplished by entering into contracts, leases or other agreements with others, whenever the Board shall deem this to be advisable.



- 4.3. The Board shall have full control and management of the affairs of MCIS including the power to make contracts and service agreements as it deems necessary to make effective any power to be exercised by MCIS pursuant to this Agreement; to provide for the prosecution and defense or other participation in actions or proceedings at law in which it may have an interest; to employ such persons as it deems necessary to accomplish its duties and powers on a full-time, part-time or consulting basis; to conduct such research and investigation as it deems necessary on any matter related to or affecting the general purposes of the MCIS; to acquire, hold and dispose of property both real and personal as the Board deems necessary; and to contract for space, materials, supplies and personnel either with a Member or with a number of Members or elsewhere.
- 4.4. It may establish and collect membership dues.
- 4.5. It may establish and collect charges for its services to Members and to others.
- 4.6. It may enter into service agreements with Governmental Units that are not members through associate agreements and may charge fees other than for Members.
- 4.7. It may accept gifts, apply for and use grants or loans of money or other property from the state, or any other governmental units or organizations and may enter into agreements required in connection therewith and may hold, use and dispose of such moneys or property in accordance with the terms of the gift, grant, loan or agreement relating thereto.
- 4.8. It shall cause a regular, periodic (not to exceed two years) independent audit of the books to be made and shall make a regular, periodic (not to exceed two years) financial accounting and report in writing to the Members. Its books and records shall be available for and open to examination by its Members at all reasonable times.
- 4.9. It shall establish the annual budget for MCIS as provided in this Agreement.
- 4.10. It may delegate authority to an Executive Committee between Board meetings. Such delegation of authority shall be by resolution of the Board and may be conditioned in such manner as the Board may determine.
- 4.11. It may accumulate and maintain reasonable working capital reserves and may invest and reinvest funds not currently needed for the purposes of MCIS. Such



investment and reinvestment shall be in accordance with and subject to the laws applicable to the investment of county funds.

- 4.12. It shall make its information processing and management information systems available to its Members, according to this Agreement.
- 4.13. It shall make all decisions concerning the availability and transfer of its data processing and management information systems to any entity.
- 4.14. It may pay the reasonable and necessary expense of officers, Directors and Alternates incurred in connection with their duties as such.
- 4.15. It may provide for any of its employees to be members of the Public Employees Retirement Association and may make any required employer contributions to that organization and any other employer contributions which counties are authorized or required by law to make.
- 4.16. It may purchase public liability insurance and such other bonds or insurance as it may deem necessary.
- 4.17. It may develop additional rules concerning the financing of MCIS and the disbursement of funds may be adopted by the Board providing they are not inconsistent with the provisions contained in this Agreement or State Statutes.
- 4.18. It may exercise any power necessary and incidental to the implementation of its powers and duties.

V. MEMBERSHIP

- 5.1. Eligibility: Any Governmental Unit is eligible to apply for membership in MCIS.
- 5.2. To qualify for membership, a Governmental Unit must:
 - a. Have been a voting Member on or before January 1, 2006; or
 - b. Participate in the minimum service participation levels set annually by the Board of Directors.
- 5.3. Application for Membership:



- a. A Governmental Unit may make written application to the Board, through its Executive Director, no later than July 1 of the year prior to membership becoming effective January 1, including its interest in entering into this Joint Powers Agreement and contact information must also be included.
- b. Following application to MCIS, the Executive Committee or Governing Board shall provide the applicant with information regarding the budget obligations and the proportionate share of budget reserves the applicants will be required to contribute upon becoming a Member. A copy of this Agreement and the Bylaws shall also be provided to the applying Governmental Unit for review and consideration by its Governing Board.
- c. Thereafter, the authorized officer of the Governmental Unit shall file a duly authorized, executed copy of this Agreement, together with a certified copy of the resolution containing language to indicate full acceptance (without deviation) of this Agreement and the budget and reserve prior to membership becoming effective January 1. The resolution shall also list the names, addresses, e-mail addresses and phone numbers of the persons appointed to serve as the primary Board Director and up to two Alternates.

5.4. Approval:

A Governmental Unit shall be admitted as a Member upon a favorable vote of a majority of the Board and the payment of any budget reserve required by the Board. The Board may impose reasonable conditions upon the admission of new Members.

- 5.5. This Agreement shall be in effect for only those Members who have approved and signed it and whose membership has been approved by the Board.
- 5.6. All Members agree to abide by the terms and conditions of this Agreement, the Bylaws and the Policies or Procedures adopted by the Board.

VI. INDEMNIFICATION AND HOLD HARMLESS

- 6.1. MCIS shall be considered a separate and distinct public entity to which the parties to this Agreement have transferred all responsibility and control for the actions and practices taken pursuant to this Agreement. MCIS shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minnesota Statutes Chapter 466.



- 6.2. MCIS shall fully defend, indemnify and hold harmless the Signatory Members and Directors against all claims, losses, liability, suits, judgments, costs and expenses by reasons of the action or inaction of the employees or agents of MCIS. This Agreement to indemnify and hold harmless does not constitute a waiver by any Party of limitations on liability under Minnesota Statutes Section 466.04.
- 6.3. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they shall be deemed a “single governmental unit” for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59, subdivision 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.
- 6.4. The Parties to this Agreement are not liable for the acts or omissions of the other Party to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Party.

VII. FINANCIAL MATTERS

- 7.1. The fiscal year of the MCIS shall be January 1 through December 31.
- 7.2. Annual Budget:
 - a. Each member shall notify the Board no later than April 1 of the year prior to the effective budget year of any changes to the services that it will be purchasing from MCIS during the next budget year. Any failure to notify the Board of changes will result in the member maintaining the same level of services for the next budget year.
 - b. A copy of the preliminary budget for the upcoming fiscal year shall be developed and forwarded to all Directors by mail and/or e-mail no later than one week prior to the July meeting for consideration by the Board.
 - c. Copies of the budget approved by the Board at the annual meeting shall be mailed, e-mailed or hand delivered to the Director of each Member no later than five (5) days after the Board meeting approving the budget.
 - d. The budget, including the Member’s contribution, shall be deemed approved by the Member and the budget contribution of the Member agreed to unless, prior to April 1st of the year prior to the effective budget



year, the Member provides written notice pursuant to Article IX of this Agreement that the Member is withdrawing from MCIS.

- 7.3. In addition to the annual budget and Member contributions, the Board shall have the authority to set charges for services (Class 2) based on usage and other factors determined by the Board.
- 7.4. Member Charges and Billings:
- a. Billings for all charges shall be made by the Board or by their representative. Charges shall be due and payable upon billings being issued.
 - b. Member whose charges have not been paid within sixty (60) days after billing shall be in default and shall not be entitled to further voting privileges, nor to have its Director hold any office, nor to use any MCIS facilities, nor have access to any future release of MCIS Software, until such time as no longer in default.
 - c. Default and Withdrawal: In the event that billed charges have not been paid within sixty (60) days after such billing, such defaulting Member shall be deemed to have given, on such 60th day, notice of withdrawal from Membership. Actual withdrawal shall not take effect for a period of ninety (90) days from the date of such notification (150 days from the unpaid bill).
 - d. Billing Dispute: In the event of a bona fide dispute between the Member and the Board as to the amount which is due and payable, the Member shall nevertheless make such payment in order to preserve its status as a Member, but such payment may be made under protest and without prejudice to its right to dispute the amount of the charge and to pursue any legal remedies available to it.
- 7.5. MCIS funds may be expended by the Board in accordance with procedures established by law for the expenditure of funds by Minnesota counties. Orders, checks, drafts and other legal instruments shall be approved by the Board or their authorized representative and signed by the Fiscal Agent and/or such person as shall be designated by the Board.
- 7.6. Contracts shall be let and purchases shall be made in accordance with the legal requirements applicable to contracts and purchases by Minnesota counties.



VIII. OWNERSHIP OF ASSETS

- 8.1. The MCIS Building and all of its contents are the property of MCIS.
- 8.2. All furniture, equipment, fixed assets, systems, software, contracts, leases or intellectual property developed or related to the operations of MCIS are owned by MCIS unless specifically designated to be the property of a Member or other entity pursuant to contract or agreement.

IX. WITHDRAWAL

- 9.1. Notice of Withdrawal: Any Member may give written notice of withdrawal from MCIS no later than April 1st, effective at the close of the current fiscal year. Such notice shall be sent to the Executive Director at the legal address of MCIS.

The nonpayment of charges as set forth in § 7.4 or the refusal or declination of any Member to be bound by a term of this Agreement shall also constitute notice of withdrawal.

- 9.2. Effect of Withdrawal:
 - a. Upon effective withdrawal, the withdrawing Member shall continue to be responsible for its budget contributions (Class 1) for the balance of the fiscal year.
 - b. All Members and former Members shall remain responsible for all (Class 2) usage based and contracted charges upon withdrawal.
- 9.3. In the event that a Member withdraws from MCIS and that withdrawal does not result in the dissolution of MCIS, within two (2) years after the withdrawal, the Member shall forfeit any claim to any assets of MCIS. The sole exceptions to this shall be that the withdrawing Member shall have access to any Software developed for its use while it was a Member, in accordance with and subject to the provisions of Article X, § 10.4.
- 9.4. In the event that a Member withdraws from MCIS and MCIS dissolves within two (2) years of that withdrawal, the withdrawing Member shall retain its claims to any assets of MCIS, except that it shall not have access to any Software developed or



maintained during the period between its withdrawal and the dissolution of the organization.

X. DISSOLUTION

- 10.1. MCIS shall be dissolved:
 - a. Whenever a sufficient number of Members withdraws from the Organization to reduce the total number of Members to less than three (3);
or
 - b. By a favorable vote of at least majority of the Board.
- 10.2. Upon dissolution the remaining assets of MCIS, after payment of all obligations, shall be distributed among the then existing Members and those former Members that had been members within the previous two-year period in proportion to their contributions, as determined by the Board, provided that computer Software prepared for such Members shall be available to them, subject to such reasonable rules and regulations as the Board shall determine.
- 10.3. If, upon dissolution, there is a financial deficit, such deficit shall be charged to and paid by the Members and those former Members for the previous two-year period on a pro rata basis, based upon the budget contribution (Class 1) and contracted (Class 2) charges incurred by such Members and former Members.
- 10.4. In the event of dissolution, or if a Member withdraws under Article IX, § 9.2, the following provisions shall govern the distribution of computer Software and licenses owned by the Organization:
 - a. All such Software and licenses shall be an asset of MCIS. As such it may be sold in order to meet the financial obligations of the organization. Members agree to abide by any existing licensing provisions, including, but not limited to, any licensing provisions identified in a separate existing or future indemnification agreement, or any conditions placed on such sale by the Board. In no case, however, will such sale prevent a Member from obtaining, using and maintaining the MCIS owned Software for its own use.
 - b. A Member or former Member may use any Software developed for its use during its Membership upon (1) paying any unpaid sums due MCIS, (2) submitting a written request for such Software within three (3) months



of withdrawal and paying the costs of taking such Software, and (3) complying with reasonable rules and regulations the Board may make related to the taking and use of such Software. Such rules and regulations may include, but may not be limited to, a prohibition or restriction on the distribution and marketing of such Software outside the jurisdiction of the Member or former Member.

XI. DURATION

This Agreement shall continue in effect indefinitely, unless terminated in accordance with its terms, or superseded by a subsequent Joint Powers Agreement specifically related to the purposes of this Agreement.

XII. GOVERNING LAW, FINALITY, SEVERABILITY

- 12.1. **Governing Law.** This Agreement shall be governed by and construed according to the laws of the State of Minnesota. Any legal proceedings taken arising out of the terms and conditions of the Agreement shall be venued in the district courts of the State of Minnesota.
- 12.2. **Severability.** The provisions of this Agreement are severable. If any section, paragraph, subdivision, sentence, clause or phrase of the Agreement is held to be contrary to law, rule, or regulation having the force and effect of law, such decision shall not affect the remaining portions of this Agreement.
- 12.3. **Final Agreement.** It is understood and agreed that the entire agreement of the Parties is contained here and that this contract supersedes all oral or written agreements and negotiations between the parties relating to this subject matter. All items referred to in this Agreement are incorporated or attached and deemed to be part of the Agreement.
- 12.4. **The Parties to this Agreement understand and agree that it may be amended from time to time as deemed necessary by the Parties and as may be required by law.**



XIII. SIGNATURES AND COUNTERPARTS

This Agreement shall be executed by each Member separately, each of which version shall be deemed an original, but each of which shall constitute one and the same document. Counterparts may be filed with the Executive Director of MCIS which shall maintain them at its legal address.

IN WITNESS WHEREOF, the undersigned Governmental Unit has caused this Agreement to be signed and delivered on its behalf. In the process of:

(Name of Governmental Unit)

By _____

Title: _____ Dated _____

By _____

Title: _____ Dated _____

Approved as to form and execution:

(Attorney) *Dated*

Accepted and approved by:

(MCIS Chair) *Dated*
 RRM: #246812



Board of County Commissioners Agenda Request

6E
Agenda Item #

Requested Meeting Date: January 3, 2017

Title of Item: Authorize Agreement with the State Auditor's Office 2016

| | | |
|--|--|---|
| <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: Patrick Wussow, Interim County Administrator | Department: Administration | |
| Presenter (Name and Title): Patrick Wussow, Interim County Administrator | | Estimated Time Needed: |
| Summary of Issue: Authorize entering the agreement with the State Auditor's Office for 2016. | | |
| 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> See attachments. <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.



REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA

OFFICE OF THE STATE AUDITOR

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525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
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1-800-627-3529 (Relay Service)

December 14, 2016

The Honorable Kirk Peysar
County Auditor
Aitkin County Courthouse
209 Second Street N.W.
Aitkin, Minnesota 56431

Members of the Board of Commissioners
County Administrator
Aitkin County

We are pleased to confirm our understanding of the services we are to provide pursuant to Minnesota Laws for Aitkin County, Minnesota, for the year ended December 31, 2016. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Aitkin County as of and for the year ended December 31, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Aitkin County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Aitkin County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- Management's discussion and analysis
- Budgetary presentations for the general and major special revenue funds and related notes
- GASB-required supplementary pension information and related notes

We have also been engaged to report on supplementary information other than RSI that accompanies Aitkin County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Combining and individual fund statements
- Budgetary presentations for other funds
- Schedule of intergovernmental revenue
- Ditch schedule
- Schedule of expenditures of federal awards and related notes

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (a) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance and (b) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and the legal provisions of the *Minnesota Legal Compliance Audit Guides*, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions and to report in conformity with the provisions of the *Minnesota Legal Compliance Audit Guides*. We will issue written reports upon completion of our single audit. Our reports will be addressed to the governing body of Aitkin County. We intend to place reliance on the audit performed by auditors of the Aitkin Airport Commission, a joint venture in which Aitkin County has an equity interest and which is included in the City of Aitkin, Minnesota, financial statements as a discrete component unit, and plan to make reference to the joint venture auditors in our report on your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinion are other than unmodified, we will

discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements, notes, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. In order to meet your responsibilities for the financial statements, notes, and schedule of expenditures of federal awards, you agree to have information completed and available for audit by the dates identified in a schedule of completion document provided to auditors. If you are unable to prepare the information needed for the financial statements, notes, or schedule of expenditures of federal awards, or if the completion schedule varies significantly, we will, based on our staffing availability, provide the additional nonaudit services necessary to assist in the preparation of your draft financial statements, notes, and schedule of expenditures of federal awards in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on management's chart of accounts and other information determined and approved by management. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. Any such services will be performed in accordance with applicable professional standards. The County understands this will result in additional costs and agrees to pay for these services.

You will be required to acknowledge in the written management representation letter our assistance, if any, with preparation of the financial statements, notes, and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

We will prepare the trial balances for all funds except the Road and Bridge and Health and Human Services Special Revenue Funds for use during the audit. Our preparation of the trial balances will be limited to formatting information into working trial balances based on management's chart of accounts.

Management is responsible for (a) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (a) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (b) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (c) additional information that we may request for the purpose of the audit, and (d) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings, if applicable, should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written management representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (b) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited

financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written management representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing us with report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those financial audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior consent to reproduce or use our report in bond offering official statements or other documents.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (a) errors, (b) fraudulent financial reporting, (c) misappropriation of assets, or (d) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial

institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Aitkin County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Aitkin County's major programs. The purpose of these procedures will be to express an opinion on Aitkin County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Audit Administration and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit

clearinghouse and, if appropriate, to pass-through entities. Additional copies of the reporting package may be required. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide your governing body, management, related organization representatives, and, if applicable, nonfederal grantor entities with copies of our reports. Management is responsible for all other distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of the Office of the State Auditor. We may be requested to make certain audit documentation and appropriate individuals available to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. If requested, access to such audit documentation will be provided under our supervision. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained, pursuant to our record retention plan, for a period of ten years after the date the auditor's report is issued. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact those contesting the audit finding for guidance prior to destroying the audit documentation. We will be available throughout the year to answer questions, provide assistance, or assist you in implementing any of our recommendations.

Our fees are based on standard hourly rates plus travel and any out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Progress billings will be mailed to you every four weeks. The condition of your records and the assistance you are able to provide us affects both the timeliness and cost of the audit.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract when requested by you. Our 2015 peer review report can be found on our website at www.auditor.state.mn.us.

We appreciate the opportunity to be of service to Aitkin County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please contact me at (651) 282-2748 or Randy Vogt, who will be in charge of this audit, at (651) 284-4136 or at Randall.Vogt@osa.state.mn.us. If you agree with the terms of our engagement as described in this letter, please sign where provided below and return it to us.

Sincerely,



FOX Dianne Syverson, CPA, Audit Manager

Aitkin County
December 14, 2016
Page 8

Approved: This letter correctly sets forth the understanding of Aitkin County.

Chair, Board of Commissioners

Date

County Auditor

Date

County Administrator

Date



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: January 3, 2017

Title of Item: 2017 County Board Meeting Dates

| | | |
|---|--|---|
| <input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <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: Patrick Wussow, Interim County Administrator | | Department: Administration |
| Presenter (Name and Title): Patrick Wussow, Interim County Administrator | | Estimated Time Needed: |
| Summary of Issue: Each year the County Board sets the year's County Board meeting dates. Since 2013 the Board has been meeting on the second and fourth Tuesday of each month. In December the meeting dates are the 1st and 3rd Tuesday for the budgeting process. Attached is a 2017 calendar with the proposed Board meeting dates highlighted in yellow. County holidays/days off are highlighted in blue. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: | | |
| Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> See attachments. <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> | | |

2017

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

| FEBRUARY | | | | | | |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

| MARCH | | | | | | |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| APRIL | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| MAY | | | | | | |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

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

| AUGUST | | | | | | |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| SEPTEMBER | | | | | | |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| OCTOBER | | | | | | |
|---------|----|----|----|----|----|----|
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| NOVEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

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

 County Board meeting dates
 Holidays



Board of County Commissioners Agenda Request

| |
|---------------|
| 7B |
| Agenda Item # |

Requested Meeting Date: January 3, 2017

Title of Item: Designation of Official County Newspaper

| | | |
|--|--|---|
| <input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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: Patrick Wussow, Interim County Administrator | Department: Administration |
|--|--------------------------------------|

| | |
|--|-------------------------------|
| Presenter (Name and Title): Patrick Wussow, Interim County Administrator | Estimated Time Needed: |
|--|-------------------------------|

Summary of Issue:
 At the first meeting of the year, the County Board must designate an official newspaper. Enclosed for your review are the results of the request for bids that were sent to the Aitkin Independent Age, Voyageur Press, and the Newshopper. The County Board authorized the bid forms and procedures at the November 8, 2016 County Board meeting.

Attached is the 2017 bid summary sheet for the County Board to review, the 2016 and 2015 bid summary sheets for comparison, and the proposed resolution.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No Please Explain:

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

ADOPTED January 3, 2017

By Commissioner: xx

20170103-0xx

2017 Official County Newspaper

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

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Patrick Wussow, Interim County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 3rd day of January 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 3rd day of January 2017

Patrick Wussow
Interim County Administrator

AITKIN COUNTY - BID COMPARISON FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2017

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age & Voyageur Press

NewsHopper

\$ 10.50 per column inch (covers both publications)

\$ no bid per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age & Voyageur Press

NewsHopper

\$ 10.50 per column inch (covers both publications)

\$ no bid per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age & Voyageur Press

NewsHopper

\$ 10.50 per column inch (covers both publications)

\$ no bid per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age only

NewsHopper

\$ 7.00 per column inch

\$ no bid per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Voyageur Press only

NewsHopper

\$ 3.50 per column inch

\$ no bid per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**, 10 1/4" x 15" **VP**

Size in inches of newspaper single page sheet = No bid **NewsHopper**

Maximum number of columns per page in legal notice section = 6 **Aitkin Age** 4 **VP**

Maximum number of columns per page in legal notice section = No bid **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = 2,850 **Age**, 575 **VP**

Newspaper circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 2,850 **Age**, 575 **VP**

Weekly circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$36

Subscription cost per individual customer within Aitkin County for 1 year = no bid **NewsHopper**

AITKIN COUNTY - BID COMPARISON FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2016

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age & Voyageur Press

NewsHopper

\$ 10.00 per column inch (covers both publications)

\$ no bid per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age & Voyageur Press

NewsHopper

\$ 10.00 per column inch (covers both publications)

\$ no bid per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age & Voyageur Press

NewsHopper

\$ 10.00 per column inch (covers both publications)

\$ no bid per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age only

NewsHopper

\$ 6.50 per column inch

\$ no bid per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Voyageur Press only

NewsHopper

\$ 3.50 per column inch

\$ no bid per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**, 10 1/4" x 15" **VP**

Size in inches of newspaper single page sheet = No bid **NewsHopper**

Maximum number of columns per page in legal notice section = 6 **Aitkin Age** 4 **VP**

Maximum number of columns per page in legal notice section = No bid **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = 3,388 **Age**, 575 **VP**

Newspaper circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 3,388 **Age**, 575 **VP**

Weekly circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$35 **Age**/\$35 **VP**

Subscription cost per individual customer within Aitkin County for 1 year = no bid **NewsHopper**

AITKIN COUNTY - BID COMPARISON FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2015

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age & Voyageur Press

NewsHopper

\$ 9.00 per column inch

\$ no bid per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age & Voyageur Press

NewsHopper

\$ 9.00 per column inch

\$ no bid per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age & Voyageur Press

NewsHopper

\$ 9.00 per column inch

\$ no bid per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age only

NewsHopper

\$ 6.00 per column inch

\$ no bid per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Voyageur Press only

NewsHopper

\$ 3.00 per column inch

\$ no bid per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**, 10 1/4" x 15" **VP**

Size in inches of newspaper single page sheet = No bid **NewsHopper**

Maximum number of columns per page in legal notice section = 6 **Aitkin Age** 4 **VP**

Maximum number of columns per page in legal notice section = No bid **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = 3,032 **Age**, 575 **VP**

+ web readers 4,174

Newspaper circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 3,607 **Aitkin Age/VP**

Weekly circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$33 **Age**/\$34 **VP**

Subscription cost per individual customer within Aitkin County for 1 year = no bid **NewsHopper**

Joint Bid:
Aitkin Independent Age & Voyager Press

AITKIN COUNTY - BID FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2017

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)
\$ 10⁵⁰ per column inch (covers both Publications)
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ 10⁵⁰ per column inch (covers both Publications)
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ 10⁵⁰ per column inch (covers both Publications)
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 7⁰⁰ per column inch Aitkin Age only
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 3⁵⁰ per column inch Voyager Press only

Size in inches of newspaper single page sheet = 10^{3/8} by 15²¹ Age
Voyager

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

Newspaper circulation within the boundaries of Aitkin County = 2850 Age
575 VP

Weekly circulation within the boundaries of Aitkin County = 2850 Age
575 VP

Subscription cost per individual customer within Aitkin County for 1 year = 36⁻

(Please Print Clearly)

Name of Bidding Newspaper: Aitkin Independent Age Voyager Press
213 Minnesota Ave N 15 Country House Lane
PO Box 259 PO Box 59
Aitkin MN 56431 McGregor MN 55760

Printed Name of Submitter Kevin G Anderson Title Publisher

Phone: 218-927-3741

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

Kevin Anderson
Signature in Ink of Submitter

11/15/16
Date



Board of County Commissioners Agenda Request

7C
Agenda Item #

Requested Meeting Date: January 3, 2017

Title of Item: 2017 Board of Commissioners Meeting Procedures

| | | |
|--|---|---|
| <input checked="" type="checkbox"/> REGULAR AGENDA | Action Requested: | <input type="checkbox"/> Direction Requested |
| <input 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: Patrick Wussow, Interim County Administrator | Department: Administration |
|--|--------------------------------------|

| | |
|--|-------------------------------|
| Presenter (Name and Title): Patrick Wussow, Interim County Administrator | Estimated Time Needed: |
|--|-------------------------------|

Summary of Issue:
Each year the County Board adopts a resolution for the Board of Commissioners Meeting Procedures & Rules of Business.

The only modifications made for 2017 are noted in yellow (update) The Chair and Vice Chair will have to be identified (Page2).

The meeting schedule for 2017 is proposed to be the same as it has been since 2013, with the County Board meeting on the 2nd and 4th Tuesdays of each month, with the exception of December meeting on the 1st and 3rd Tuesday of the month.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



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

Revised January 3, 2017

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

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

The Aitkin County Board of Commissioners

Board Members

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

Your Board members this year are:

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

Board Meeting

The Aitkin County Board of Commissioners meets the 2nd and 4th Tuesdays of each month, with the exception of December. In December the Board will meet the first and third Tuesdays. Meeting dates and times are subject to change.

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

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

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

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

Board Actions

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

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

Public Participation at Board Meetings

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

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

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

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

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

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

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

AITKIN COUNTY BOARD RULES OF BUSINESS

Rule 1. Presiding Officer. Roll Call.

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

Rule 2. Quorum.

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

Rule 3. Minutes.

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

Rule 4. Order of Business.

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

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

Rule 5. Recognition by Chair.

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

Rule 6. Designation by Chair.

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

Rule 7. Presentment of Petitions and Communication.

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

Rule 8. Voting. Excuse. Failure.

When a question is put by the Chair, every member present shall vote; unless the County Board, for special reason, shall excuse a member prior to the calling of the roll or a legal

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

Rule 9. Calling Vote.

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

Rule 10. Public Hearing Procedure.

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

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

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

Rule 11. Ordinances. Procedure.

Every proposed ordinance shall be considered at two separate regular sessions of the County Board. Amendments may be offered at either meeting when the ordinance is under consideration. Amendment to any section may be made and acted upon at any time up to the final passage. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final adoption of said ordinance. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session.

Rule 12. Absent Member.

Every member of the County Board who anticipates being absent during a County Board meeting shall notify the County Administrator.

Rule 13. Journal.

It shall be the duty of the County Administrator to serve as Clerk to the County Board, and as such keep the journal of the proceedings of the County Board and perform such duties as may be required by Minnesota Statutes. The County Administrator shall not allow the official journal of the County to be taken from the custody of the County Administrator without the knowledge and consent of the County Board. The approved minutes will be the official record of the County Board meetings. In addition, recorded copies of the proceeding will be securely kept by the Office of the County Administrator for a period of four years.

Rule 14. Robert's Rules of Order.

The rules of parliamentary practice, embraced in Robert's Rules of Order shall govern the County Board in all cases in which they are applicable, and in which they are not inconsistent with the Standing Rules of the County Board.

Rule 15. Conduct.

Any County Board member, employee, or citizen may be asked to cease their comments, sit down, leave the premises, leave by law enforcement escort, or get arrested for not following the County's policies of mutual respect, harassment, and violence in the workplace. The Chair, or presiding officer shall enforce the conduct policy. Any member of the County Board, or the County Administrator can ask for the enforcement of this policy or recess in the meeting when it becomes apparent that the policies are not being followed. Some general things for which the policy may be enforced include, but are not limited to:

- 1) Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on County property.

- 2) Conduct which violated the common decency or morality of individuals.
- 3) Commission of a felony or gross misdemeanor.
- 4) Violating safety rules and regulations.
- 5) Speaking or making derogatory or false accusations so as to discredit other individuals.
- 6) The use of profanity or abusive language towards any individual.
- 7) Harassment or discrimination.
- 8) Speaking without being recognized by the Chair.

Rule 16. Suspension or Amendment of Rules.

No rule of the County Board shall be suspended, altered, or rescinded except upon the affirmation vote of a quorum of the County Board, unless notice of such change shall have been given at a previous meeting in which case only a majority shall be required.

Rule 17. Notice of Agenda.

The regular County Board meeting agendas shall be provided to the official County newspaper, posted on bulletin boards outside the County Administrator's office, and posted on the County's website, www.co.aitkin.mn.us to provide the public with timely and accurate notice of regular County Board meetings.

THESE RULES SHALL TAKE EFFECT and be in force from and after their adoption by the County Board, and any and all prior rules are hereby rescinded.

Aitkin County Department Heads

| | | |
|-------------------------|------------------|----------|
| Administrator | Vacant | 927-3093 |
| Assessor | Mike Dangers | 927-7327 |
| Attorney | Jim Ratz | 927-7347 |
| Auditor | Kirk Peysar | 927-7354 |
| Engineer | John Welle | 927-3741 |
| Environmental Services | Terry Neff | 927-7342 |
| Health & Human Services | Vacant | 927-7200 |
| Human Resources | Bobbie Danielson | 927-7306 |
| Land Commissioner | Mark Jacobs | 927-7364 |
| Information Technology | Steve Bennett | 927-7345 |
| Recorder | Mick Moriarty | 927-7336 |
| Sheriff | Scott Turner | 927-7400 |
| Treasurer | Lori Grams | 927-7325 |

Send Inquiries to: Aitkin County Administrator's Office
Attn: County Administrator's - Vacant
217 2nd St. NW – Room 134
Aitkin, MN 56431



Board of County Commissioners Agenda Request

7D
Agenda Item #

Requested Meeting Date: January 3, 2017

Title of Item: 2017 Committee Appointments

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

| | |
|--|--------------------------------------|
| Submitted by: Patrick Wussow, Interim County Administrator | Department: Administration |
|--|--------------------------------------|

| | |
|--|-------------------------------|
| Presenter (Name and Title): Patrick Wussow, Interim County Administrator | Estimated Time Needed: |
|--|-------------------------------|

Summary of Issue:
The Board needs to make 2017 Committee Appointments. Attached are copies of the 2016 resolutions, along with proposed resolutions for 2017. After the committees are finalized, we will also update the counties website. We will plan to take a new picture of the commissioner for on the website.

The proposed committee assignments are attached and resolutions will be modified after assignments are approved.

A few Commissioners, Marcotte and Niemi, sent specific requests for new committees (highlighted in blue). Commissioner Pratt was assigned the committees (highlighted in yellow) where Commissioner Napstad was previously assigned except those requested by Commissioner Marcotte. We have one conflict, Commissioner Niemi asked for AMC General Government Policy committee where Commissioner Marcotte is currently assigned. We did not highlight that item.

Additionally four committee assignments remain open. We have highlighted those in green.

Please contact me with any questions or comments.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

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

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

ADOPTED January 5, 2016

By Commissioner: Marcotte

20160105-005

2016 COMMITTEE APPOINTMENTS

BE IT HEREBY RESOLVED, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2016:

Assessor for Unorganized Twps.
Fairgrounds Custodian
AMC Delegates (8)

Mike Dangers
Kirk Peysar
County Board
Environmental Services Director
HHS Director
County Administrator

Facilities/Technology Committee

J. Mark Wedel
Brian Napstad

Aitkin Airport Commission (2)

J. Mark Wedel
John Welle

McGregor Airport Commission (2)

Brian Napstad
William Bedor

Tri-County Community Health Services Board
Arrowhead Regional Development Council
Aitkin County Water Planning Task Force
Snake River Watershed Management Board
NE MN Office Job Training

Laurie Westerlund
Don Niemi
Mark Wedel
Don Niemi
Brian Napstad

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

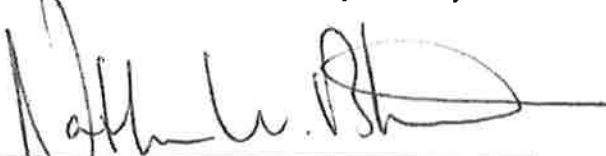
FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 5th day of January 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5th day of January 2016



Nathan Burkett
County Administrator

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

ADOPTED January 5, 2016

By Commissioner: Marcotte

20160105-006

2016 COMMITTEE APPOINTMENTS

BE IT HEREBY RESOLVED, that Board Chair J. Mark Wedel make the following committee appointments for the year 2016:

| | |
|--|------------------------------|
| Aitkin Economic Development Administration | J. Mark Wedel |
| Arrowhead Counties Association | Don Niemi |
| | Anne Marcotte |
| Arrowhead Economic Opportunity Agency | Laurie Westerlund |
| Arrowhead Regional Transportation Committee | John Welle |
| ATV Committee (2) | Brian Napstad |
| | Anne Marcotte |
| Big Sandy Lake Management Plan (1 + Alternate) | Brian Napstad |
| | Anne Marcotte, Alternate |
| Central MN Corrections (2) | J. Mark Wedel |
| | Laurie Westerlund |
| Development Achievement Center (liaison) (1 + Alternate) | Laurie Westerlund |
| | Don Niemi, Alternate |
| East Central Regional Library Board | Don Niemi |
| Economic Development (2) | Anne Marcotte |
| | Don Niemi |
| Environmental Assessment Worksheet (2) | Anne Marcotte |
| | Brian Napstad |
| Emergency Management | J. Mark Wedel |
| Extension Committee (2) | J. Mark Wedel |
| | Laurie Westerlund |
| Forest Advisory Committee (2) | Anne Marcotte |
| | Brian Napstad |
| H & HS Advisory Committee (Liaison) | Laurie Westerlund |
| | Anne Marcotte |
| Historical Society (Liaison) | J. Mark Wedel |
| Investment Committee | County Board |
| Joint Powers Natural Resources Board | Brian Napstad |
| | Mark Jacobs |
| Labor Management Committee | J. Mark Wedel |
| | Laurie Westerlund, Alternate |
| Lakes and Pines (1+ Alternate) | Don Niemi |
| | Anne Marcotte, Alternate |
| Law Library | Don Niemi |
| MCIT Representative (1 + Alternate) | Laurie Westerlund |
| | Kirk Peysar, Alternate |
| Mille Lacs Fisheries Input Group | Laurie Westerlund |
| Mille Lacs Watershed (2) | Don Niemi |
| | Laurie Westerlund |
| Mississippi Headwaters Board (MHB) | Brian Napstad |

COMMITTEE APPOINTMENTS

| | |
|---|------------------------------|
| MN Rural Counties Caucus (1 + Alternate) | Don Niemi |
| Northeast MN ATP Steering Committee | Anne Marcotte, Alternate |
| Northeast MN ATP | John Welle |
| | Don Niemi |
| | John Welle |
| Northeast MN ATP Township Representative | (Vacant) |
| Northeast Waste Advisory Committee (NEWAC) | Brian Napstad |
| (1+Alternate) | Laurie Westerlund, Alternate |
| Northern Counties Land Use Coordinating Board | Brian Napstad |
| (NCLUCB) (1 + Alternate) | Anne Marcotte, Alternate |
| Ordinance Committee (2) | Brian Napstad |
| | Anne Marcotte |
| Park Commission | Laurie Westerlund |
| Personnel/Insurance Committee (2) | Anne Marcotte |
| | J. Mark Wedel |
| Planning Commission | Laurie Westerlund |
| Sobriety Court | J. Mark Wedel |
| Solid Waste Task Force (2) | Laurie Westerlund |
| | Brian Napstad |
| Toward Zero Deaths (TZD) | J. Mark Wedel |

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

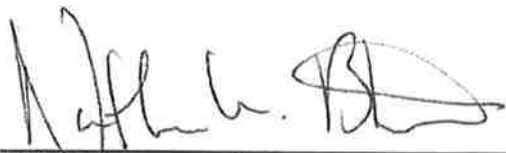
FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 5th day of January 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5th day of January 2016



Nathan Burkett
County Administrator



Aitkin County Board of Commissioners

Agenda Request Form

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

Requested Meeting Date:
Title of Item: Committee Reports

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

"Our Mission is to Provide Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County"



Home Board Meetings Community Public Notices Visitor Info Directory

Search input field with 'Search' button

- Administration
- Committee Openings
- County Offices
- Court Administration
- Employment
- Long Lake Conservation Ctr
- Northwoods ATV Trails
- Towns & Cities

Aitkin County Board



The Board provides elected representatives of the County with legislative control over matters of policy, as established by State Statute. The County Board exercises budgetary control through the adoption of an annual budget certified by major fund. The County Board appoints various citizen committees to render advice on legislative and policy-related matters and provides general direction to the operating departments through the County Administrator.

Hours of Operation

Court House
M-F 8 am-4:30 pm
Closed Holidays
Sheriff's Office
Open 24 hours
West Door

Aitkin County Board Members:

- **J. Mark Wedel - Chairperson, Commissioner District 1**
- **Laurie Westerlund - Commissioner District 2**
- **Donald Niemi - Commissioner District 3**
- **Brian Napstad - Commissioner District 4**
- **Anne Marcotte - Vice Chairperson, Commissioner District 5**



Click image to view larger map

Commissioner & District

District 1
City - Aitkin
Townships - Aitkin,
Spencer

J. Mark Wedel, Chair
515 6th Avenue SE
Aitkin, MN 56431
218-927-6500
218-838-9324 (cell)
mark.wedel@co.aitkin.mn.us
Term: 2011-2018



2016 Boards & Committees

Aitkin Airport Commission
Aitkin County Water Planning Task Force
Aitkin Economic Development Administration
Aquatic Invasive Species (AIS)
Central Minnesota Corrections
Emergency Management
Extension Committee
Facilities/Technology Committee
Historical Society (Liaison)
Investment Committee
Labor Management Committee
Personnel/Insurance Committee
Sobriety Court
Toward Zero Deaths

District 2
Townships - Farm Island,
Hazelton, Malmo,
Nordland, Wealthwood

Laurie Westerlund
30517 270th Lane
Aitkin, MN 56431
320-684-2652



Aitkin County Housing & Redevelopment
Aitkin County CARE Board
Arrowhead Economic Opportunity Agency
Central Minnesota Corrections
Development Achievement Center (Liaison)
Extension Committee
H&HS Advisory Committee (Liaison)
Investment Committee
Labor Management Committee (Alt.)
MCIT Representative

laurie.westerlund@co.aitkin.mn.us
Term: 2013-2016

Mille Lacs Fisheries Input Group
Mille Lacs Watershed
Northeast Waste Advisory Committee (Alt.)
Park Commission
Planning Commission
Solid Waste Task Force
Tri-County Community Health Services Board

District 3

City - McGrath
Townships - Beaver, Glen,
Idun, Kimberly, Lakeside,
Lee, Millward North,
Millward South, Pliny, Rice
River, Salo, Seavey,
Spalding, Wagner, White Pine, Williams, Unorg
Townships - 47-24, 45-24

**Donald Niemi**

32340 State Hwy 47
Aitkin, MN 56431
218-927-9947
don.niemi@co.aitkin.mn.us
Term: 2011-2018

Arrowhead Regional Development Council
Snake River Watershed Management Board
Arrowhead Counties Association
Development Achievement Center (Alt.)
East Central Regional Library Board
Economic Development
Investment Committee
Lakes & Pines
Law Library
Mille Lakes Watershed
MN Rural Counties Caucus
Northeast MN ATP

District 4

Cities - McGregor,
Tamarack
Townships - Clark,
Fleming, Haugen, Jevne,
McGregor, Morrison,
Shamrock, Workman

**Brian Napstad**

51227 Long Point Place
McGregor, MN 55760
218-485-1528
brian.napstad@co.aitkin.mn.us
Term: 2013-2016

ATV Committee
Aquatic Invasive Species (AIS)
Big Sandy Lake Management Plan
Board of Water & Soil Resources
Environmental Assessment Worksheet
Facilities/Technology Committee
Forest Advisory Committee
Investment Committee
Joint Powers Natural Resources Board
McGregor Airport Commission
Mississippi Headwaters Board
Minnesota Environmental Quality Board
MnDNR Shoreland Regulations
NE MN Office Job Training
Northeast Waste Advisory Committee
Northern Counties Land Use Advisory Board
Ordinance Committee
Solid Waste Task Force

District 5

Cities - Hill City, Palisade
Townships - Ball Bluff,
Balsam, Cornish, Hill Lake,
Libby, Logan, MacVillie,
Turner, Verdon,
Waukenabo
Unorg Townships - 52-27, 52-25, 52-24, 52-22,
51-27, 51-25, 51-22, 50-27, 50-26, 50-25, 49-27,
48-27

**Anne Marcotte, Vice Chair**

P.O. Box 192
Hill City, MN 55748
218-256-0277
anne.marcotte@co.aitkin.mn.us
Term: 2011-2018

Arrowhead Counties Association
ATV Committee
Big Sandy Lake Management Plan (Alt.)
Economic Development
Environmental Assessment Worksheet
Forest Advisory Committee
H&HS Advisory Committee (Liaison)
Isanti County Interagency Agency
Investment Committee
Lakes & Pines (Alt.)
MN Rural Counties Caucus (Alt.)
NCLUCB (Alt.)
Ordinance Committee
Personnel/Insurance Committee

[Click here for PDF of Commissioner Districts Map.](#)

[Home](#)

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Association of Minnesota Counties

AMC 2017 POLICY COMMITTEE APPOINTMENTS

POLICY COMMITTEE

Environment & Natural Resources Policy Committee
 General Government Policy Committee
 Health & Human Services Policy Committee
 Public Safety Policy Committee
 Transportation & Infrastructure Policy Committee

DELEGATE

Each county can appoint one commissioner or county official to each of five policy committees. Each county must have at least one member appointed to a policy committee. No policy Committee member can be on more than one Policy Committee.

INDIAN AFFAIRS ADVISORY COUNCIL

DELEGATE:

Eighteen counties are located in federally recognized Indian Country and a substantial Native American population resides in Hennepin County. Each of the 19 counties may designate a delegate to be a voting member of the Indian Affairs Advisory Committee.

AMC 2017 DELEGATE APPOINTMENTS

1.

2.

3.

4.

5.

6.

7.

8.

ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS

Section 1. Association Delegates Each member county shall be entitled to a number of delegates equal to three more than the number of persons on the board of county commissioners of the member county. Delegates shall be appointed annually by the county board from among the officials and employees of the county. Each delegate so appointed shall be eligible to vote at any meeting of the Association or to be elected an officer or director of the Association. The right to vote at any meeting of the Association or to hold an office or directorship in the Association shall terminate when such person ceases to be a delegate from a member county or the county that delegate represents ceases to be a member of the Association. A vacancy in the office of delegate shall be filled by the county board for the unexpired term.



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: 1/3/2017

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* <i>*provide copy of hearing notice that was published</i> |

| | |
|--|---|
| Submitted by: Bobbie Danielson <i>Bobbie Danielson</i> | Department: Administration/HR |
|--|---|

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

Summary of Issue:

See attached

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to authorize Mark Wedel, Anne Marcotte, Patrick Wussow, Bobbie Danielson, and Liz DeRuyck to serve as the interview panel for the HHS Director position, and Interim County Administrator Wussow to make a conditional job offer to the top finalist.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

This is a budgeted position. The offer will be made within budget.

AITKIN COUNTY HUMAN RESOURCES

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

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

To: Aitkin County Commissioners
Patrick Wussow, Interim County Administrator

From: Bobbie Danielson, HR Director

Date: December 28, 2016



Subject: Personnel Committee Recommendations

Recommendations

The Personnel Committee met on December 28, 2016 and unanimously recommends the following:

1. **County Administrator Recruitment** - Input from Department Heads was received at today's Personnel Committee meeting. This recruitment process is currently suspended until after the holidays. The Personnel Committee will meet again in January 2017 to discuss options.
2. **HHS Director Recruitment** - The Personnel Policy indicates County Board representative(s) may participate in the interview portion of the hiring process if the opening is for a Department Head position. (MN Statute 402.05 indicates each human services board shall appoint a Director, who shall serve at the pleasure of the human services board.) The Personnel Committee recommends the following interview panel for this position: Mark Wedel, Anne Marcotte, Patrick Wussow, Bobbie Danielson, and Liz DeRuyck, with interviews to be held during the week of January 9, 2017.

Action Requested

Motion to authorize Mark Wedel, Anne Marcotte, Patrick Wussow, Bobbie Danielson, and Liz DeRuyck to serve as the interview panel for the HHS Director position, and Interim County Administrator Wussow to make a conditional job offer to the top finalist. (Following acceptance of the conditional job offer, the HR Office will conduct a thorough employment reference and criminal background check and report findings to the interview panel. Provided all results are satisfactory, the Board will then be asked for final approval, and a start date will be arranged with the selected candidate.)



Board of County Commissioners Agenda Request

10A
Agenda Item #

Requested Meeting Date: January 3, 2017

Title of Item: Closed Session Pursuant to MN Statutes 13D.05 Subd. 3b

| | | |
|---|---|--|
| <input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
| Submitted by: Patrick Wussow, Interim County Administrator | | Department: Administration |
| Presenter (Name and Title): Patrick Wussow, Interim County Administrator | | Estimated Time Needed: |
| Summary of Issue: Closed session pursuant to Minnesota Statutes 13D.05 Subd. 3b for attorney client privilege. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: | | |
| Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ See attachments. 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.



Board of County Commissioners Agenda Request

11A
Agenda Item #

Requested Meeting Date: January 3, 2017

Title of Item: Potential action related to individual subject to board authority

| | | |
|--|--|---|
| <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: Patrick Wussow, Interim County Administrator | Department: Administration |
|--|--------------------------------------|

| | |
|--|-------------------------------|
| Presenter (Name and Title): Patrick Wussow, Interim County Administrator | Estimated Time Needed: |
|--|-------------------------------|

Summary of Issue:

Potential action related to individual subject to board authority.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*