

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS August 22, 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**
- 9:05 E) **Health & Human Services (see separate HHS agenda)**
- 9:45 **Break**
- 10:00 F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File August 8, 2017 – August 21, 2017**  
B) **Approve August 8, 2017 County Board Minutes**  
C) **Approve Commissioner Warrants**  
D) **Approve Auditor Warrants – July Sales & Use Tax**  
E) **Adopt Resolution: LG214 Premises Permit – The Pine Inn**  
F) **Adopt Resolution: Large Assembly License – White Pine Logging**  
G) **Approve Temporary 3.2% Malt Liquor License – Jacobson Volunteer Fire Department**  
H) **Approve Vehicle Purchase – Assessor's Office**  
I) **Approve Out-of-State Travel Request - LLCC**  
J) **Approve Out-of-State Travel Request – Sheriff's Office**  
K) **Adopt Resolution: Filing Credentials of Minister**  
L) **Approve Quote for Historical Record Scanning**
- 10:02 3) **Ross Wagner, Economic Development & Forest Industry Coordinator**  
A) **Approve Aitkin County Broadband Grant**  
B) **Approve Quotes for HHS Basement Remodel**
- 10:25 4) **Cynthia Bennett, Health & Human Services Director**  
A) **2018 Budget Presentation – Health & Human Services**
- 11:00 5) **John Welle, County Engineer**  
A) **2016 Annual Report**  
B) **2018 Budget Presentation – Highway Department**
- 12:00 **Break**

- 1:00 6) Jessica Seibert, County Administrator**  
A) 2018 Appropriations  
B) MCIT Dividend Discussion  
C) Approve IEA Proposal  
D) AMC Legislative Platform Development Process  
E) Motor Pool Garage  
F) ATV Ordinance Public Input Meetings  
G) Public Feedback Form

**2:00 7) Committee Updates**

**2:30 Adjourn**

The Aitkin County Board of Commissioners met this 8th day of August, 2017 at 9:03 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Bill Pratt, Anne Marcotte, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

**CALL TO ORDER**

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the August 8, 2017 agenda.

**APPROVED AGENDA**

Darwin Johnson, a new resident of Aitkin County, voiced his disapproval of the courthouse expansion project with the Board.

**CITIZEN'S PUBLIC COMMENT**

Motion by Commissioner Pratt, seconded by Commissioner Marcotte and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: July 25, 2017 to August 7, 2017; B) Approve County Board Minutes: July 25, 2017; C) Approve Commissioner Warrants: General Fund \$315,425.96, Road & Bridge \$23,025.71, Health & Human Services \$1,035.21, State \$645.00, Trust \$23,570.10, Forest Development \$92.59, Taxes & Penalties \$284.00, Long Lake Conservation Center \$2,529.45, Parks \$9,258.81 for a total of \$375,866.83 (less \$112,941.00 ECRL 2<sup>nd</sup> ½ appropriation, which was pulled from 7-25-2017 Commissioner Warrants as it had already been paid, for a new total of \$262,925.83); D) Approve July Manual Warrants: General Fund \$84,683.81, Road & Bridge \$120,222.66, Health & Human Services \$2,282.56, State \$8,668.91, Taxes & Penalties \$593.88, Long Lake Conservation Center \$1,979.69, Parks \$457.81 for a total of \$218,889.32; E) Approve Temporary 3.2% Malt Liquor License – Isle Lions; F) Adopt Resolution: Tax-Forfeited Land Sale

**CONSENT AGENDA**

Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Marcotte and carried, all members voting yes to approve the following Temporary 3.2 Malt Liquor License for a period from September 2, 2017 through September 4, 2017:

**TEMPORARY 3.2% MALT LIQUOR LICENSE ISLE LIONS**

ON Sale:

Isle Lions, d/b/a Isle Lions – Williams Township (White Pine Logging Show)

Under the consent agenda, motion for a resolution by Commissioner Pratt, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution – Tax-Forfeited Land Sale:

**WHEREAS**, the classification of the following county owned and tax-forfeited lands to be offered for sale has been made by the County Board in accordance with Minnesota Statutes 282, and

**RESOLUTION 20170808-055 TAX-FORFEITED LAND SALE**

**WHEREAS**, a public hearing was held on March 6, 2012 at 10:00 am, November 24, 2015 at 11:00 am and will be held on September 12, 2017 at 10:00 AM in the Aitkin County Courthouse regarding the classification of the attached lands and classified them to dispose of, and

**WHEREAS**, the County Board has made appraisals of the lands classified as non-conservation and of the timber and timber products thereon, and has made appraisal of

timber and buildings on such lands as have not been classified, and a list of such lands and timber, timber only and of buildings so appraised has been filed with the County Auditor for the purpose of offering lands, timber and buildings, so listed, for sale at not less than the appraised value of the land, timber, and buildings combined, with said appraisals of each property following, and

**WHEREAS**, the County Board is by law designated with authority to provide for the sale of such lands on terms:

**NOW, THEREFORE, BE IT RESOLVED** that such parcels shall be sold on the following terms, to wit: That on sales amounting to \$5,000.00 or less per parcel, the purchase price shall be paid in full at the time of purchase. On sales amounting to more than \$5,000.00 per parcel, the purchaser shall pay a minimum of \$5,000.00 down or 25% of the purchase price (whichever is greater) with the privilege of paying the balance over 5 years with the balance amortized over the 5 years plus interest at the rate according to Minnesota Statutes 282.01, Subdivision 4, on the deferred balance. Any remaining balance may be paid at any time. If the property is purchased on a contract for deed, a \$46.00 fee will be required at the time of purchase for the recording of the contract. Any contract for deed purchase on properties on this sale, are required to be recorded. Any property with a known well, will be charged a \$50.00 fee for recording the well certificate. If there is a structure on the property, purchaser is required to carry an insurance policy on the property with Aitkin County Land Department as a loss payable on it, until such time as the amount of the building valuation on the property is paid in full. This will be due within 10 days of the purchase of the property. Failure to provide the insurance will be a basis for cancelation of the contract for deed.

Provided that in case any parcel of land bearing standing timber, buildings or timber products is sold at public auction for more than the appraised value, the amount bid in excess of the appraised value shall be allocated between the land, buildings, and timber in proportion to the respective appraised value. The purchaser of tax-forfeited land at such sale shall be entitled to immediate possession, subject to the provision of any existing lease made in behalf of the State, and

**BE IT FURTHER RESOLVED**, that notice of such sale of lands, timber and buildings be given by publication in the official newspaper of the County as provided by law; that the County Auditor of Aitkin County offer such parcels of land for sale in the order in which they appear in said NOTICE OF SALE, and that such sale shall commence at 2:00 P.M. on Friday, the 27th day of October, 2017 and continue until all parcels classified as non-conservation and timber only, buildings on parcels not classified, are offered to the highest bidder for sale. This sale will be held at the Aitkin County Courthouse 3<sup>rd</sup> floor courtroom in Aitkin, Minnesota – 209 2<sup>nd</sup> St. NW.

**BE IT FURTHER RESOLVED**, as required by Minnesota Statutes 284.28, there will be added to the sale price of any tax-forfeited lands sold, an amount equal to three percent of the total sale price. Said additional amount to be deposited in the State Treasury and credited to the State Real Estate Assurance Fund, and

**BE IT FURTHER RESOLVED**, that the Land Commissioner may withdraw any description on the list, later subject to the approval of the County Board, when it may appear to be in the public interest to do so, and

**BE IT FURTHER RESOLVED**, Minnesota Statutes 282.014, imposes a \$25.00 fee upon purchasers of tax-forfeited land for issuance of a State Deed.

**BE IT FURTHER RESOLVED**, as required by Minnesota Statutes 282.01, Subdivision 6, all State Tax Deeds must be recorded with the County Recorder prior to issuing the Deed to the purchaser, therefore a recording fee for each State Deed issued must be paid to the Aitkin County Recorder by the purchaser when tax-forfeited land is paid for in full, as required in MS 357.18,

**BE IT FURTHER RESOLVED**, as required by Minnesota Statutes 287.22, all State Tax Deeds are subject to State Deed Tax which must be paid by the purchaser.

**BE IT FURTHER RESOLVED**, Aitkin County is not responsible for location of or determining property lines or boundaries.

**BE IT FURTHER RESOLVED**, that all lands sold hereunder are sold subject to the Zoning Ordinance adopted by the County Board, and all lands are sold subject to railroad and highway easements, power and pipeline easements, any recreational easements, and subject to all flowage rights, and

**BE IT FURTHER RESOLVED**, that except in the case of Deeds issued for platted property and Deeds issued to correct errors in either legal description or grantees, the Deeds issued for these parcels will contain a restrictive covenant which will prohibit enrollment of the land in a State Funded program providing compensation of marginal land or wetlands.

Aitkin County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment and the provision of services. Prospective bidders who require special accommodations to participate in this sale should inform the Land Department as soon as possible and more than three working days before the sale. You may write to Aitkin County Land Department at 209 2nd St. NW Room 206 Aitkin, MN.56431 or call 218-927-7364. Pre-registration prior to the sale is encouraged. If the bidder has not pre-registered, registration will be required before the sale commences to receive a bidding number.

**Land Sale Parcel Descriptions**

Parcel #	Pin ID	Access	Legal Desc	Sec	Twp	Rge	Acres	Starting Price at Auction
1	02-1-068900, 02-1-070600, 02-1-068800, 02-1-070800	*	Thoes subdivison of Lot 8 of Bridge Park Lots 1, 2, and 19, and 20	9	52	23	0.67	\$ 16,200.00
2	02-0-019201	*	South 420 feet of West One Half of Lot 5	10	52	23	6	\$ 19,500.00

3	02-0-059300	*	NE-SW, SE-SW	33	52	23	80	\$ 93,900.00
4	08-0-014300 and 08-0-014400	*	SW-NE, SE-NE	10	48	25	77.33	\$ 66,300.00
5	08-0-045102 & 08-0-045101	*	SE-SE	27	48	25	40	\$ 8,000.00
6	12-1-076000	*	Quadna Mountain View 1st Addn Lot 6 Blk 1	2	52	26	1.19	\$ 57,600.00
7	17-0-008301	*	2.53 acres in SW corner of SW-SE less 1.10 acres r/w	7	46	24	1.43	\$ 5,000.00
8	20-1-073200	*	First Addition to Swatara Lot 5 and 6 Blk 3	19	51	26	0.34	\$ 10,000.00
9	29-1-213600	*	Sheshebe Point 2nd Addition W 1/2 Lot 96	22	49	23	0.46	\$ 2,000.00
10	29-1-271400	**	Sheshebe Point 3rd Addn Lot 5 Blk 33	27	49	23	0.23	\$ 2,000.00
11	29-1-321800	*	Sheshebe Point 5th Addn Lot 2 and pt vacated McGregor Rd and pt Lot 13 and pt vacated trail as in Doc 361329	33	49	23	1.36	\$ 13,300.00
12	31-0-051900	*	1 3/8 ac in SE corner of SE-SE less hwy	26	47	26	1.38	\$ 5,000.00

			in Bk 122 DDS pg 139					
13	32-1-073902 and 32-1-073801	*	Big Sandy Highlands 5th Addn Lot 154 less 171x100 feet and less N 220 feet and 100 x 200 feet Lot 155	34	50	23	0.98	\$ 16,800.00
14	34-0-041900 and 34-0-041600		NE-SE, SE-SE	25	43	22	80	\$ 53,000.00
15	56-1-122800	*	City of Aitkin - Tibbetts Irregular Lots in Aitkin W 8 rods of Lot 16				0.6	\$ 2,700.00
16	57-1-019700	*	City of Hill City - Bucks Addn to Hill City Lot 10 Blk 14				0.16	\$ 8,500.00
17	57-1-040500	*	City of Hill City - Hill City Lot 24 Blk 6				0.08	\$ 500.00
18	58-1-006600 and 58-1-006400	*	City of McGrath - Plat of McGrath Lots 1, 2 and 3 Blk 6				0.48	\$ 6,800.00

Sheriff Scott Turner presented John Swanson a Life Saving Award for the actions he took to save Bob Hillman's life on January 25, 2017.

**LIFE SAVING  
AWARD**

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the Region 2 Homeland Security and Emergency Management Mutual Aid Agreement and authorize Board Chair and Emergency Manager signatures.

**MUTUAL AID  
AGREEMENT**

Kami Genz, Community Corrections Director introduced herself and the new Community Corrections staff to the Board:

- Taylor Rickmeyer – Corrections Agent (Adult & EHM)
- Andy Walsh – Corrections Agent (Juvenile/Diversion)
- Jake Leonhardt – Corrections Assistant

John Welle, County Engineer reviewed the draft ATV Ordinance with the Board. The Board consensus is that the commissioners will work with staff to set up public input meetings. Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting to schedule a Public Hearing on the draft ATV Ordinance at a future County Board meeting, date yet to be determined, after the public input meetings have been held.

Jessica Seibert, County Administrator reviewed the following with the Board:

- 2017 2<sup>nd</sup> Quarter Actuals
- 2018 General Government Budget Overview
- 2018 Appropriations Overview

Sheriff Scott Turner presented the proposed 2018 Sheriff's Office budget to the Board.

The Board discussed: NCLUCB, CARE, Mille Lacs Watershed, Law Library, Economic Development, McGregor Airport, Historical Society, and Aitkin Airport

Motion by Commissioner Westerlund seconded by Commissioner Marcotte and carried, all members voting to adjourn the meeting at 11:50 a.m. until Tuesday, August 22, 2017 at 9:00 a.m.

---

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

---

Jessica Seibert, County Administrator

**COMMUNITY  
CORRECTIONS  
STAFF**

**PUBLIC HEARING  
& INPUT  
MEETINGS FOR  
ATV ORDINANCE**

**COUNTY  
ADMINISTRATOR  
REPORTS**

**PROPOSED 2018  
SHERIFF'S  
OFFICE BUDGET**

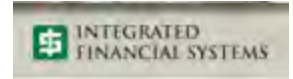
**BOARD  
DISCUSSION**

**ADJOURN**



DKB1  
8/21/17 9:00AM

# 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

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT			Commissioners		
86222	Aitkin Independent Age					
	01-001-000-0000-6230		52.50	synopsis 6/13/17	1479	Printing, Publishing & Adv
	01-001-000-0000-6230		65.63	synopsis 6/27/17	1479	Printing, Publishing & Adv
	01-001-000-0000-6230		36.75	EAW Notice of Availability	1479	Printing, Publishing & Adv
	01-001-000-0000-6230		36.75	EAW Notice of Availability	1479	Printing, Publishing & Adv
86222	Aitkin Independent Age		191.63	4 Transactions		
6097	Verizon Wireless					
	01-001-000-0000-6250		31.29	Cell phone charges	286287802	Telephone
	01-001-000-0000-6250		35.01	monthly mi fi charges	786663881	Telephone
6097	Verizon Wireless		66.30	2 Transactions		
1	DEPT Total:		257.93	Commissioners	2 Vendors	6 Transactions
40	DEPT			Auditor		
88012	Aitkin Co Auditor					
	01-040-021-0000-6205		200.00	Postage		Postage
88012	Aitkin Co Auditor		200.00	1 Transactions		
86222	Aitkin Independent Age					
	01-040-000-0000-6230		81.38	Synopsis-board of appeals	1014	Printing, Publishing & Adv
	01-040-021-0000-6230		36.00	License ctr/Serv Dir/Age	1014	Printing, Publishing & Adv
86222	Aitkin Independent Age		117.38	2 Transactions		
10185	Centurylink Communications Inc					
	01-040-021-0000-6250		145.14	JULY LD	320146217	License Center-Phone
10185	Centurylink Communications Inc		145.14	1 Transactions		
14583	Helmer Printing, Inc					
	01-040-021-0000-6405		219.10	2017 Driver Manuals	167293	Office & Computer Supplies
14583	Helmer Printing, Inc		219.10	1 Transactions		
2214	Holder/Maryann					
	01-040-021-0000-6301		750.00	September Rent		Rentals
2214	Holder/Maryann		750.00	1 Transactions		
86235	The Office Shop Inc					
	01-040-021-0000-6405		200.78	Toner	1029842-0	Office & Computer Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		01-040-021-0000-6405		10.80	Copy Holder		1029842-0		Office & Computer Supplies	
		01-040-000-0000-6405		5.55	3-ring binders		1030478-0		Office & Computer Supplies	
		01-040-021-0000-6405		3.16	Pens		293670-0		Office & Computer Supplies	
		01-040-021-0000-6625		175.00	chair for Carol		293670-0		Office Equipment & Other Equipment	
		01-040-021-0000-6405		10.08	letter wall file		293683-0		Office & Computer Supplies	
86235	The Office Shop Inc			405.37		6 Transactions				
40	DEPT Total:			1,836.99	Auditor		6 Vendors			12 Transactions
42	DEPT				Treasurer					
14330	US Bank									
		01-042-000-0000-6625		117.53	Ricoh MO contract		336797923		Office Equipment	
14330	US Bank			117.53		1 Transactions				
42	DEPT Total:			117.53	Treasurer		1 Vendors			1 Transactions
43	DEPT				Assessor					
4641	Holiday Credit Office									
		01-043-000-0000-6511		366.65	July Gas		1400000147443		Gas And Oil	
4641	Holiday Credit Office			366.65		1 Transactions				
9686	MAAP									
		01-043-000-0000-6208		85.00	MAAP seminar registration				Training/Education	
		01-043-000-0000-6208		85.00	voucher for summer registratio				Training/Education	
		01-043-000-0000-6240		10.00	membership fees-Cathy Olson				Dues & License Renewal	
		01-043-000-0000-6240		10.00	membership fees-Marcia Hills				Dues & License Renewal	
9686	MAAP			20.00		4 Transactions				
86235	The Office Shop Inc									
		01-043-000-0000-6405		10.60	batteries for calculators, lea		1029754-0		Office, Film & Computer Supplies	
		01-043-000-0000-6405		4.30	batteries for calculators		1029754-1		Office, Film & Computer Supplies	
		01-043-000-0000-6405		4.99	batteries for calculator 3-pak		1030363-0		Office, Film & Computer Supplies	
86235	The Office Shop Inc			19.89		3 Transactions				
6097	Verizon Wireless									
		01-043-000-0000-6250		147.93	August cell phone bill		680690882		Telephone	
6097	Verizon Wireless			147.93		1 Transactions				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
43	DEPT Total:		554.47	Assessor	4 Vendors	9 Transactions
44	DEPT			Central Services		
	10185 Centurylink Communications Inc					
	01-044-000-0000-6250		0.21	Toll Free Charges	320295974	Telephone
	10185 Centurylink Communications Inc		0.21		1 Transactions	
44	DEPT Total:		0.21	Central Services	1 Vendors	1 Transactions
45	DEPT			Motor Pool		
	170 Aitkin Motor Company					
	01-045-000-0000-6302		54.22	#3 Escape-LOF,rotate,lug nut	14341	Car Maintenance
	01-045-000-0000-6302		45.76	#55 Escape-LOF, rotate,door la	14355	Car Maintenance
	170 Aitkin Motor Company		99.98		2 Transactions	
45	DEPT Total:		99.98	Motor Pool	1 Vendors	2 Transactions
49	DEPT			Information Technologies		
	5398 CDW Government, Inc					
	01-049-000-0000-6402		18.99	Acrobat Pro DC install media	JSM3938	Computer Supplies & Software
	5398 CDW Government, Inc		18.99		1 Transactions	
	88880 Datacomm Computers & Networks Inc					
	01-049-000-0000-6402		65.00	APC Battery Replacement	9944	Computer Supplies & Software
	88880 Datacomm Computers & Networks Inc		65.00		1 Transactions	
	6097 Verizon Wireless					
	01-049-000-0000-6231		35.01	August renewal	9790151856	Programming, Services, Contracts
	6097 Verizon Wireless		35.01		1 Transactions	
49	DEPT Total:		119.00	Information Technologies	3 Vendors	3 Transactions
52	DEPT			Administration/Personnel Dept		
	86222 Aitkin Independent Age					
	01-052-000-0000-6230		85.74	position vacancies 7/12/17	1483	Printing, Publishing & Adv
	01-052-000-0000-6230		76.85	position vacancies 7/19/17	1483	Printing, Publishing & Adv
	86222 Aitkin Independent Age		162.59		2 Transactions	

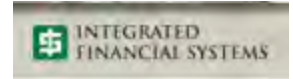
# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
13412	Pemberton, Sorlie, Rufer & Kershner PLLC 01-052-000-0000-6232		68.00	Partner .4 hrs @ 170.00	32	Attorney Services
	01-052-000-0000-6232		136.50	Legal Assist. 1.3 hrs @ \$105.0	32	Attorney Services
	01-052-000-0000-6232		102.00	Partner .6 hrs @ \$170.00	32	Attorney Services
13412	Pemberton, Sorlie, Rufer & Kershner PLLC		306.50	3 Transactions		
3200	Star Tribune 01-052-000-0000-6230		10.00	Network Administrator Ad	P130626	Printing, Publishing & Adv
3200	Star Tribune		10.00	1 Transactions		
86235	The Office Shop Inc 01-052-000-0000-6405		24.40	9x12 laminate, 3 mil	1030352-0	Office & Computer Supplies
86235	The Office Shop Inc		24.40	1 Transactions		
6097	Verizon Wireless 01-052-000-0000-6250		26.02	monthly mi fi charges	786663881	Telephone
6097	Verizon Wireless		26.02	1 Transactions		
52	DEPT Total:		529.51	Administration/Personnel Dept	5 Vendors	8 Transactions
60	DEPT			Elections		
86235	The Office Shop Inc 01-060-000-0000-6405		3.70	3-ring binders	1030478-0	Office & Computer Supplies
86235	The Office Shop Inc		3.70	1 Transactions		
60	DEPT Total:		3.70	Elections	1 Vendors	1 Transactions
90	DEPT			Attorney		
10185	Centurylink Communications Inc 01-090-000-0000-6250		0.41	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		0.41	1 Transactions		
9489	Redwood Toxicology Laboratory, Inc 01-090-000-0000-6213		114.07	testing for pretrial defendent	12289120177	Drug & Forfeiture Ms387.213
9489	Redwood Toxicology Laboratory, Inc		114.07	1 Transactions		
90	DEPT Total:		114.48	Attorney	2 Vendors	2 Transactions

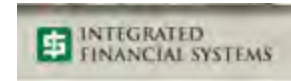
# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
110	DEPT			Courthouse Maintenance		
12106	Antoine Electric 01-110-000-0000-6231		72.00	trouble shoot CH AC	16350	Services, Labor, Contracts
	01-110-000-0000-6231		130.50	LED fixture for Chuck Everson	16351	Services, Labor, Contracts
12106	Antoine Electric		202.50	2 Transactions		
88628	Dalco 01-110-000-0000-6422		261.25	toilet tissue,roll towel dispe	3206828	Janitorial Supplies
88628	Dalco		261.25	1 Transactions		
1754	Garrison Disposal Company, Inc 01-110-000-0000-6255		579.22	Waste Removal	19770	Garbage
1754	Garrison Disposal Company, Inc		579.22	1 Transactions		
9692	Minnesota Energy Resources Corporation 01-110-000-0000-6254		45.00	Gas-Courthouse	0506823754	Utilities & Heating
9692	Minnesota Energy Resources Corporation		45.00	1 Transactions		
10948	MN Dept of Labor & Industry 01-110-000-0000-6271		100.00	00793 annual operating permit	ALR00751651	Inspection Fees
10948	MN Dept of Labor & Industry		100.00	1 Transactions		
1652	Northland Fire Protection 01-110-000-0000-6231		248.65	service/recert fire extinguish	28021	Services, Labor, Contracts
1652	Northland Fire Protection		248.65	1 Transactions		
4070	Riley Auto Supply 01-110-000-0000-6422		119.96	Tri power Belts, Hi power belt	590141	Janitorial Supplies
4070	Riley Auto Supply		119.96	1 Transactions		
10698	Stericycle,Inc 01-110-000-0000-6255		30.10	Monthly Steri Safe bill	4007273843	Garbage
10698	Stericycle,Inc		30.10	1 Transactions		
6097	Verizon Wireless 01-110-000-0000-6250		31.29	Cell phone charges	286287802	Phone
6097	Verizon Wireless		31.29	1 Transactions		

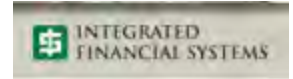
# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
110	DEPT Total:		1,617.97	Courthouse Maintenance	9 Vendors	10 Transactions
111	DEPT			Buildings		
1475	Duffney Refrigeration, Inc 01-111-000-0000-6605		3,497.00	Trane A/C-courthouse 3rd floor	35417	Building & Structures
1475	Duffney Refrigeration, Inc		3,497.00		1 Transactions	
111	DEPT Total:		3,497.00	Buildings	1 Vendors	1 Transactions
120	DEPT			Service Officer		
12445	Brandl Chevrolet, Buick GMC 01-120-000-0000-6302		389.36	oil,rotate,flush,cleans	303087	Car Maintenance
12445	Brandl Chevrolet, Buick GMC		389.36		1 Transactions	
10185	Centurylink Communications Inc 01-120-000-0000-6250		4.54	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		4.54		1 Transactions	
4641	Holiday Credit Office 01-120-000-0000-6511		138.25	July Gas	1400000136034	Gas And Oil
4641	Holiday Credit Office		138.25		1 Transactions	
86235	The Office Shop Inc 01-120-000-0000-6405		348.99	Color toner	1030146-0	Office & Computer Supplies
86235	The Office Shop Inc		348.99		1 Transactions	
3518	Voyageur Press Of Mcgregor/The 01-120-000-0000-6230		81.00	Veterans Benefits ad-8/1/17	36427	Printing, Publishing & Adv
3518	Voyageur Press Of Mcgregor/The		81.00		1 Transactions	
120	DEPT Total:		962.14	Service Officer	5 Vendors	5 Transactions
122	DEPT			Planning & Zoning		
86222	Aitkin Independent Age 01-122-000-0000-6230		74.31	BOA hearing 8/2/17	1482	Printing, Publishing & Adv
86222	Aitkin Independent Age		74.31		1 Transactions	
14320	Benson/Lin					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-122-000-0000-6350		80.00	BOA/onsites		Per Diem
	01-122-038-0000-6330		91.49	BOA/Onsites mileage	171@.535	Boa/Pc Mileage
14320	Benson/Lin		171.49	2 Transactions		
14339	Bright/Richard Edward					
	01-122-000-0000-6350		80.00	BOA/onsites		Per Diem
	01-122-038-0000-6330		75.97	BOA/Onsites mileage	142@.535	Boa/Pc Mileage
14339	Bright/Richard Edward		155.97	2 Transactions		
13066	Hargrave/Bryan					
	01-122-000-0000-6231		3,500.00	Contract Inspections 08/07/2017 08/18/2017	10@350.00 0	Services, Labor, Contracts, Programming
13066	Hargrave/Bryan		3,500.00	1 Transactions		
4641	Holiday Credit Office					
	01-122-000-0000-6511		20.88	July Gas	1400000135321	Gas And Oil
4641	Holiday Credit Office		20.88	1 Transactions		
2340	Hyytinen Hardware Hank					
	01-122-000-0000-6405		40.25	Gorilla tape&velcro4fair booth	1406038	Office, Computer, Film, & Field Supplies
2340	Hyytinen Hardware Hank		40.25	1 Transactions		
5516	Paquette/Jeremy M					
	01-122-000-0000-6350		80.00	BOA/onsites		Per Diem
	01-122-038-0000-6330		109.14	BOA/Onsites mileage	204@.535	Boa/Pc Mileage
5516	Paquette/Jeremy M		189.14	2 Transactions		
4010	Rasley Oil Company					
	01-122-000-0000-6511		20.39	July Fuel Charges	AITCOZOS	Gas And Oil
4010	Rasley Oil Company		20.39	1 Transactions		
10028	Spiel/Edward					
	01-122-000-0000-6350		80.00	BOA/onsites		Per Diem
	01-122-038-0000-6330		64.20	BOA/Onsites mileage	120@.535	Boa/Pc Mileage
10028	Spiel/Edward		144.20	2 Transactions		
12077	Stromberg/Kevin					
	01-122-000-0000-6350		80.00	BOA/Onsites		Per Diem
	01-122-038-0000-6330		84.00	BOA/Onsites mileage	157@.535	Boa/Pc Mileage



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
12077 Stromberg/Kevin		164.00	2 Transactions		
122 DEPT Total:		4,480.63	Planning & Zoning	10 Vendors	15 Transactions
123 DEPT			Coroner		
988 Hennepin Co Medical Centers					
01-123-000-0000-6260		39.00	ME 17-1548		Autopsies--Pathologist, Xrays, Etc
01-123-000-0000-6260		59.00	ME 17-1625		Autopsies--Pathologist, Xrays, Etc
988 Hennepin Co Medical Centers		98.00	2 Transactions		
3987 Ramsey County Medical Examiner					
01-123-000-0000-6260		1,400.00	ME 17-1548		Autopsies--Pathologist, Xrays, Etc
01-123-000-0000-6260		1,400.00	ME 17-1625		Autopsies--Pathologist, Xrays, Etc
3987 Ramsey County Medical Examiner		2,800.00	2 Transactions		
123 DEPT Total:		2,898.00	Coroner	2 Vendors	4 Transactions
200 DEPT			Enforcement		
50 Aitkin Body Shop, Inc					
01-200-000-0000-6302		3,711.12	repair squad vs deer #219	9085	Car Maintenance
50 Aitkin Body Shop, Inc		3,711.12	1 Transactions		
11960 ASAP Towing					
01-200-000-0000-6359		159.50	tow Infiniti G35 17-2254	5701	Wrecker Service
11960 ASAP Towing		159.50	1 Transactions		
4488 Automated Word Professionals					
01-200-000-0000-6231		69.00	transcription	17-SO116	Services & Labor (Incl Contracts)
4488 Automated Word Professionals		69.00	1 Transactions		
14578 AutoSmith Auto Group					
01-200-000-0000-6359		182.80	tow Infiniti G35-17-1607	17-04208	Wrecker Service
14578 AutoSmith Auto Group		182.80	1 Transactions		
13325 Bruggman/Paul					
01-200-040-0000-6304		28.50	July Phone/Internet		TZD Grant Expenses
01-200-040-0000-6304		130.54	July Miles	244@.535	TZD Grant Expenses
01-200-040-0000-6304		1,088.00	July hours worked	34@\$32.00	TZD Grant Expenses

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
13325 Bruggman/Paul		1,247.04	3 Transactions		
783 Canon Financial Services, Inc 01-200-000-0000-6231		181.45	dipatch copier lease-001	17584044	Services & Labor (Incl Contracts)
783 Canon Financial Services, Inc		181.45	1 Transactions		
5398 CDW Government, Inc 01-200-000-0000-6405		261.09	MS Office #202	JRD7633	Office Supplies
5398 CDW Government, Inc		261.09	1 Transactions		
10185 Centurylink Communications Inc 01-200-000-0000-6250		6.06	Toll Free Charges	320295974	Telephone
10185 Centurylink Communications Inc		6.06	1 Transactions		
4641 Holiday Credit Office 01-200-000-0000-6511		143.88	July Gas	1400000288942	Gas And Oil
4641 Holiday Credit Office		143.88	1 Transactions		
3263 K&M Signs Inc. 01-200-000-0000-6302		700.00	#210 lettering	11754	Car Maintenance
01-200-000-0000-6302		700.00	#225 lettering	11775	Car Maintenance
3263 K&M Signs Inc.		1,400.00	2 Transactions		
5756 KEEPRS, Inc 01-200-000-0000-6410		109.98	uniform pant #202	349818-03	Clothing Allowance
01-200-000-0000-6410		84.71	uniform shirt #202	351148	Clothing Allowance
5756 KEEPRS, Inc		194.69	2 Transactions		
2925 L & M Supply, Inc. 01-200-019-0000-6405		21.27	biscuits & bones		Office & Computer Supplies
2925 L & M Supply, Inc.		21.27	1 Transactions		
252 Lynn Peavey Company 01-200-000-0000-6405		136.15	evidence labeling supplies	333977	Office Supplies
01-200-000-0000-6405		159.00	drug testing supplies	334372	Office Supplies
252 Lynn Peavey Company		295.15	2 Transactions		
1652 Northland Fire Protection 01-200-000-0000-6231		628.70	service/recert fire extinguish	28019	Services & Labor (Incl Contracts)

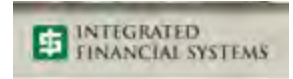
# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description		
No. Account/Formula	Accr	Amount	Service Dates	Invoice #	Account/Formula Description	On Behalf of Name
1652 Northland Fire Protection		628.70	1 Transactions			
10412 O'Reilly Auto Parts						
01-200-000-0000-6302		14.28	#204 headlight	1878-366310		Car Maintenance
10412 O'Reilly Auto Parts		14.28	1 Transactions			
4010 Rasley Oil Company						
01-200-000-0000-6511		86.52	July gas	AITCOSHES		Gas And Oil
4010 Rasley Oil Company		86.52	1 Transactions			
13864 Sandberg/Kristi						
01-200-000-0000-6150		1,000.00	September Cobra Premium			Health Insurance-Employer
13864 Sandberg/Kristi		1,000.00	1 Transactions			
4681 Streichers						
01-200-000-0000-6410		112.97	uniform pant #202	I1271852		Clothing Allowance
01-200-000-0000-6410		25.98	name plare #202	I1272166		Clothing Allowance
01-200-000-0000-6410		295.00	outer carrier #225	I1272492		Clothing Allowance
01-200-000-0000-6410		49.99	uniform pant #204	I1274194		Clothing Allowance
4681 Streichers		483.94	4 Transactions			
13005 Tactical Solutions						
01-200-000-0000-6231		465.00	Radar Certification	6246		Services & Labor (Incl Contracts)
13005 Tactical Solutions		465.00	1 Transactions			
86235 The Office Shop Inc						
01-200-000-0000-6405		62.40	office supplies	1029715-0		Office Supplies
01-200-000-0000-6405		8.08	office supplies	1029715-1		Office Supplies
86235 The Office Shop Inc		70.48	2 Transactions			
13934 Tire Barn						
01-200-000-0000-6302		46.23	oil change, a/c coolant #206	39568		Car Maintenance
01-200-000-0000-6302		57.98	oil change #211	39576		Car Maintenance
01-200-000-0000-6302		271.85	#204 oil change,front brakes	39614		Car Maintenance
13934 Tire Barn		376.06	3 Transactions			
9642 WEX BANK						
01-200-000-0000-6511		4,255.57	Gas	042400704396-1		Gas And Oil

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
9642	WEX BANK		4,255.57		1 Transactions	
200	DEPT Total:		15,253.60	Enforcement	22 Vendors	33 Transactions
202	DEPT			Boat & Water		
6049	Farm Island Repair & Marine 01-202-000-0000-6302		78.00	prop repair	60126	B&W Maintenance
6049	Farm Island Repair & Marine		78.00		1 Transactions	
2340	Hyytinen Hardware Hank 01-202-000-0000-6405		36.24	cable & clamp,drain plug B&W	1397567	Office Supplies
	01-202-000-0000-6405		70.71	cable & cable clamp-B&W	1401253	Office Supplies
	01-202-000-0000-6405		71.70	hardware (chain)	1402748	Office Supplies
2340	Hyytinen Hardware Hank		178.65		3 Transactions	
10412	O'Reilly Auto Parts 01-202-000-0000-6302		6.93	headlight B&W pickup	1878-369463	B&W Maintenance
10412	O'Reilly Auto Parts		6.93		1 Transactions	
202	DEPT Total:		263.58	Boat & Water	3 Vendors	5 Transactions
204	DEPT			ATV		
9642	WEX BANK 01-204-000-0000-6511		5.56	Gas	042400704396-1	Gas And Oil
9642	WEX BANK		5.56		1 Transactions	
204	DEPT Total:		5.56	ATV	1 Vendors	1 Transactions
252	DEPT			Corrections		
3483	AAF International 01-252-000-0000-6590		190.85	air filters	91152152	Repair & Maintenance Supplies
3483	AAF International		190.85		1 Transactions	
5653	Accurate Controls,Inc 01-252-000-0000-6231		2,967.60	doors in block 212,213,214	11171	Services & Labor (Incl Contracts)
5653	Accurate Controls,Inc		2,967.60		1 Transactions	
14005	American Tower Corporation					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
14005	American Tower Corporation 01-252-000-0000-6231		326.19 326.19	Jacobson Tower Rent 1 Transactions	404362129	Services & Labor (Incl Contracts)
10185	Centurylink Communications Inc 01-252-000-0000-6250		6.06	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		6.06	1 Transactions		
5583	Crawford Supply Company 01-252-252-0000-6408		405.24	Commissary Supplies	871686	Commissary Supplies
5583	Crawford Supply Company		405.24	1 Transactions		
88628	Dalco 01-252-000-0000-6422		34.18	Jail paper products	3204443	Janitorial Supplies
	01-252-000-0000-6422		258.74	Jail paper products	3206827	Janitorial Supplies
88628	Dalco		292.92	2 Transactions		
1754	Garrison Disposal Company, Inc 01-252-000-0000-6231		75.00	TV disposal	707549	Services & Labor (Incl Contracts)
1754	Garrison Disposal Company, Inc		75.00	1 Transactions		
2186	Hillyard Inc - Kansas City 01-252-000-0000-6422		442.75	janitorial	602640617	Janitorial Supplies
2186	Hillyard Inc - Kansas City		442.75	1 Transactions		
11889	Honeywell International Inc. 01-252-000-0000-6590		1,226.67	jail chiller,srvc water heate	5240956977	Repair & Maintenance Supplies
11889	Honeywell International Inc.		1,226.67	1 Transactions		
2340	Hyytinen Hardware Hank 01-252-000-0000-6590		11.93	brushes, spanner bit	1404722	Repair & Maintenance Supplies
	01-252-000-0000-6590		5.49	kitchen squeegee	1406367	Repair & Maintenance Supplies
	01-252-000-0000-6590		14.99	deck scrub	1408080	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		32.41	3 Transactions		
5503	Keefe Supply Company 01-252-252-0000-6408		439.30	commissary supplies	871687	Commissary Supplies
5503	Keefe Supply Company		439.30	1 Transactions		
5756	KEEPRS, Inc					

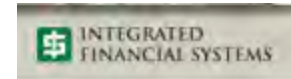
# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5756	KEEPRS, Inc		145.22	uniform pant K. White	351850	Clothing Allowance
			145.22	1 Transactions		
14564	Lands End Business Outfitters					
	01-252-000-0000-6410		58.99	ACSO clothing	SIN5121070	Clothing Allowance
	01-252-000-0000-6410		22.50	ACSO clothing	SIN5187579	Clothing Allowance
14564	Lands End Business Outfitters		81.49	2 Transactions		
13844	McKesson Medical Surgical					
	01-252-000-0000-6262		740.29	inmate meds	7645257	Medical Expenses & Supplies - Inmates
13844	McKesson Medical Surgical		740.29	1 Transactions		
13691	ME nD Correctional Care, PLLC					
	01-252-000-0000-6262		5,601.50	August Healthcare Services	2728	Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262		1,483.33	Addendum for August 2017	2728	Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262		1,415.40	inmate meds	2776	Medical Expenses & Supplies - Inmates
13691	ME nD Correctional Care, PLLC		8,500.23	3 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea					
	01-252-000-0000-6254		428.63	Shelter/Tower	34-54-015-01	Utilities & Heating
3160	Mille Lacs Energy Coop-Albert Lea		428.63	1 Transactions		
89765	Minnesota Elevator, Inc					
	01-252-000-0000-6231		171.64	August service	715919	Services & Labor (Incl Contracts)
89765	Minnesota Elevator, Inc		171.64	1 Transactions		
9692	Minnesota Energy Resources Corporation					
	01-252-000-0000-6254		45.00	Gas-Jail	0505221458	Utilities & Heating
	01-252-000-0000-6254		361.80	Gas-Jail	0505399584	Utilities & Heating
	01-252-000-0000-6254		18.00	Gas-STs	0506726121	Utilities & Heating
9692	Minnesota Energy Resources Corporation		424.80	3 Transactions		
9228	North Memorial Ambulance Service					
	01-252-000-0000-6262		467.83	Anderson,R-transport to Riverw	1950068	Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262		467.83	transport to Riverwood-Happy,N	2085078	Medical Expenses & Supplies - Inmates
9228	North Memorial Ambulance Service		935.66	2 Transactions		
1652	Northland Fire Protection					
	01-252-000-0000-6231		319.15	service/recert fire extinguish	28020	Services & Labor (Incl Contracts)

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
1652 Northland Fire Protection		319.15	1 Transactions		
14582 O'Brien/Lisa					
01-252-000-0000-5541		400.00	refund Rev Recapture-Wm O'Brie		Pay To Stay Incounty Boarding Mn641.12
14582 O'Brien/Lisa		400.00	1 Transactions		
3789 Pan-O-Gold Baking Company					
01-252-000-0000-6418		197.12	Groceries	10002417208019	Groceries
3789 Pan-O-Gold Baking Company		197.12	1 Transactions		
11947 Phoenix Supply					
01-252-000-0000-6424		838.00	inmate supplies	12534	Inmate Supplies
11947 Phoenix Supply		838.00	1 Transactions		
4010 Rasley Oil Company					
01-252-000-0000-6330		49.09	July gas	AITCOSHES	Prisoner Transportation & Travel
4010 Rasley Oil Company		49.09	1 Transactions		
11538 RCB Collections Range Credit Bureau Inc					
01-252-000-0000-6231		15.13	Employment background		Services & Labor (Incl Contracts)
11538 RCB Collections Range Credit Bureau Inc		15.13	1 Transactions		
9499 Reliance Telephone Systems, Inc					
01-252-252-0000-6406		3,790.00	outdoor camera, keyboard	9649	Phone Card Prisoner Welfare
9499 Reliance Telephone Systems, Inc		3,790.00	1 Transactions		
4070 Riley Auto Supply					
01-252-000-0000-6590		23.99	air handler belts	589755	Repair & Maintenance Supplies
4070 Riley Auto Supply		23.99	1 Transactions		
4681 Streichers					
01-252-000-0000-6410		99.98	uniform pant phillips	11274215	Clothing Allowance
4681 Streichers		99.98	1 Transactions		
4761 Sysco Minnesota Inc					
01-252-000-0000-6418		3,966.49	Groceries	153133383	Groceries
01-252-000-0000-6418		3,148.56	Groceries	153137760	Groceries
01-252-000-0000-6418		3,745.19	Groceries	153141346	Groceries

# 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
4761	Sysco Minnesota Inc				
		10,860.24		3 Transactions	
86235	The Office Shop Inc				
	01-252-000-0000-6405	62.39	office supplies	1029715-0	Office & Computer Supplies
	01-252-000-0000-6405	8.09	office supplies	1029715-1	Office & Computer Supplies
	01-252-000-0000-6231	263.06	copy count billing dispatch co	293485-0	Services & Labor (Incl Contracts)
86235	The Office Shop Inc	333.54		3 Transactions	
11608	Thrifty White Pharmacy-McGregor				
	01-252-000-0000-6262	1,175.57	July prescriptions	52914536063080	Medical Expenses & Supplies - Inmates
11608	Thrifty White Pharmacy-McGregor	1,175.57		1 Transactions	
11539	Traveler's Fare				
	01-252-000-0000-6330	1,266.40	D. Sack RT air from MT-Jolls	85758	Prisoner Transportation & Travel
	01-252-000-0000-6330	648.20	inmate airfare from MT-Jolls	85759	Prisoner Transportation & Travel
11539	Traveler's Fare	1,914.60		2 Transactions	
9642	WEX BANK				
	01-252-000-0000-6330	299.44	Gas	042400704396-1	Prisoner Transportation & Travel
	01-252-000-0000-6330	799.90	Gas	042400704396-1	Prisoner Transportation & Travel
9642	WEX BANK	1,099.34		2 Transactions	
252	DEPT Total:	38,948.70	Corrections	33 Vendors	48 Transactions
253	DEPT		Sentence to Serve		
86467	Auto Value Aitkin				
	01-253-000-0000-6405	174.99	battey xport employer	40105579	Operating Supplies
86467	Auto Value Aitkin	174.99		1 Transactions	
7525	Hometown Bldg Supply				
	01-253-000-0000-6405	5.94	sandpaper, bit	208	Operating Supplies
	01-253-000-0000-6405	6.03	staples	99838	Operating Supplies
	01-253-000-0000-6405	59.99	10" blade	99930	Operating Supplies
7525	Hometown Bldg Supply	71.96		3 Transactions	
2340	Hyytinen Hardware Hank				
	01-253-000-0000-6405	4.89	chain door stop	1390505	Operating Supplies
	01-253-000-0000-6405	2.69	jig saw blade	1390555	Operating Supplies
	01-253-000-0000-6405	22.99	shop towels	1390818	Operating Supplies



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
		01-253-000-0000-6405		22.39	sandpaper	1397235	Operating Supplies
		01-253-000-0000-6405		19.98	propanr torch	1397279	Operating Supplies
		01-253-000-0000-6405		4.79	sander belt	1397312	Operating Supplies
		01-253-000-0000-6405		3.99	butane lighter	1397354	Operating Supplies
		01-253-000-0000-6405		39.98	tin snip, screws	1399712	Operating Supplies
		01-253-000-0000-6405		2.24	bolts	1402671	Operating Supplies
		01-253-000-0000-6405		8.98	3/4 in supreme rough	1402730	Operating Supplies
		01-253-000-0000-6405		5.98	pant tray	1402733	Operating Supplies
		01-253-000-0000-6405		13.59	bimetal cip 5 pc	1402768	Operating Supplies
		01-253-000-0000-6405		17.99	grip and grab	1410216	Operating Supplies
		01-253-000-0000-6405		3.99	pneumatic tool drip	1410479	Operating Supplies
2340	Hyytinen Hardware Hank			174.47			14 Transactions
12927	Midwest Machinery Co.						
		01-253-000-0000-6405		14.95	280' quiet line	1487698	Operating Supplies
		01-253-000-0000-6405		45.83	plug, files	1519179	Operating Supplies
		01-253-000-0000-6405		15.02	decomp valve	1519189	Operating Supplies
		01-253-000-0000-6405		73.87	jack	1520326	Operating Supplies
		01-253-000-0000-6405		23.83	blades	1520327	Operating Supplies
12927	Midwest Machinery Co.			173.50			5 Transactions
4010	Rasley Oil Company						
		01-253-000-0000-6511		311.02	July gas	AITCOSHERS	Gas And Oil
4010	Rasley Oil Company			311.02			1 Transactions
13934	Tire Barn						
		01-253-000-0000-6302		57.98	oil change xport #2	39609	Car Maintenance
		01-253-000-0000-6302		459.38	U joint,shaft assembly-Dodge	39698	Car Maintenance
13934	Tire Barn			517.36			2 Transactions
5551	Unclaimed Freight North						
		01-253-000-0000-6405		29.98	ratchet tiedowns	109722	Operating Supplies
5551	Unclaimed Freight North			29.98			1 Transactions
253	DEPT Total:			1,453.28	Sentence to Serve	7 Vendors	27 Transactions
254	DEPT				Enhanced 911 System		
88880	Datacomm Computers & Networks Inc						
		01-254-000-0000-6625		175.00	replacement battery dispatch	9929	E-911 Equipment

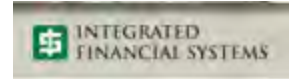
# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
88880	Datacomm Computers & Networks Inc		175.00		1 Transactions	
254	DEPT Total:		175.00	Enhanced 911 System	1 Vendors	1 Transactions
257	DEPT			Community Corrections		
4641	Holiday Credit Office 01-257-257-0000-6335		19.67	July Gas	1400000155373	Gas/Vehicle Fuel Charges
4641	Holiday Credit Office		19.67		1 Transactions	
11997	Minnesota Monitoring 01-257-267-0000-6341		4,310.75	Home Monitoring	4305	Equipment Rental
11997	Minnesota Monitoring		4,310.75		1 Transactions	
87101	North Homes-Standard 01-257-255-0000-6204		2,259.18	JBD secure detention 07/23/2017 07/31/2017	3638404 0	Juvenile Detention
	01-257-255-0000-6204		4,769.38	DS pre secure detention 07/01/2017 07/20/2017	3638404 0	Juvenile Detention
	01-257-255-0000-6204		7,781.62	MN Secure Detention 07/01/2017 07/31/2017	3638696 0	Juvenile Detention
	01-257-255-0000-6204		253.00	MN Transport to Court 07/20/2017 07/27/2017	MR10553 0	Juvenile Detention
	01-257-255-0000-6204		66.00	NB 7/20 court transport	MR10554	Juvenile Detention
	01-257-255-0000-6204		66.00	DS 7/20 transport to court	MR10555	Juvenile Detention
87101	North Homes-Standard		15,195.18		6 Transactions	
89269	Northwestern MN Juv Ctr-Primary Resid 01-257-255-0000-6204		702.00	Secure Detention NV 01/10/2017 07/12/2017	126-89-1 0	Juvenile Detention
	01-257-255-0000-6204		234.00	Secure Detention DT 07/27/2017 07/27/2017	126-89-1 0	Juvenile Detention
89269	Northwestern MN Juv Ctr-Primary Resid		936.00		2 Transactions	
3789	Pan-O-Gold Baking Company 01-257-022-0000-6406		63.36	Buns for brat sale	10002417208020	Sobriety Crt Expenses
3789	Pan-O-Gold Baking Company		63.36		1 Transactions	
9489	Redwood Toxicology Laboratory, Inc 01-257-267-0000-6274		175.17	Urinalysis Testing	02239920177	Drug Testing Fee

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
9489	Redwood Toxicology Laboratory, Inc		175.17		1 Transactions	
4761	Sysco Minnesota Inc 01-257-022-0000-6406		203.27	chips/potato salad-brat sale	153133384	Sobriety Crt Expenses
4761	Sysco Minnesota Inc		203.27	1 Transactions		
86235	The Office Shop Inc 01-257-000-0000-6405		63.69	Office Supplies	1029816-0	Office Supplies
86235	The Office Shop Inc		63.69	1 Transactions		
257	DEPT Total:		20,967.09	Community Corrections	8 Vendors	14 Transactions
280	DEPT			Emergency Management		
10185	Centurylink Communications Inc 01-280-000-0000-6250		1.06	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		1.06	1 Transactions		
280	DEPT Total:		1.06	Emergency Management	1 Vendors	1 Transactions
390	DEPT			Environmental Health (FBL)		
170	Aitkin Motor Company 01-390-000-0000-6302		230.13	2012 Impala-rear brake rotors	14406	Car Maintenance
170	Aitkin Motor Company		230.13	1 Transactions		
4641	Holiday Credit Office 01-390-000-0000-6511		79.97	July Gas	1400000135321	Gas And Oil
4641	Holiday Credit Office		79.97	1 Transactions		
390	DEPT Total:		310.10	Environmental Health (FBL)	2 Vendors	2 Transactions
391	DEPT			Solid Waste		
1754	Garrison Disposal Company, Inc 01-391-060-0000-6360		5,083.11	April Recycling		Recycling Contract
	01-391-060-0000-6360		6,312.05	May Recycling		Recycling Contract
	01-391-060-0000-6360		7,244.21	June Recycling		Recycling Contract
1754	Garrison Disposal Company, Inc		18,639.37	3 Transactions		
4641	Holiday Credit Office					

# Aitkin County

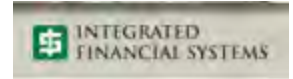


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-391-000-0000-6511		16.35	July Gas	1400000135321	Gas And Oil
4641	Holiday Credit Office		16.35	1 Transactions		
6097	Verizon Wireless					
	01-391-000-0000-6250		58.73	Neff-cell phone charges	286252299	Telephone
6097	Verizon Wireless		58.73	1 Transactions		
391	DEPT Total:		18,714.45	Solid Waste	3 Vendors	5 Transactions
500	DEPT			Library And Historical Society		
14295	May/Rebecca					
	01-500-500-0000-6350		35.00	ECRL Board Mtg	4/19/17	Library Per Diem
	01-500-500-0000-6350		35.00	ECRL Board Mtg	6/12/17	Library Per Diem
	01-500-500-0000-6350		35.00	ECRL Board Mtg	7/24/17	Library Per Diem
	01-500-500-0000-6350		35.00	ECRL Board Mtg	8/14/17	Library Per Diem
14295	May/Rebecca		140.00	4 Transactions		
500	DEPT Total:		140.00	Library And Historical Society	1 Vendors	4 Transactions
711	DEPT			Economic Development		
13834	Minnesota Interactive Inc					
	01-711-000-0000-6303		343.75	Blandin BB grant-Landing page	5160	Mcnight/Blandin Grant Expenses
13834	Minnesota Interactive Inc		343.75	1 Transactions		
711	DEPT Total:		343.75	Economic Development	1 Vendors	1 Transactions
1	Fund Total:		113,665.71	General Fund		222 Transactions

DKB1  
8/21/17 9:00AM  
3 Road & Bridge

# Aitkin County

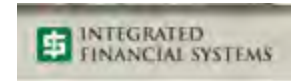


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			Undesignated		
	14577 Aitkin Woods					
	03-000-000-0000-5857		500.00	DEPOSIT REFUND		Culverts
	14577 Aitkin Woods		500.00	1 Transactions		
0	DEPT Total:		500.00	Undesignated	1 Vendors	1 Transactions
301	DEPT			R&B Administration		
	89541 Culligan					
	03-301-000-0000-6400		65.25	WATER	431035	Supplies And Materials
	89541 Culligan		65.25	1 Transactions		
	3963 Quale/Michael J					
	03-301-000-0000-6296		64.99	D3 MTG MILEAGE-WALKER, MN		Meeting Expense/Physicals
	3963 Quale/Michael J		64.99	1 Transactions		
301	DEPT Total:		130.24	R&B Administration	2 Vendors	2 Transactions
302	DEPT			R&B Engineering/Construction		
	1701 Forestry Suppliers Inc					
	03-302-000-0000-6449		73.35	ENGINEERING SUPPLIES	237631-00	Rd/Br Engr. Supplies
	1701 Forestry Suppliers Inc		73.35	1 Transactions		
	2340 Hyytinen Hardware Hank					
	03-302-000-0000-6449		4.19	ENGINEERING SUPPLIES	1407033	Rd/Br Engr. Supplies
	2340 Hyytinen Hardware Hank		4.19	1 Transactions		
302	DEPT Total:		77.54	R&B Engineering/Construction	2 Vendors	2 Transactions
303	DEPT			R&B Highway Maintenance		
	50 Aitkin Body Shop, Inc					
	03-303-000-0000-6298		40.71	PALISADE SHOP SUPPLIES	1130	Shop Maintenance
	50 Aitkin Body Shop, Inc		40.71	1 Transactions		
	170 Aitkin Motor Company					
	03-303-000-0000-6590		20.27	REPAIR PARTS	12616	Repair & Maintenance Supplies
	03-303-000-0000-6590		63.00	REPAIR PARTS	12624	Repair & Maintenance Supplies

DKB1  
8/21/17 9:00AM  
3 Road & Bridge

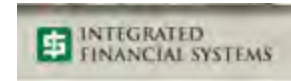
# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
170 Aitkin Motor Company		83.27	2 Transactions	
13649 Aitkin Rental Center				
03-303-000-0000-6521		175.00	BOOM LIFT	10218 Maintenance Supplies
13649 Aitkin Rental Center		175.00	1 Transactions	
11411 Charter Communications				
03-303-000-0000-6254		140.25	PHONE: HWY OFFICE	AUG/SEPT Utilities
11411 Charter Communications		140.25	1 Transactions	
1115 Contech Engineered Solutions				
03-303-000-0000-6515		725.76	36" ANNULAR CULVERT	15426305 Culverts
03-303-000-0000-6515		244.00	18" CULVERT BAND	15426305 Culverts
03-303-000-0000-6515		616.00	12" APRONS	15426305 Culverts
03-303-000-0000-6515		324.00	18" APRONS	15426305 Culverts
03-303-000-0000-6515		195.00	15" CULVERT BAND	15426305 Culverts
03-303-000-0000-6515		2,678.40	30" ANNULAR CULVERT	15426305 Culverts
1115 Contech Engineered Solutions		4,783.16	6 Transactions	
8500 Diamond Mowers, Inc				
03-303-000-0000-6590		1,064.08	REPAIR PARTS	0129009-IN Repair & Maintenance Supplies
8500 Diamond Mowers, Inc		1,064.08	1 Transactions	
7060 Federated Co-Ops Inc.				
03-303-000-0000-6297		234.77	MCGRATH SHOP PROPANE	0-0103359 Shop Fuel
03-303-000-0000-6297		1,061.34	JACOBSON SHOP PROPANE	440902910 Shop Fuel
7060 Federated Co-Ops Inc.		1,296.11	2 Transactions	
13468 G & K Services				
03-303-000-0000-6298		21.37	SHOP LAUNDRY	6043821482 Shop Maintenance
03-303-000-0000-6298		21.37	SHOP LAUNDRY	6043838487 Shop Maintenance
03-303-000-0000-6298		21.37	SHOP LAUNDRY	6043844152 Shop Maintenance
13468 G & K Services		64.11	3 Transactions	
1754 Garrison Disposal Company, Inc				
03-303-000-0000-6254		80.73	MCGREGOR SHOP	19638 Utilities
1754 Garrison Disposal Company, Inc		80.73	1 Transactions	
1959 H & L Mesabi Inc				

# 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
03-303-000-0000-6298		AITKIN SHOP SUPPLIES	68760	Shop Maintenance
1959 H & L Mesabi Inc				1 Transactions
4641 Holiday Credit Office				
03-303-000-0000-6513	25.87-	FEDERAL TAX ADJUSTMENT	1400000134236	Motor Fuel & Lubricants
03-303-000-0000-6513	4.24-	REBATE	1400000134236	Motor Fuel & Lubricants
03-303-000-0000-6513	55.00	GASOLINE	1400000134236	Motor Fuel & Lubricants
03-303-000-0000-6513	62.50	GASOLINE	1400000134236	Motor Fuel & Lubricants
03-303-000-0000-6513	53.50	GASOLINE	1400000134236	Motor Fuel & Lubricants
03-303-000-0000-6513	55.00	GASOLINE	1400000134236	Motor Fuel & Lubricants
03-303-000-0000-6513	41.50	GASOLINE	1400000134236	Motor Fuel & Lubricants
03-303-000-0000-6513	43.35	GASOLINE	1400000134236	Motor Fuel & Lubricants
03-303-000-0000-6513	26.70	GASOLINE	1400000134236	Motor Fuel & Lubricants
03-303-000-0000-6513	37.95	GASOLINE	1400000134236	Motor Fuel & Lubricants
03-303-000-0000-6513	33.20	GASOLINE	1400000134236	Motor Fuel & Lubricants
4641 Holiday Credit Office	378.59			11 Transactions
2340 Hyytinen Hardware Hank				
03-303-000-0000-6590	6.98	REPAIR PARTS	1407061	Repair & Maintenance Supplies
03-303-000-0000-6298	1.49	AITKIN SHOP SUPPLIES	1408969	Shop Maintenance
03-303-000-0000-6298	29.99	AITKIN SHOP SUPPLIES	1408978	Shop Maintenance
03-303-000-0000-6590	299.98	REPAIR PARTS	1409410	Repair & Maintenance Supplies
03-303-000-0000-6298	6.98	AITKIN SHOP SUPPLIES	1409450	Shop Maintenance
03-303-000-0000-6298	31.91	AITKIN SHOP SUPPLIES	1410245	Shop Maintenance
03-303-000-0000-6298	77.69	SWATARA SHOP SUPPLIES	1410684	Shop Maintenance
2340 Hyytinen Hardware Hank	455.02			7 Transactions
13061 Konrad Material Sales				
03-303-000-0000-6517	24,255.00	CRACK SEALANT	1253202	Asphalt,Crackfiller,Tack Oil,Etc
13061 Konrad Material Sales	24,255.00			1 Transactions
91187 Lake Country Power				
03-303-000-0000-6254	79.01	JUN-JUL JACOBSON SHOP	1400073000	Utilities
03-303-000-0000-6254	82.61	JUL-AUG SWATARA	140946401	Utilities
91187 Lake Country Power	161.62			2 Transactions
14038 Lube-Tech & Partners, LLC				
03-303-000-0000-6298	55.00	AITKIN SHOP SUPPLIES	997622	Shop Maintenance
03-303-000-0000-6513	588.50	HYDRAULIC FLUID	997622	Motor Fuel & Lubricants

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
03-303-000-0000-6513		1,489.80	MOTOR OIL	997622 Motor Fuel & Lubricants
03-303-000-0000-6590		699.57	REPAIR PARTS	997622 Repair & Maintenance Supplies
14038 Lube-Tech & Partners, LLC		2,832.87		4 Transactions
2991 Malmo Market				
03-303-000-0000-6513		10.29	GASOLINE	23854 Motor Fuel & Lubricants
03-303-000-0000-6513		60.36	GASOLINE	24024 Motor Fuel & Lubricants
03-303-000-0000-6513		34.45	GASOLINE	25053 Motor Fuel & Lubricants
03-303-000-0000-6513		30.51	GASOLINE	26225 Motor Fuel & Lubricants
03-303-000-0000-6513		42.66	GASOLINE	30792 Motor Fuel & Lubricants
03-303-000-0000-6513		30.69	GASOLINE	36073 Motor Fuel & Lubricants
03-303-000-0000-6513		50.40	GASOLINE	37220 Motor Fuel & Lubricants
03-303-000-0000-6513		48.11	GASOLINE	39007 Motor Fuel & Lubricants
2991 Malmo Market		307.47		8 Transactions
10824 Maney International Inc				
03-303-000-0000-6590		324.36	FILTERS	760842 Repair & Maintenance Supplies
03-303-000-0000-6590		155.69	REPAIR PARTS	760842 Repair & Maintenance Supplies
03-303-000-0000-6590		90.57-	REPAIR PARTS	CM760842 Repair & Maintenance Supplies
10824 Maney International Inc		389.48		3 Transactions
3100 McGregor Oil				
03-303-000-0000-6513		6.95-	DISCOUNT	Motor Fuel & Lubricants
03-303-000-0000-6513		746.59	JACOBSON DIESEL	10594 Motor Fuel & Lubricants
03-303-000-0000-6513		1,419.41	PALISADE DIESEL	10595 Motor Fuel & Lubricants
03-303-000-0000-6513		1,095.59	SWATARA DIESEL	10596 Motor Fuel & Lubricants
03-303-000-0000-6513		32.44	GASOLINE	10626 Motor Fuel & Lubricants
03-303-000-0000-6513		49.35	GASOLINE	56445 Motor Fuel & Lubricants
03-303-000-0000-6513		60.10	GASOLINE	56446 Motor Fuel & Lubricants
03-303-000-0000-6513		45.01	GASOLINE	56448 Motor Fuel & Lubricants
03-303-000-0000-6513		39.86	GASOLINE	56449 Motor Fuel & Lubricants
03-303-000-0000-6513		41.30	GASOLINE	56450 Motor Fuel & Lubricants
03-303-000-0000-6513		18.89	GASOLINE	62137 Motor Fuel & Lubricants
3100 McGregor Oil		3,541.59		11 Transactions
3160 Mille Lacs Energy Coop-Albert Lea				
03-303-000-0000-6254		126.00	POWER: PALISADE	18-52-026-01 Utilities
03-303-000-0000-6254		57.48	169 & CSAH 3	19-23-010-01 Utilities
03-303-000-0000-6254		104.05	POWER: MCGREGOR	29-53-003-01 Utilities



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
03-303-000-0000-6254		1,184.04	POWER: AITKIN	33-52-007-02 Utilities
03-303-000-0000-6254		63.11	169 & CSAH 28	39-62-022-01 Utilities
03-303-000-0000-6254		38.85	CSAH 12	40-06-000-01 Utilities
03-303-000-0000-6254		62.46	47 & CSAH 2	54-51-104-01 Utilities
3160 Mille Lacs Energy Coop-Albert Lea		1,635.99		7 Transactions
14155 Minnesota Beaver Control				
03-303-000-0000-6297		396.56	BEAVER CONTROL	15736 Shop Fuel
14155 Minnesota Beaver Control		396.56		1 Transactions
9692 Minnesota Energy Resources Corporation				
03-303-000-0000-6297		46.81	NAT GAS: AITKIN SHOP	JULY Shop Fuel
9692 Minnesota Energy Resources Corporation		46.81		1 Transactions
10720 Nuss Truck & Equipment				
03-303-000-0000-6590		28.27	REPAIR PARTS	3164201P Repair & Maintenance Supplies
03-303-000-0000-6590		227.40	FILTERS	3171623P Repair & Maintenance Supplies
03-303-000-0000-6590		153.40-	REPAIR PARTS-PD TWICE-CREDIT O	CM3162277P Repair & Maintenance Supplies
10720 Nuss Truck & Equipment		102.27		3 Transactions
3963 Quale/Michael J				
03-303-000-0000-6513		56.35	GASOLINE	1016398 Motor Fuel & Lubricants
3963 Quale/Michael J		56.35		1 Transactions
4010 Rasley Oil Company				
03-303-000-0000-6513		51.25	GASOLINE	22411 Motor Fuel & Lubricants
03-303-000-0000-6513		47.54	GASOLINE	22412 Motor Fuel & Lubricants
03-303-000-0000-6513		45.77	GASOLINE	22527 Motor Fuel & Lubricants
03-303-000-0000-6513		49.45	GASOLINE	22543 Motor Fuel & Lubricants
03-303-000-0000-6513		46.79	GASOLINE	22585 Motor Fuel & Lubricants
03-303-000-0000-6513		37.63	GASOLINE	22661 Motor Fuel & Lubricants
03-303-000-0000-6513		14.31	GASOLINE	22700 Motor Fuel & Lubricants
03-303-000-0000-6513		41.24	GASOLINE	22702 Motor Fuel & Lubricants
03-303-000-0000-6590		63.99	PROPANE	22702 Repair & Maintenance Supplies
03-303-000-0000-6513		23.44	GASOLINE	22704 Motor Fuel & Lubricants
03-303-000-0000-6513		55.88	GASOLINE	22724 Motor Fuel & Lubricants
03-303-000-0000-6513		64.76	GASOLINE	22726 Motor Fuel & Lubricants
03-303-000-0000-6513		45.53	GASOLINE	22763 Motor Fuel & Lubricants
03-303-000-0000-6513		26.97	GASOLINE	22770 Motor Fuel & Lubricants

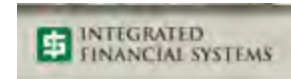
# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
03-303-000-0000-6513			44.06	GASOLINE	22809	Motor Fuel & Lubricants
03-303-000-0000-6513			54.46	GASOLINE	22815	Motor Fuel & Lubricants
03-303-000-0000-6513			28.70	GASOLINE	22819	Motor Fuel & Lubricants
03-303-000-0000-6513			51.10	GASOLINE	22875	Motor Fuel & Lubricants
03-303-000-0000-6513			34.62	GASOLINE	22882	Motor Fuel & Lubricants
03-303-000-0000-6513			49.47	GASOLINE	22919	Motor Fuel & Lubricants
03-303-000-0000-6513			33.06	GASOLINE	22940	Motor Fuel & Lubricants
03-303-000-0000-6513			54.21	GASOLINE	22960	Motor Fuel & Lubricants
03-303-000-0000-6513			67.93	GASOLINE	23064	Motor Fuel & Lubricants
03-303-000-0000-6513			37.14	GASOLINE	23067	Motor Fuel & Lubricants
03-303-000-0000-6513			31.72	GASOLINE	23068	Motor Fuel & Lubricants
03-303-000-0000-6513			52.76	GASOLINE	23079	Motor Fuel & Lubricants
03-303-000-0000-6513			53.65	GASOLINE	23110	Motor Fuel & Lubricants
03-303-000-0000-6513			59.66	GASOLINE	23135	Motor Fuel & Lubricants
03-303-000-0000-6513			43.14	GASOLINE	23139	Motor Fuel & Lubricants
03-303-000-0000-6513			84.15	GASOLINE	23157	Motor Fuel & Lubricants
03-303-000-0000-6513			36.72	GASOLINE	23159	Motor Fuel & Lubricants
03-303-000-0000-6590			136.78	PROPANE	23203	Repair & Maintenance Supplies
03-303-000-0000-6513			33.98	GASOLINE	23215	Motor Fuel & Lubricants
03-303-000-0000-6513			44.97	GASOLINE	23252	Motor Fuel & Lubricants
03-303-000-0000-6513			56.23	GASOLINE	23258	Motor Fuel & Lubricants
03-303-000-0000-6513			44.06	GASOLINE	23275	Motor Fuel & Lubricants
03-303-000-0000-6513			84.78	GASOLINE	23302	Motor Fuel & Lubricants
03-303-000-0000-6513			53.84	GASOLINE	23317	Motor Fuel & Lubricants
03-303-000-0000-6513			46.00	GASOLINE	23340	Motor Fuel & Lubricants
03-303-000-0000-6513			29.37	GASOLINE	23387	Motor Fuel & Lubricants
03-303-000-0000-6513			42.23	GASOLINE	23391	Motor Fuel & Lubricants
03-303-000-0000-6513			50.50	GASOLINE	23443	Motor Fuel & Lubricants
03-303-000-0000-6513			37.96	GASOLINE	23449	Motor Fuel & Lubricants
03-303-000-0000-6513			59.37	GASOLINE	23495	Motor Fuel & Lubricants
03-303-000-0000-6513			47.07	GASOLINE	23498	Motor Fuel & Lubricants
03-303-000-0000-6513			59.35	GASOLINE	23503	Motor Fuel & Lubricants
03-303-000-0000-6513			40.32	GASOLINE	23517	Motor Fuel & Lubricants
03-303-000-0000-6513			46.68	GASOLINE	23546	Motor Fuel & Lubricants
03-303-000-0000-6513			39.41	GASOLINE	23558	Motor Fuel & Lubricants
03-303-000-0000-6513			46.97	GASOLINE	23582	Motor Fuel & Lubricants
03-303-000-0000-6513			51.67	GASOLINE	23656	Motor Fuel & Lubricants
03-303-000-0000-6513			40.95	GASOLINE	23728	Motor Fuel & Lubricants
03-303-000-0000-6513			59.87	GASOLINE	23741	Motor Fuel & Lubricants

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
4010 Rasley Oil Company		2,583.46	53 Transactions	
9273 Reichert Enterprises, Inc				
03-303-000-0000-6590		291.20	REPAIR LABOR	10051 Repair & Maintenance Supplies
03-303-000-0000-6590		25.99	REPAIR PARTS	10051 Repair & Maintenance Supplies
9273 Reichert Enterprises, Inc		317.19	2 Transactions	
4711 Sunnys Citgo				
03-303-000-0000-6513		52.08	GASOLINE	1010286 Motor Fuel & Lubricants
03-303-000-0000-6513		57.91	GASOLINE	1012014 Motor Fuel & Lubricants
03-303-000-0000-6513		35.82	GASOLINE	1018958 Motor Fuel & Lubricants
4711 Sunnys Citgo		145.81	3 Transactions	
90805 Temco				
03-303-000-0000-6590		834.00	FABRICATION LABOR	21684 Repair & Maintenance Supplies
03-303-000-0000-6590		18.70	REPAIR PARTS	21700 Repair & Maintenance Supplies
03-303-000-0000-6590		17.50	REPAIR PARTS	21707HU Repair & Maintenance Supplies
03-303-000-0000-6590		24.42	REPAIR PARTS	21719 Repair & Maintenance Supplies
90805 Temco		894.62	4 Transactions	
12788 Timmer Implement of Aitkin				
03-303-000-0000-6590		157.75	REPAIR PARTS	IA10692 Repair & Maintenance Supplies
03-303-000-0000-6590		568.50	FILTERS	IA10692 Repair & Maintenance Supplies
03-303-000-0000-6590		20.67	REPAIR PARTS	IA10967 Repair & Maintenance Supplies
12788 Timmer Implement of Aitkin		746.92	3 Transactions	
10431 Verizon Business				
03-303-000-0000-6254		19.89	JUL-HWY OFFICE	4227948181707 Utilities
10431 Verizon Business		19.89	1 Transactions	
6097 Verizon Wireless				
03-303-000-0000-6254		336.96	JUL-DEPT CELL PHONES	9790241606 Utilities
6097 Verizon Wireless		336.96	1 Transactions	
8605 Wayne's Sanitation Llc				
03-303-000-0000-6254		26.25	GARBAGE: MCGRATH	271950 Utilities
8605 Wayne's Sanitation Llc		26.25	1 Transactions	
5295 Ziegler Inc				

DKB1  
 8/21/17 9:00AM  
 3 Road & Bridge

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
03-303-000-0000-6590		1,112.47	7' CUTTING EDGES	PC190069068 Repair & Maintenance Supplies
03-303-000-0000-6590		964.08	6' CUTTING EDGES	PC190069068 Repair & Maintenance Supplies
03-303-000-0000-6590		476.52	4' CUTTING EDGES	PC190069068 Repair & Maintenance Supplies
03-303-000-0000-6590		205.64	FILTERS	PC190069159 Repair & Maintenance Supplies
5295 Ziegler Inc		2,758.71	4 Transactions	
303 DEPT Total:		50,528.85	R&B Highway Maintenance	32 Vendors 151 Transactions
307 DEPT			R&B Capital Infrastructure	
971 Commissioner of Transportation				
03-307-000-0000-6260		170.38	JOB COST TRANSFERS	P00008202 Professional Services
971 Commissioner of Transportation		170.38	1 Transactions	
307 DEPT Total:		170.38	R&B Capital Infrastructure	1 Vendors 1 Transactions
3 Fund Total:		51,407.01	Road & Bridge	157 Transactions

DKB1  
 8/21/17 9:00AM  
 5 Health & Human Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
400	DEPT			Public Health Department		
10185	Centurylink Communications Inc 05-400-440-0410-6250		5.43	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		5.43		1 Transactions	
10698	Stericycle,Inc 05-400-440-0410-6231		19.26	Monthly Steri Safe bill	4007273843	Services/Labor/Contracts
10698	Stericycle,Inc		19.26		1 Transactions	
400	DEPT Total:		24.69	Public Health Department	2 Vendors	2 Transactions
420	DEPT			Income Maintenance		
10185	Centurylink Communications Inc 05-420-600-4800-6250		11.53	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		11.53		1 Transactions	
10698	Stericycle,Inc 05-420-600-4800-6231		40.94	Monthly Steri Safe bill	4007273843	Services/Labor/Contracts
10698	Stericycle,Inc		40.94		1 Transactions	
420	DEPT Total:		52.47	Income Maintenance	2 Vendors	2 Transactions
430	DEPT			Social Services		
10185	Centurylink Communications Inc 05-430-700-4800-6250		16.96	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		16.96		1 Transactions	
10698	Stericycle,Inc 05-430-700-4800-6231		60.20	Monthly Steri Safe bill	4007273843	Services/Labor/Contracts
10698	Stericycle,Inc		60.20		1 Transactions	
430	DEPT Total:		77.16	Social Services	2 Vendors	2 Transactions
5	Fund Total:		154.32	Health & Human Services		6 Transactions

DKB1  
8/21/17 9:00AM

# Aitkin County

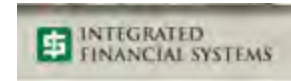


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

6 Debt Service

Vendor No.	Vendor Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
949	DEPT					Courthouse Addition					
14044	Boarman Kroos Vogel Group Inc	06-949-000-0000-6231			14,362.00	Government Center expansion		43756		Services, Labor, Contracts	
		06-949-000-0000-6231			304.79	Costs		43756		Services, Labor, Contracts	
14044	Boarman Kroos Vogel Group Inc				14,666.79		2 Transactions				
949	DEPT Total:				14,666.79	Courthouse Addition		1 Vendors		2 Transactions	
6	Fund Total:				14,666.79	Debt Service				2 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
900	DEPT			Timber Permit Bonds		
943	Cook Logging 10-900-000-0000-2300		2,465.00	timbr permit bond refund R2926	13548	Timber Permit Bonds
943	Cook Logging		2,465.00	1 Transactions		
900	DEPT Total:		2,465.00	Timber Permit Bonds	1 Vendors	1 Transactions
923	DEPT			Forfeited Tax Sales		
170	Aitkin Motor Company 10-923-000-0000-6590		51.73	LOF	14211	Repair & Maintenance Supplies
	10-923-000-0000-6590		50.74	LOF	14367	Repair & Maintenance Supplies
170	Aitkin Motor Company		102.47	2 Transactions		
13725	Beartooth True Value 10-923-000-0000-6406		40.98	flashlight & light switch	B41123	Field Supplies
13725	Beartooth True Value		40.98	1 Transactions		
5398	CDW Government, Inc 10-923-000-0000-6405		713.00	(2) Office Pro Plus 2016	JRR4853	Office Supplies
5398	CDW Government, Inc		713.00	1 Transactions		
14455	Dependable Demolition 10-923-000-0000-6231		6,900.00	Demo Jacobson Property	000049	Services, Labor, Contracts
14455	Dependable Demolition		6,900.00	1 Transactions		
8500	Diamond Mowers, Inc 10-923-000-0000-6590		67.77	soft shift valve	0129362-IN	Repair & Maintenance Supplies
8500	Diamond Mowers, Inc		67.77	1 Transactions		
4641	Holiday Credit Office 10-923-000-0000-6511		1,062.58	July billing	1400000134961	Gas And Oil
4641	Holiday Credit Office		1,062.58	1 Transactions		
2340	Hyytinen Hardware Hank 10-923-000-0000-6590		26.99	booster cables	1410215	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		26.99	1 Transactions		
2991	Malmo Market 10-923-000-0000-6511		133.80	July gas bills	Land Dept	Gas And Oil

# Aitkin County



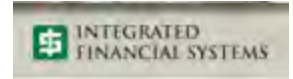
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2991	Malmo Market		133.80		1 Transactions	
3100	McGregor Oil 10-923-000-0000-6511		757.84	July Gas	AITKINLA	Gas And Oil
3100	McGregor Oil		757.84		1 Transactions	
3352	Mn Pie 10-923-000-0000-6208		175.00	Pesticide appl.license worksho 11/09/2017 11/09/2017	Bob Kangas 0	Training/Education
	10-923-000-0000-6208		175.00	Pesticide appl.license worksho 11/09/2017 11/09/2017	Dan Gordon 0	Training/Education
3352	Mn Pie		350.00		2 Transactions	
4010	Rasley Oil Company 10-923-000-0000-6511		1,662.89	July Gas	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company		1,662.89		1 Transactions	
4711	Sunnys Citgo 10-923-000-0000-6511		158.00	Fuel	1016177	Gas And Oil
4711	Sunnys Citgo		158.00		1 Transactions	
86235	The Office Shop Inc 10-923-000-0000-6405		52.70	paper for land notices	1030411-0	Office Supplies
	10-923-000-0000-6405		119.98	chairmats	1030496-0	Office Supplies
86235	The Office Shop Inc		172.68		2 Transactions	
13934	Tire Barn/The 10-923-000-0000-6590		517.00	locking hub actuator	39562	Repair & Maintenance Supplies
	10-923-000-0000-6590		889.48	tie rod end,steering boot kit	39624	Repair & Maintenance Supplies
13934	Tire Barn/The		1,406.48		2 Transactions	
923	DEPT Total:		13,555.48	Forfeited Tax Sales	14 Vendors	18 Transactions
926	DEPT			Law Library		
5173	THOMSON REUTERS-WEST PUBLISHING 10-926-000-0000-6408		1,222.37	July Information Charges	836562751	Law Books
	10-926-000-0000-6408		748.91	July Subscription charges 07/05/2017 08/04/2017	836642437 0	Law Books



DKB1  
 8/21/17 9:00AM  
 10 Trust

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5173	THOMSON REUTERS-WEST PUBLISHING		1,971.28	2 Transactions		
926	DEPT Total:		1,971.28	Law Library	1 Vendors	2 Transactions
10	Fund Total:		17,991.76	Trust		21 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
12526	Bixby/James 11-924-000-0000-6330 11-924-000-0000-6350		34.24 35.00	Mileage to NRC Meeting NRC Meeting	64@.535 8/14/17	Transportation & Travel Per Diem
12526	Bixby/James		69.24	2 Transactions		
589	Blomberg/Judith 11-924-000-0000-6350		35.00	NRC Meeting	8/14/17	Per Diem
589	Blomberg/Judith		35.00	1 Transactions		
12500	Frontier Precision, Inc 11-924-000-0000-6590		153.20	repair of trimble	163855	Repair & Maintenance Supplies
12500	Frontier Precision, Inc		153.20	1 Transactions		
2270	Hoppe/Russell Peter 11-924-000-0000-6330 11-924-000-0000-6350		32.10 35.00	Mileage to NRC Meeting NRC Meeting	60@.535 8/14/17	Transportation & Travel Per Diem
2270	Hoppe/Russell Peter		67.10	2 Transactions		
10890	Insley/Kevin 11-924-000-0000-6330 11-924-000-0000-6350		20.33 35.00	Mileage to NRC Meeting NRC Meeting	38@.535 8/14/17	Transportation & Travel Per Diem
10890	Insley/Kevin		55.33	2 Transactions		
2448	Janzen/Carroll Mark 11-924-000-0000-6330 11-924-000-0000-6350		29.96 35.00	Mileage to NRC Meeting NRC Meeting	56@.535 8/14/17	Transportation & Travel Per Diem
2448	Janzen/Carroll Mark		64.96	2 Transactions		
5759	Kitzrow/Donald 11-924-000-0000-6330 11-924-000-0000-6350		35.20 35.00	Mileage to NRC Meeting NRC Meeting	65.8@.535 8/14/17	Transportation & Travel Per Diem
5759	Kitzrow/Donald		70.20	2 Transactions		
5784	Lake/Robert 11-924-000-0000-6330 11-924-000-0000-6350		14.98 35.00	Mileage to NRC Meeting NRC Meeting	28@.535 8/14/17	Transportation & Travel Per Diem
5784	Lake/Robert		49.98	2 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
12512	MARCUM/ROBERT 11-924-000-0000-6330 11-924-000-0000-6350		25.68 35.00	Mileage to NRC Meeting NRC Meeting	48@.535 8/14/17	Transportation & Travel Per Diem
12512	MARCUM/ROBERT		60.68	2 Transactions		
86235	The Office Shop Inc 11-924-000-0000-6405		14.49	ink cartridge	1030226-0	Office Supplies
86235	The Office Shop Inc		14.49	1 Transactions		
4927	Turnock/Franklin Allen 11-924-000-0000-6330 11-924-000-0000-6350		32.10 35.00	Mileage to NRC Meeting NRC Meeting	60@.535 8/14/17	Transportation & Travel Per Diem
4927	Turnock/Franklin Allen		67.10	2 Transactions		
6097	Verizon Wireless 11-924-000-0000-6250		87.91	cell phone service	580683827	Telephone
6097	Verizon Wireless		87.91	1 Transactions		
12065	Warnest/Timothy 11-924-000-0000-6330 11-924-000-0000-6330 11-924-000-0000-6350 11-924-000-0000-6350		33.71 33.71 35.00 35.00	Mileage for NRC Meeting Mileage for NRC Meeting NRC Meeting NRC Meeting	63@.535 63@.535 7/17/17 8/14/17	Transportation & Travel Transportation & Travel Per Diem Per Diem
12065	Warnest/Timothy		137.42	4 Transactions		
924	DEPT Total:		932.61	Forest Resource	13 Vendors	24 Transactions
925	DEPT			Reforestation		
87	Aitkin Co Highway Dept 11-925-000-0000-6406		220.00	calcium chloride	627	Field Supplies
87	Aitkin Co Highway Dept		220.00	1 Transactions		
8534	Gophersign Company 11-925-000-0000-6406		682.78	OHV technical riding signs	101684	Field Supplies
8534	Gophersign Company		682.78	1 Transactions		
11397	Holmvg Excavating, LLC 11-925-000-0000-6231		9,605.00	Forest Rd Work	5556	Services, Labor, Contracts

DKB1  
8/21/17 9:00AM  
11 Forest Development

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
11397 Holmvgig Excavating, LLC		9,605.00	1 Transactions	
9354 Kangas Enterprise, Inc 11-925-000-0000-6361		4,686.00	screened sand-Turnock loop 597	Road Construction Service
9354 Kangas Enterprise, Inc		4,686.00	1 Transactions	
12788 Timmer Implement of Aitkin 11-925-000-0000-6590		47.92	seal, blade IA10552	Repair & Maintenance Supplies
11-925-000-0000-6590		37.99	hyd oil IA10588	Repair & Maintenance Supplies
12788 Timmer Implement of Aitkin		85.91	2 Transactions	
925 DEPT Total:		15,279.69	Reforestation 5 Vendors	6 Transactions
934 DEPT			Memorial Forest	
14585 Ruyak Enterprises, Inc 11-934-000-0000-6361		2,829.00	Haul materiel from pit-Rd 54-3 4435	Road Construction Service
11-934-000-0000-6361		4,130.00	Haul materiel from pit-Rd 55-1 4435	Road Construction Service
11-934-000-0000-6361		2,415.00	Haul materiel from pit-Rd 12-2 4435	Road Construction Service
14585 Ruyak Enterprises, Inc		9,374.00	3 Transactions	
934 DEPT Total:		9,374.00	Memorial Forest 1 Vendors	3 Transactions
11 Fund Total:		25,586.30	Forest Development	33 Transactions

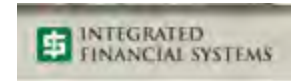
# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
521	DEPT			LLCC Administration		
12710	AdventureKEEN 19-521-000-0000-6400		194.35	field guides and journals	67322	Commissary Items
12710	AdventureKEEN		194.35	1 Transactions		
1829	Goble's Sewer Service Inc. 19-521-000-0000-6231		150.00	Float repair at Res.Lift Stati	5550	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.		150.00	1 Transactions		
2763	J & H Transfer Station-Lakes Sanitary 19-521-000-0000-6255		92.38	Garbage Service	122924	Garbage
2763	J & H Transfer Station-Lakes Sanitary		92.38	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254		93.59	Electric-Directors Residence	27-13-004-01	Utilities
	19-521-000-0000-6254		419.88	Electric-Energy Center	27-13-005-02	Utilities
	19-521-000-0000-6254		71.43	Electric-Parking Lot	27-13-008-01	Utilities
	19-521-000-0000-6254		98.60	Electric-Staff Residence	27-13-009-01	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		683.50	4 Transactions		
14586	University of MN Monarch Fund 19-521-000-0000-6231		494.80	Monarch Lab Presentation		Services, Labor, Contracts
14586	University of MN Monarch Fund		494.80	1 Transactions		
9431	Waterford Publishing Group 19-521-000-0000-6400		325.95	78 commissary pocket guides	38534	Commissary Items
9431	Waterford Publishing Group		325.95	1 Transactions		
521	DEPT Total:		1,940.98	LLCC Administration	6 Vendors	9 Transactions
522	DEPT			LLCC Education		
86336	Arrowhead Transit-Virginia 19-522-000-0000-6416		50.00	Forkhorn II to Wealthwood Rang	ARS97639	Education Supplies
86336	Arrowhead Transit-Virginia		50.00	1 Transactions		
2340	Hyytinen Hardware Hank 19-522-000-0000-6416		4.49	gun pellets	1407524	Education Supplies
2340	Hyytinen Hardware Hank		4.49	1 Transactions		

# Aitkin County

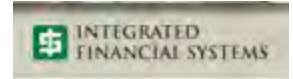


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
9606	Minnesota Deer Hunters Association 19-522-000-0000-6416	2,975.00	119 membership guest bags	10580	Education Supplies
9606	Minnesota Deer Hunters Association	2,975.00	1 Transactions		
522	DEPT Total:	3,029.49	LLCC Education	3 Vendors	3 Transactions
523	DEPT		LLCC Food		
5662	McGregor Dairy, Inc 19-523-000-0000-6418	198.02	Groceries	26766	Groceries-Students
	19-523-000-0000-6418	393.47	Groceries	27198	Groceries-Students
	19-523-000-0000-6418	148.95	Groceries	27225	Groceries-Students
5662	McGregor Dairy, Inc	740.44	3 Transactions		
4761	Sysco Minnesota Inc 19-523-000-0000-6418	1,062.85	Groceries	153137707	Groceries-Students
4761	Sysco Minnesota Inc	1,062.85	1 Transactions		
4968	Upper Lakes Foods, Inc 19-523-000-0000-6418	3,009.70	Groceries	114664-00	Groceries-Students
	19-523-000-0000-6418	1,478.88	Groceries	117252-00	Groceries-Students
4968	Upper Lakes Foods, Inc	4,488.58	2 Transactions		
523	DEPT Total:	6,291.87	LLCC Food	3 Vendors	6 Transactions
524	DEPT		LLCC Maintenance		
10083	Cedarbrook Lumber Comp 19-524-000-0000-6422	11.25	rebar for shrubs/trees	88247	Janitorial Services/Supplies
10083	Cedarbrook Lumber Comp	11.25	1 Transactions		
88628	Dalco 19-524-000-0000-6422	130.26	Paper Towels and TP	3206842	Janitorial Services/Supplies
88628	Dalco	130.26	1 Transactions		
2340	Hyytinen Hardware Hank 19-524-000-0000-6422	28.97	fiberglass	1406292	Janitorial Services/Supplies
	19-524-000-0000-6422	52.28	paint supplies-Marcum	1408600	Janitorial Services/Supplies
	19-524-000-0000-6422	26.99	Poly-Marcum	1408933	Janitorial Services/Supplies
	19-524-000-0000-6422	52.70	paint supplies-Marcum	1409163	Janitorial Services/Supplies

DKB1  
 8/21/17 9:00AM  
 19 Long Lake Conservation C

# 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
	19-524-000-0000-6422		paint supplies-Marcum	1410440	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank				
		12.07			
		173.01			
4010	Rasley Oil Company				
	19-524-000-0000-6511		FUEL	23554	Gas And Oil
	19-524-000-0000-6511		FUEL	24229	Gas And Oil
4010	Rasley Oil Company				
		11.65			
		36.48			
		48.13			
			5 Transactions		
524	DEPT Total:	362.65	LLCC Maintenance	4 Vendors	9 Transactions
19	Fund Total:	11,624.99	Long Lake Conservation Center		27 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
520	DEPT			Parks		
13649	Aitkin Rental Center 21-520-000-0000-6231		35.00	tiller for swim beaches	10227	Services, Labor, Contracts
13649	Aitkin Rental Center		35.00	1 Transactions		
13725	Beartooth True Value 21-520-000-0000-6406		26.99-	chain	A17071	Field Supplies
	21-520-000-0000-6406		26.99	chain	B34189	Field Supplies
	21-520-000-0000-6406		43.98	cultivator	B41649	Field Supplies
	21-520-000-0000-6406		60.26	hoe,gas can, pail,water test	B42879	Field Supplies
13725	Beartooth True Value		104.24	4 Transactions		
10618	Erik's Lawn Service 21-520-000-0000-6231		760.00	July Snake River Campground	4469	Services, Labor, Contracts
	21-520-000-0000-6231		640.00	July Berglund Park	4469	Services, Labor, Contracts
	21-520-000-0000-6231		500.00	July Jacobson Park/Wayside	4469	Services, Labor, Contracts
	21-520-000-0000-6231		380.00	Aitkin Campground	4469	Services, Labor, Contracts
	21-520-000-0000-6231		140.00	Round Lake Beach	4469	Services, Labor, Contracts
10618	Erik's Lawn Service		2,420.00	5 Transactions		
1754	Garrison Disposal Company, Inc 21-520-000-0000-6254		55.00	sink & TV disposal	19443	Utilities
1754	Garrison Disposal Company, Inc		55.00	1 Transactions		
1829	Goble's Sewer Service Inc. 21-520-000-0000-6231		135.00	Aitkin-pumping	5649	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.		135.00	1 Transactions		
7525	Hometown Bldg Supply 21-520-000-0000-6406		20.04	torx screw and torx bit	98702	Field Supplies
	21-520-000-0000-6406		95.00	treated wood & torx screws	99006	Field Supplies
	21-520-000-0000-6406		81.33	lumber and supplies	99075	Field Supplies
7525	Hometown Bldg Supply		196.37	3 Transactions		
2340	Hyytinen Hardware Hank 21-520-000-0000-6406		8.28	grinding wheel, flap wheel	1405632	Field Supplies
	21-520-000-0000-6406		72.97	extension cords & light	1406034	Field Supplies
	21-520-000-0000-6406		36.47	propane tank and steel	1407742	Field Supplies
	21-520-000-0000-6406		8.38	wrench	1408990	Field Supplies



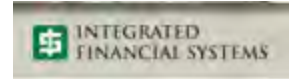
# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	21-520-000-0000-6406		garage door opener	1409146	Field Supplies
	21-520-000-0000-6406		barrel bolt	1409216	Field Supplies
	21-520-000-0000-6406		chain,screws,washers,hangers	1410461	Field Supplies
	21-520-000-0000-6406		coupling, knife	1410704	Field Supplies
	21-520-000-0000-6406		chain, eye bolt	1410934	Field Supplies
	21-520-000-0000-6406		bleach	1411718	Field Supplies
2340	Hyytinen Hardware Hank		10 Transactions		
2763	J & H Transfer Station-Lakes Sanitary				
	21-520-000-0000-6254	102.67	Berglund Park garbage	122982	Utilities
2763	J & H Transfer Station-Lakes Sanitary	102.67	1 Transactions		
10337	Mille Lacs Driftskippers				
	21-520-000-0000-6802	2,089.11	Shelter work-Redtop Trail	S Soo Line	Trail Grants-State
10337	Mille Lacs Driftskippers	2,089.11	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea				
	21-520-000-0000-6254	231.78	Electricity Berglund Park	18-51-106-02	Utilities
3160	Mille Lacs Energy Coop-Albert Lea	231.78	1 Transactions		
9692	Minnesota Energy Resources Corporation				
	21-520-000-0000-6254	45.00	heating gas for shop	0502544561	Utilities
9692	Minnesota Energy Resources Corporation	45.00	1 Transactions		
14483	Norland Sanitary Services				
	21-520-000-0000-6231	90.00	Jacobson Dumpster	35970	Services, Labor, Contracts
14483	Norland Sanitary Services	90.00	1 Transactions		
12718	Up North Riders				
	21-520-000-0000-6802	708.75	Lawler ATV Reimbursement		Trail Grants-State
12718	Up North Riders	708.75	1 Transactions		
520	DEPT Total:	6,425.88	Parks	13 Vendors	31 Transactions
21	Fund Total:	6,425.88	Parks		31 Transactions
	Final Total:	241,522.76	245 Vendors	499 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	113,665.71	General Fund	
	3	51,407.01	Road & Bridge	
	5	154.32	Health & Human Services	
	6	14,666.79	Debt Service	
	10	17,991.76	Trust	
	11	25,586.30	Forest Development	
	19	11,624.99	Long Lake Conservation Center	
	21	6,425.88	Parks	
	All Funds	241,522.76	Total	Approved by, .....
				.....
				.....

DKB1  
8/14/17 11:21AM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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

July Sales & Use Tax

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
8/14/17 11:21AM  
1 General Fund

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
89991 Bremer Bank					
1 01-040-021-0000-5840		6.98	Receipt Nbr 1210 07/21/2017		Misc Receipts
2 01-040-021-0000-5840		0.39	Receipt Nbr 1211 07/21/2017		Misc Receipts
3 01-042-000-0000-5840		12.87	Receipt Nbr 4554 07/11/2017		Misc Receipts
4 01-042-000-0000-5840		0.06	Receipt Nbr 4560 07/13/2017		Misc Receipts
5 01-043-000-0000-5840		0.26	Receipt Nbr 1028 07/03/2017		Misc Receipts
6 01-043-000-0000-5840		0.32	Receipt Nbr 1028 07/03/2017		Misc Receipts
7 01-043-000-0000-5840		0.51	Receipt Nbr 1030 07/14/2017		Misc Receipts
8 01-043-000-0000-5840		0.26	Receipt Nbr 1030 07/14/2017		Misc Receipts
9 01-043-000-0000-5840		0.51	Receipt Nbr 1030 07/14/2017		Misc Receipts
10 01-043-000-0000-5840		0.26	Receipt Nbr 1030 07/14/2017		Misc Receipts
11 01-043-000-0000-5840		0.26	Receipt Nbr 1030 07/14/2017		Misc Receipts
12 01-043-000-0000-5840		1.29	Receipt Nbr 1030 07/14/2017		Misc Receipts
13 01-043-000-0000-5840		0.26	Receipt Nbr 1032 07/21/2017		Misc Receipts
14 01-043-000-0000-5840		0.26	Receipt Nbr 1032 07/21/2017		Misc Receipts
15 01-043-000-0000-5840		114.23	Receipt Nbr 1033 07/28/2017		Misc Receipts
16 01-043-000-0000-5840		0.26	Receipt Nbr 1033 07/28/2017		Misc Receipts
17 01-044-000-0000-5840		0.64	Receipt Nbr 899 07/19/2017		Misc Receipts
18 01-049-000-0000-5525		1.72	Receipt Nbr 599 07/25/2017		Label & Listing Sales
19 01-090-000-0000-5840		1.29	Receipt Nbr 1917 07/13/2017		Misc Receipts
20 01-090-000-0000-5840		1.29	Receipt Nbr 1919 07/14/2017		Misc Receipts
21 01-090-000-0000-5840		0.64	Receipt Nbr 1921 07/24/2017		Misc Receipts
22 01-090-000-0000-5840		0.64	Receipt Nbr 1922 07/24/2017		Misc Receipts
23 01-090-000-0000-5840		25.73	Receipt Nbr 1923 07/31/2017		Misc Receipts
24 01-090-000-0000-5840		1.93	Receipt Nbr 1924 07/31/2017		Misc Receipts
25 01-252-252-0000-5872		206.00	Receipt Nbr 3233 07/06/2017		Phone Card Prisoner Welfare(Taxable)
26 01-252-252-0000-5872		233.62	Receipt Nbr 3245 07/20/2017		Phone Card Prisoner Welfare(Taxable)
27 01-252-252-0000-5885		30.08	Receipt Nbr 3233 07/06/2017		Commissary Sales Taxable
28 01-252-252-0000-5885		33.13	Receipt Nbr 3236 07/14/2017		Commissary Sales Taxable
29 01-252-252-0000-5885		24.22	Receipt Nbr 3245 07/20/2017		Commissary Sales Taxable
30 01-252-252-0000-5885		19.75	Receipt Nbr 3249 07/31/2017		Commissary Sales Taxable
118 01-100-000-0000-6311		89.56	July Recorders copies sales ta		Sales Tax
119 01-100-000-0000-6312		0.44	July Sales tax Adjustment		Sales Tax Adjustment
89991 Bremer Bank		809.66	32 Transactions		
<b>1 Fund Total:</b>		<b>809.66</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>32 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
8/14/17 11:21AM  
3 Road & Bridge

<u>Vendor Name</u>		<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
120	8410 Bremer Bank		737.58	July Diesel Tax		Motor Fuel & Lubricants
	8410 Bremer Bank		737.58		1 Transactions	
	89991 Bremer Bank					
31	03-000-000-0000-5855		1.93	Receipt Nbr 1993 07/05/2017		Charges- Individuals
32	03-000-000-0000-5855		7.72	Receipt Nbr 991 07/07/2017		Charges- Individuals
33	03-000-000-0000-5855		3.44	Receipt Nbr 991 07/07/2017		Charges- Individuals
34	03-000-000-0000-5855		0.13	Receipt Nbr 991 07/07/2017		Charges- Individuals
35	03-000-000-0000-5855		7.72	Receipt Nbr 993 07/11/2017		Charges- Individuals
36	03-000-000-0000-5855		1.93	Receipt Nbr 994 07/14/2017		Charges- Individuals
37	03-000-000-0000-5855		3.44	Receipt Nbr 994 07/14/2017		Charges- Individuals
38	03-000-000-0000-5855		3.44	Receipt Nbr 994 07/14/2017		Charges- Individuals
39	03-000-000-0000-5855		1.93	Receipt Nbr 2013 07/19/2017		Charges- Individuals
40	03-000-000-0000-5855		0.39	Receipt Nbr 1211 07/21/2017		Charges- Individuals
41	03-000-000-0000-5855		1.93	Receipt Nbr 996 07/21/2017		Charges- Individuals
42	03-000-000-0000-5855		10.31	Receipt Nbr 996 07/21/2017		Charges- Individuals
43	03-000-000-0000-5855		3.86	Receipt Nbr 2022 07/28/2017		Charges- Individuals
44	03-000-000-0000-5855		1.93	Receipt Nbr 2023 07/31/2017		Charges- Individuals
45	03-000-000-0000-5855		15.44	Receipt Nbr 997 07/31/2017		Charges- Individuals
46	03-000-000-0000-5855		6.88	Receipt Nbr 997 07/31/2017		Charges- Individuals
	89991 Bremer Bank		72.42		16 Transactions	
<b>3 Fund Total:</b>			<b>810.00</b>	<b>Road &amp; Bridge</b>	<b>2 Vendors</b>	<b>17 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
8/14/17 11:21AM  
9 State

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4580 Mn Dept Of Finance						
111 09-000-000-0000-2022			173.00	July birth		Birth/Death Surcharges
112 09-000-000-0000-2022			443.00	July birth		Birth/Death Surcharges
113 09-000-000-0000-2024			153.00	July Children's		St Share Of Birth Cert.- Children
114 09-000-000-0000-2031			12.00	July Torrens		Real Estate Assurance (Was 5874 And 627
115 09-000-000-0000-2036			5,113.50	July State General Fund		Recording Surcharges (Was 5871 & 6281)
116 09-000-000-0000-2036			410.00	July State Gen Fund Surcharge		Recording Surcharges (Was 5871 & 6281)
4580 Mn Dept Of Finance			6,304.50		6 Transactions	
3375 Mn Dept Of Health						
117 09-000-000-0000-2027			1,317.50	July State Well		State Well Cert Fees (Was 5097 & 6203)
3375 Mn Dept Of Health			1,317.50		1 Transactions	
<b>9 Fund Total:</b>			<b>7,622.00</b>	<b>State</b>	<b>2 Vendors</b>	<b>7 Transactions</b>

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
8/14/17 11:21AM  
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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
89991 Bremer Bank				
47 19- 521- 000- 0000- 5885		25.38	Receipt Nbr 1495 07/13/2017	Commissary Sales Taxable
48 19- 521- 000- 0000- 5885		81.05	Receipt Nbr 1499 07/19/2017	Commissary Sales Taxable
89991 Bremer Bank		106.43	2 Transactions	
<b>19 Fund Total:</b>		106.43	<b>Long Lake Conservation Center</b>	<b>1 Vendors 2 Transactions</b>

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
8/14/17 11:21AM  
21 Parks

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
89991 Bremer Bank				
49	21-520-000-0000-5510	2.57	Receipt Nbr 3121 07/03/2017	Co. Parks Campground Fees
50	21-520-000-0000-5510	1.29	Receipt Nbr 3122 07/03/2017	Co. Parks Campground Fees
51	21-520-000-0000-5510	0.96	Receipt Nbr 3122 07/03/2017	Co. Parks Campground Fees
52	21-520-000-0000-5510	9.01	Receipt Nbr 3124 07/06/2017	Co. Parks Campground Fees
53	21-520-000-0000-5510	10.29	Receipt Nbr 3124 07/06/2017	Co. Parks Campground Fees
54	21-520-000-0000-5510	2.57	Receipt Nbr 3124 07/06/2017	Co. Parks Campground Fees
55	21-520-000-0000-5510	10.29	Receipt Nbr 3125 07/06/2017	Co. Parks Campground Fees
56	21-520-000-0000-5510	2.57	Receipt Nbr 3125 07/06/2017	Co. Parks Campground Fees
57	21-520-000-0000-5510	2.57	Receipt Nbr 3126 07/06/2017	Co. Parks Campground Fees
58	21-520-000-0000-5510	26.70	Receipt Nbr 3127 07/06/2017	Co. Parks Campground Fees
59	21-520-000-0000-5510	4.18	Receipt Nbr 3127 07/06/2017	Co. Parks Campground Fees
60	21-520-000-0000-5510	19.30	Receipt Nbr 3127 07/06/2017	Co. Parks Campground Fees
61	21-520-000-0000-5510	2.06	Receipt Nbr 3127 07/06/2017	Co. Parks Campground Fees
62	21-520-000-0000-5510	5.05	Receipt Nbr 3127 07/06/2017	Co. Parks Campground Fees
63	21-520-000-0000-5510	1.93	Receipt Nbr 3127 07/06/2017	Co. Parks Campground Fees
64	21-520-000-0000-5510	7.72	Receipt Nbr 3131 07/10/2017	Co. Parks Campground Fees
65	21-520-000-0000-5510	1.93	Receipt Nbr 3131 07/10/2017	Co. Parks Campground Fees
66	21-520-000-0000-5510	5.79	Receipt Nbr 3131 07/10/2017	Co. Parks Campground Fees
67	21-520-000-0000-5510	2.57	Receipt Nbr 3132 07/10/2017	Co. Parks Campground Fees
68	21-520-000-0000-5510	2.57	Receipt Nbr 3133 07/10/2017	Co. Parks Campground Fees
69	21-520-000-0000-5510	1.29	Receipt Nbr 3133 07/10/2017	Co. Parks Campground Fees
70	21-520-000-0000-5510	0.96	Receipt Nbr 3135 07/12/2017	Co. Parks Campground Fees
71	21-520-000-0000-5510	6.43	Receipt Nbr 3135 07/12/2017	Co. Parks Campground Fees
72	21-520-000-0000-5510	3.86	Receipt Nbr 3139 07/17/2017	Co. Parks Campground Fees
73	21-520-000-0000-5510	3.86	Receipt Nbr 3139 07/17/2017	Co. Parks Campground Fees
74	21-520-000-0000-5510	3.86	Receipt Nbr 3139 07/17/2017	Co. Parks Campground Fees
75	21-520-000-0000-5510	2.57	Receipt Nbr 3139 07/17/2017	Co. Parks Campground Fees
76	21-520-000-0000-5510	3.86	Receipt Nbr 3140 07/17/2017	Co. Parks Campground Fees
77	21-520-000-0000-5510	1.93	Receipt Nbr 3140 07/17/2017	Co. Parks Campground Fees
78	21-520-000-0000-5510	2.57	Receipt Nbr 3141 07/18/2017	Co. Parks Campground Fees
79	21-520-000-0000-5510	14.41	Receipt Nbr 3142 07/18/2017	Co. Parks Campground Fees
80	21-520-000-0000-5510	5.73	Receipt Nbr 3142 07/18/2017	Co. Parks Campground Fees
81	21-520-000-0000-5510	12.87	Receipt Nbr 3142 07/18/2017	Co. Parks Campground Fees
82	21-520-000-0000-5510	1.17	Receipt Nbr 3142 07/18/2017	Co. Parks Campground Fees
83	21-520-000-0000-5510	1.26	Receipt Nbr 3142 07/18/2017	Co. Parks Campground Fees
84	21-520-000-0000-5510	15.76	Receipt Nbr 3143 07/18/2017	Co. Parks Campground Fees
85	21-520-000-0000-5510	12.79	Receipt Nbr 3143 07/18/2017	Co. Parks Campground Fees
86	21-520-000-0000-5510	1.93	Receipt Nbr 3144 07/19/2017	Co. Parks Campground Fees



# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
8/14/17 11:21AM  
21 Parks

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
87	21-520-000-0000-5510	1.93	Receipt Nbr 3148 07/20/2017		Co. Parks Campground Fees
88	21-520-000-0000-5510	2.57	Receipt Nbr 3148 07/20/2017		Co. Parks Campground Fees
89	21-520-000-0000-5510	2.57	Receipt Nbr 3148 07/20/2017		Co. Parks Campground Fees
90	21-520-000-0000-5510	5.79	Receipt Nbr 3151 07/21/2017		Co. Parks Campground Fees
91	21-520-000-0000-5510	3.86	Receipt Nbr 3151 07/21/2017		Co. Parks Campground Fees
92	21-520-000-0000-5510	2.57	Receipt Nbr 3151 07/21/2017		Co. Parks Campground Fees
93	21-520-000-0000-5510	2.57	Receipt Nbr 3154 07/24/2017		Co. Parks Campground Fees
94	21-520-000-0000-5510	1.29	Receipt Nbr 3154 07/24/2017		Co. Parks Campground Fees
95	21-520-000-0000-5510	4.82	Receipt Nbr 3156 07/26/2017		Co. Parks Campground Fees
96	21-520-000-0000-5510	0.51	Receipt Nbr 3156 07/26/2017		Co. Parks Campground Fees
97	21-520-000-0000-5510	0.45	Receipt Nbr 3156 07/26/2017		Co. Parks Campground Fees
98	21-520-000-0000-5510	9.01	Receipt Nbr 3156 07/26/2017		Co. Parks Campground Fees
99	21-520-000-0000-5510	2.25	Receipt Nbr 3156 07/26/2017		Co. Parks Campground Fees
100	21-520-000-0000-5510	24.44	Receipt Nbr 3156 07/26/2017		Co. Parks Campground Fees
101	21-520-000-0000-5510	2.57	Receipt Nbr 3157 07/31/2017		Co. Parks Campground Fees
102	21-520-000-0000-5510	6.43	Receipt Nbr 3157 07/31/2017		Co. Parks Campground Fees
103	21-520-000-0000-5510	1.29	Receipt Nbr 3157 07/31/2017		Co. Parks Campground Fees
104	21-520-000-0000-5510	1.29	Receipt Nbr 3157 07/31/2017		Co. Parks Campground Fees
105	21-520-000-0000-5510	2.57	Receipt Nbr 3158 07/31/2017		Co. Parks Campground Fees
106	21-520-000-0000-5510	2.57	Receipt Nbr 3159 07/31/2017		Co. Parks Campground Fees
107	21-520-000-0000-5510	6.43	Receipt Nbr 3159 07/31/2017		Co. Parks Campground Fees
108	21-520-000-0000-5510	2.57	Receipt Nbr 3160 07/31/2017		Co. Parks Campground Fees
109	21-520-000-0000-5510	2.57	Receipt Nbr 3160 07/31/2017		Co. Parks Campground Fees
110	21-520-000-0000-5510	2.12	Receipt Nbr 3161 07/31/2017		Co. Parks Campground Fees
89991 Bremer Bank		311.49		62 Transactions	
<b>21 Fund Total:</b>		311.49	<b>Parks</b>	<b>1 Vendors</b>	<b>62 Transactions</b>
<b>Final Total:</b>		9,659.58	<b>7 Vendors</b>	<b>120 Transactions</b>	

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	809.66	General Fund
3	810.00	Road & Bridge
9	7,622.00	State
19	106.43	Long Lake Conservation Center
21	311.49	Parks
All Funds	9,659.58	Total

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

2E  
-----  
Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** LG214 Premises Permit - The Pine Inn

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

<b>Submitted by:</b> Sally M. Huhta	<b>Department:</b> Auditor's
--	---------------------------------

<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b> N/A
---	--------------------------------------

**Summary of Issue:**

Please adopt the following resolution:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the Aitkin Fire Relief Association, at The Pine Inn – Malmo Township. This establishment has an address of 27805 State Hwy 47, Aitkin, MN 56431

**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? \$

Is this budgeted?       Yes       No      *Please Explain:*



# Board of County Commissioners Agenda Request

2F  
Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** Large Assembly License - White Pine Logging

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sally M. Huhta		<b>Department:</b> Auditor's
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  Please approve the following resolution:  BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Application for Large Assembly:  White Pine Logging & Threshing Show – Williams Township. This is scheduled to take place September 2nd, 3rd & 4th, 2017 from 7:00 A.M. to 12:00 Midnight.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>  Adopt resolution.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

26  
-----  
Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** Temporary 3.2% Malt Liquor License - Jacobson Vol. Fire Dept

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

<b>Submitted by:</b> Sally M. Huhta	<b>Department:</b> Auditor's
--	---------------------------------

<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b> N/A
---	--------------------------------------

**Summary of Issue:**

Please approve the following Temporary On Sale 3.2 Malt Liquor License for August 26, 2017.

ON Sale:  
Jacobson Community Volunteer Fire Dept, d/b/a Jacobson Volunteer Fire Dept – Ball Bluff Township

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

**Recommended Action/Motion:**

Approve as recommended above

**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

**2H**  
Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** Approve Vehicle Purchase - County Assessor's Office

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

<b>Submitted by:</b> Mike Dangers	<b>Department:</b> County Assessor
--------------------------------------	---------------------------------------

<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
------------------------------------	-------------------------------

**Summary of Issue:**  
Please see attached memo for details.

**Alternatives, Options, Effects on Others/Comments:**  
Not passing motion to purchase vehicle will result in a costly repair to a 15 year old county vehicle.

**Recommended Action/Motion:**  
Please pass motion to approve purchase of vehicle.

**Financial Impact:**  
 Is there a cost associated with this request?     Yes     No  
 What is the total cost, with tax and shipping? \$ 12,900  
 Is this budgeted?     Yes     No    *Please Explain:*



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

## MEMO

August 11, 2017

To: County Board of Commissioners  
Jessica Seibert, County Administrator

From: Mike Dangers, County Assessor

Re: Vehicle Purchase

The County Assessor's Office is scheduled to replace two appraiser vehicles in 2017. We have not replaced a vehicle since 2014. The Office currently has a 4-wheel drive vehicle for each field appraiser. Vehicles like this are used to better access remote areas of the County, especially in the winter months. Our workload does not allow the appraisers to complete the assessment field work earlier in the year. Many other counties in Northern Minnesota also provide these types of vehicles for their staff.

Written quotes were requested from local dealerships and both Aitkin Motors and Brandl responded. I requested quotes for small sport-utility type vehicles with 4-wheel drive that would be near 50% of the budget of \$28,000 or \$14,000. Please see the summarized list of written quotes received below:

1. 2009 Chevrolet Silverado Pickup with 144,546 miles for \$14,825
2. 2013 Nissan Rogue SUV with 82,936 miles for \$13,925
3. 2015 Nissan Rogue SUV with 49,718 miles for \$20,725
4. 2012 Ford Escape SUV with 86,506 miles for \$12,995
5. 2010 Mercury Mountaineer SUV with 85,785 miles for \$14,995
6. 2013 Ford Escape SUV with 61,902 miles for \$14,995
7. 2013 Ford Escape SUV with 78,521 miles for \$15,995
8. 2011 Ford Explorer SUV with 92,156 miles for \$17,995
9. 2015 Ford Escape SUV with 7,602 miles for \$19,995

I recommend the purchase of #4 above which is the lowest priced vehicle quote we received. We currently have a 2012 Ford Escape and it works well for our purposes. The amount of mileage on this

vehicle is more than what is ideal but the reliability of the higher mileage vehicles in recent years is better than in the past.

This vehicle replaces a 2002 Ford Escape with mechanical issues. We intend to sell this vehicle on the State surplus property website in the near future.

The total price of this vehicle is \$12,900 including title and license fees. Please pass a motion to authorize this purchase and contact me with any questions. Thank you.





# Board of County Commissioners Agenda Request

2I

---

Agenda Item #

**Requested Meeting Date:** 8/22/17

**Title of Item:** Request out-of-state travel - training session Wendie Carlson

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Land Commissioner		<b>Department:</b> Land Department
<b>Presenter (Name and Title):</b> Mark Jacobs		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b> <p>I am writing to ask for approval to attend a CampBrain Conference in Toronto, Canada, October 11-13. CampBrain is the software we use for camp, workshop, and lodging registrations at Long Lake Conservation Center. This training is much needed, as we are still pretty new to the software and I know we aren't using it to its fullest potential...</p> <p>This is becoming more and more important as:</p> <ul style="list-style-type: none"> <li>• Summer camp registrants continue to rise</li> <li>• We are expanding our camp offerings next summer</li> <li>• We are currently expanding public workshop offerings, which is increasing workshop registrations</li> <li>• We are seeing a continual increase in retreats and conferences</li> <li>• We would like to explore the option of using the system to plan school trips</li> </ul> <p>Here are the costs of the conference, which are accounted for in our budget:</p> <ul style="list-style-type: none"> <li>• Brainstorm Conference: \$245 (includes conference and meals)</li> <li>• Hotel: \$400 (two nights in Toronto)</li> <li>• Car Rental: \$150 (if needed)</li> </ul> <p>I would personally pay for my own flight, and any meals not covered in the conference fee          - Wendie Carlson, LLCC business manager</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> The cost is within the 2017 training budget and it will be beneficial to facilitate the increases in camp and school registrations at LLCC.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

# Cost + Registration

**CONFERENCE FEE - \$245**

(\$285 after September 15, 2017)

• Includes all programming, one-on-one sessions, meals listed below

- **WEDNESDAY**  
6:00-7:30pm Drinks and Appetizers at the CampBrain office
- **THURSDAY**  
8:30am Breakfast  
12:30pm Lunch  
7:00pm Drinks & "Finger Foods"
- **FRIDAY**  
8:45am Optional Continental Breakfast  
12:15pm Lunch

## Schedule

### PRE EVENT // WEDNESDAY, OCTOBER 11, 2017

6:00-7:30 Drinks and Appetizers at the CampBrain Office

### DAY 1 // THURSDAY, OCTOBER 12, 2017

8:30-9:15	Registration & Breakfast
9:15-9:45	Opening & Welcome
10:00-11:00	Session One
11:15-12:15	Session Two
12:30-1:30	Lunch
1:45-2:45	Session Three
3:00-4:00	Session Four
4:00-5:00	Optional One-on-One's
7:00-10:00	Drinks & "Finger Foods"

### DAY 2 // FRIDAY, OCTOBER 13, 2017

8:45-9:45	Optional One-on-One's & Continental Breakfast
10:00-11:00	Session Five
11:15-12:15	Session Six
12:15-1:30	Lunch & Open Q&A
1:45-2:45	Session Seven
2:45-3:00	Closing
3:00-5:00	Optional One-on-One's

# Sessions

You are coming to the conference to learn, right?! Well, we will deliver! The conference is focused on the Web version of CampBrain and our focus is to equip you with the knowledge to become the best user possible. Therefore, our sessions will be focused on new ideas, best practices, uncovering hidden gems and providing you with the knowledge you need to make a true difference to your daily routine. We have provided lots of time for one-on-one sessions to review your specific setup and questions (this is a much-LOVED aspect each year!).

## **Here's a sense of some of the focus areas:**

- Assisting new users with how to most effectively use reporting and criteria selection
- An in-depth review of camper financial reports
- What's coming next, hosted by our development team
- Interactive session with our development team to highlight most needed items
- Best practices with medical forms and our NEW Health Center
- Designing the most effective forms and custom fields
- Top ideas for the Staff module
- Designing awesome email templates
- Focusing on optimizing parent communication
- Viewing the online registration process through your parent's eyes
- Best practices in the conference center
- Newly released features

Reservation

Field :04

**COMFORT INN CITY CENTRE**



321 Jarvis Street  
Toronto, ON, M5B 2C2, CA

**Front Desk:** (416) 967-6781

**Check-in:** Wed, Oct, 11, 2017, 3:00 PM

**Check-out:** Fri, Oct, 13, 2017, 11:00 AM

**Rate Program:** Pay Now and Save (?)

**VIEW SELECTED ROOMS** ^

**ROOM 1**

**2 Queen Beds, No Smoking**

REMOVE

(Max Occupancy: 4)

2 Adults, 0 Children

**Room Charges:**

**\$406.40 CAD**

**VIEW RATE DETAILS** >

**ADD ANOTHER ROOM** >

**Subtotal:**

\$406.40 CAD

**Est. Taxes & Fees:** (?)

\$65.02 CAD

**Grand Total:**

**\$471.42 CAD**

**LOWEST PRICE GUARANTEE** ()

**=\$371.00 U.S.**

**HOTEL ALERTS**

Taxes include 3% Destination Marketing Partner fee.

Valid photo ID and credit card are required for all guests. Card will be authorized for total + \$200 deposit. Pre-paid CC not accepted.

No onsite parking available. Offsite parking is \$26/night.

Pet accommodations \$15/night/pet. Refundable Pet Deposit Required:\$200. Limit 1 pet per room, 10 lbs or less only. Pet must not be left alone. Must be caged.

No onsite parking available. Offsite Public Parking starting at \$26 per day. Prepaid credit cards not accepted. credit cards will be Authorized for room+tax WITH A \$200 security deposit. Drivers licence or passport required at check in.

**Cancellation Policy:** This reservation cannot be cancelled, changed or refunded.

**View Reservation Details**



Congratulations, you found the lowest rate on the internet for this room We guarantee it!

\$108.71

Taxes & Fees

\$29.90

Total Rental Price

\$138.61

[Terms & Conditions](#)

## Renter Information



Wendie Carlson

Rental Date - Wed., Oct. 11, 2017

Return Date - Sat., Oct. 14, 2017

Costco Member Name - WENDIE CARLSON

## Itinerary



Pick Up - Wed., Oct. 11, 2017 01:00 PM

Buffalo Intl Arpt

4200 Genesee St-buffalo Airprt

Buffalo, NY 14225, US

Drop Off - Sat., Oct. 14, 2017 01:00 PM

Buffalo Intl Arpt

4200 Genesee St-buffalo Airprt

Buffalo, NY 14225, US

### Optional Equipment:

No Optional Equipment Selected.

Automobile insurance may be added for an additional cost at the time of rental

## Additional Driver Details





# Board of County Commissioners Agenda Request

25

---

Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** Out of State Travel

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

<b>Submitted by:</b> Undersheriff John Drahota	<b>Department:</b> Sheriff's Office
---	--

<b>Presenter (Name and Title):</b> Undersheriff John Drahota	<b>Estimated Time Needed:</b> N/A
---	--------------------------------------

**Summary of Issue:**  
 The Sheriff's Office is requesting County Board approval to send Records Technician Pam Kramer to Sioux Falls SD for a training conference. The conference dates are September 13th-15th, 2017. The conference is hosted by Zuercher Technologies, which maintains the sheriff's office records management system. The conference is free of charge.

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

**Recommended Action/Motion:**  
 I recommend sending Pam Kramer to the Zuercher conference.

**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:*  
 Education funds (registration, meals, travel expenses) are budgeted.



# Board of County Commissioners Agenda Request

2K  
Agenda Item #

**Requested Meeting Date:** Aug 22, 2017

**Title of Item:** Filing of Credentials of Minister

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

<b>Submitted by:</b> Mick Moriarty	<b>Department:</b> Recorder
---------------------------------------	--------------------------------

<b>Presenter (Name and Title):</b> Mick Moriarty - County Recorder	<b>Estimated Time Needed:</b> NA
---	-------------------------------------

**Summary of Issue:**

Designate County Recorder to act as local registrar for filing Credentials of Minister.

Set fee to file Credentials of Minister at \$20.00.

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

Court Administration previously filed credentials. They approached Recorder to take over duties. Fee of \$20 would be consistent with fee to file Notary Commission. For comparison, fees range from \$0 to \$25 in MACO District #2.

**Recommended Action/Motion:**

Designate County Recorder to act as local registrar for filing Credentials of Minister and set filing fee at \$20.

**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:*

Cost to county retaining these records would be offset by filing fee.

By Commissioner: xx

20170822-0xx

Filing of Credentials of Minister

**BE IT RESOLVED**, the Aitkin County Board of Commissioners designates the County Recorder to act as local registrar for filing Credentials of Minister.

**BE IT ALSO RESOLVED**, a \$20 filing fee will be set, with said fee be added to the 2018 Countywide Fee Schedule for future updates.

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

**FIVE MEMBERS PRESENT**

**All Members Voting**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 22nd day of August 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of August 2017

\_\_\_\_\_  
Jessica Seibert  
County Administrator





# Board of County Commissioners Agenda Request

2L

---

Agenda Item #

**Requested Meeting Date:** Aug 22, 2017

**Title of Item:** Historical Record Scanning

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Mick Moriarty		<b>Department:</b> Recorder
<b>Presenter (Name and Title):</b> Mick Moriarty - County Recorder		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> Two quotes were received to scan historic land records in Recorder's Office. These records include microfilm, all Deed and Miscellaneous books, and commonly used index books. ARCASearch gave a project price of \$221,221 and annual fee of \$9,530. US Imaging gave a project price of \$108,691.28 with no annual fee.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Authorize County Recorder to accept proposal submitted by US Imaging.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 108,691.28 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Project to be paid for using Recorder's Technology Fund and not tax-payer dollars.		



# Board of County Commissioners Agenda Request

3A

Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** Approve Aitkin County Broadband Grant

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Ross Wagner		<b>Department:</b> Economic Development & Forest Ind
<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator		<b>Estimated Time Needed:</b> 20 Minutes
<b>Summary of Issue:</b> <p>Aitkin County initially received 4 applications for the Aitkin County Broadband Grant program. At the July 25th County Board meeting the Board awarded a \$100,000 grant to SCI Broadband for there requested \$150,000 to provide a Fiber to the Premise Network (FTTP) in the Bridge Road area of Big Sandy Lake. At the same meeting, preliminary approval for a \$50,000.00 grant award was given to Mille Lacs Energy Coop and CTC for the Farm Island and Pine Lake areas. The award was preliminary since the original request was also for \$150,000.00 and the companies needed to determine if financially they could make a grant of \$50,000.00 work and still provide service to the same area although a smaller area. After much study and number crunching, they have declined the \$50,000.00 grant award.</p> <p>A third proposal that was received and very highly regarded by the Economic Development Committee, was also submitted by SCI Broadband. Which was for the Mille Lacs Lake north shore in Wealthwood Township. The request was for \$112,040.00. SCI Broadband would commit to the full Wealthwood project with the \$50,000.00 grant that MLEC/CTC were not able to utilize if awarded to them. The original application is attached.</p> <p>It is the recommendation of the Economic Development Committee that the remaining \$50,000.00 from the 2017 Aitkin County Broadband Grant be awarded to SCI Broadband for a FTTP network in Wealthwood Township. This is a great project for Aitkin County and the Mille Lacs area, among many others, is in great need of additional broadband capabilities.</p> <p>The Bridge Road application is also attached for reference. All told our \$150,000 investment would leverage an additional \$241,264 of private investment in Aitkin County Broadband infrastructure.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Approve grant recommendations of Economic Development Committee		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 50,000.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Previous board action set aside \$450,000.00 from Economic Development Fund for this purpose.		

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

# Aitkin County Broadband Development Grant Application Form

**Project Title:** Aitkin County (Wealthwood)

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

**Applicant Primary Contact Person:** Scott Savage

Applicant Address: 111 Tobies Mill Pl

City: Hinckley Zip Code: 55037

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

**Authorized Signature:** 

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

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

*This project would include passing 283 homes and 3 Businesses with FTTH (Fiber to the Home) within Wealthwood Township located in Aitkin County, MN. See attached map. SCI would offer residential customers with Internet speeds up to 250Mbps/20Mbps with infrastructure designed for up to 1Gig. Digital Phone service with unlimited long distance calling and Digital Cable TV services. Businesses will have access to dedicated Internet services up to 10Gig and phone service solutions including Hosted PBX and SIP Trunking. Below is our current residential speed offerings and Pricing.*

- Performance 5Mbps/1Mbps - \$34.95*
- Performance Plus 30Mbps/3Mbps - \$49.94*
- Performance Ultra 60Mbps/6Mbps - \$64.95*
- Performance Ultra 100Mbps/10Mbps - \$79.95*
- Performance Ultra 250Mbps/20Mbps - \$149.95*

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

*SCI has been servicing rural communities in East Central and Northern Minnesota for over 30 years and with our experience the estimate of return for this project is low do to the low density and seasonal residents within the project area. See attached project costs and funding projections. The Aitkin Broadband grant would move the project into organizational return on investment expectations.*

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

*When project is nearing completion we plan to do a canvass marketing campaign for the homes passed within the project area including Direct Mailers, Door Tags and Signage.*

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

**Total cost of project:** \$224,084.00

**Local/Provider match provided:** \$112,042.00

**County Funds Applied for:** \$112,042.00

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

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

**General Time Frame of Grant Project:**

*Starting upon approval of the broadband grant and execution of an agreement between parties; then ending within 12 months of said agreement*

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

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

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

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

- Number of and location of properties that will be able to receive service of at least 10Mbps down and 5Mbps upload as a result of this broadband development grant project.
- Number of and location of properties that will be receiving less than 10Mbps down and 5Mbps upload but will be scalable to meet those speeds in the near future.
- Number of locations that will be receiving less than 10Mbps down and 5Mbps upload now and into the future.
- What is your estimated time table to meet 10Mbps down and 5Mbps upload for those properties not meeting those speeds.
- Provide a three year work plan as it relates to your planned work in Aitkin County, it is our intention to not duplicate services in the same area. *See Attached Map*

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

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



## Aitkin County Development Broadband Grant Application

### Project Cost and Funding Projections

#### Area: Mille Lacs (Wealthwood)

##### Homes Passed Data:

Homes Passed (HP)	286
Homes Per Mile	39
Cost Per Home Passed	<b>\$784</b>
Cost Per Subscriber	\$1,567

##### Financial Data:

<u>Gross Revenue</u>	<u>Month</u>	<u>HP</u>	<u>Subscribers</u>	<u>Avg MRC</u>	<u>Annualized</u>
Subscriber (Permanent)	12	20%	57	\$55	\$37,512
Subscriber ( Seasonal)	6	30%	<u>86</u>	\$55	<u>\$28,134</u>
			143		\$65,646

EBITA (22% of Gross Revenue) \$14,442

Tax \$712

Capital Improvement (Escrow) \$296

		<u>Term</u>	<u>Annualized</u>
Depreciation	\$112,042	10	\$11,204

<u>Funding Sources</u>		<u>Outlay</u>	<u>Term</u>	<u>Rate</u>	<u>Annualized Payment</u>
Grant	50%	112,042	NA	NA	NA
Savage Communications Inc	5%	11,204	NA	NA	NA
Senior Debt	45%	<u>100,838</u>	10	6%	\$13,434
Total		224,084			

##### Capital Outlay Data:

<u>Hub Equipment</u>	<u>Type</u>	<u>Cost</u>	<u>Quantity</u>	
OTN Cabinet	Unit	\$4,500	1	\$4,500
UPS	Unit	\$1,500	1	\$1,500
Backup Battery	Unit	\$985	1	\$985
Chassis/wPS	Unit	\$769	1	\$769
Forward Transmitter	Unit	\$3,610	1	\$3,610
EDFA (8 Port)	Unit	\$8,892	1	\$8,892

EDFA (2 Port)	Unit	\$2,250	1	\$2,250
WDM	Unit	\$200	4	\$800
Return Transmitter	Unit	\$700	3	\$2,100
Receiver	Unit	\$535	4	<u>\$2,140</u>
Net				\$27,546

<u>Plant Infrastructure</u>	<u>Type</u>	<u>Cost</u>	<u>Quantity</u>	
Engineering/Field Staking	Mile	\$600	7	\$4,369
Last Mile Fiber Cable	Foot	\$0.25	38444	\$9,611
Labor	Foot	\$1.35	38444	\$51,899
Pedestal	Unit	\$100	145	\$14,500
Optical Splice Case (Large)	Unit	\$122	9	\$1,090
Optical Splice Case (Small)	Unit	\$57	136	\$7,756
Optical Splitter 1x32	Unit	\$679	9	<u>\$6,069</u>
Net				\$95,294

<u>Installation/CPE Equipment</u>	<u>Type</u>	<u>Cost</u>	<u>Quantity</u>	
Drop Fiber Cable	Foot	\$0.15	57200	\$8,580
Labor	Foot	\$0.65	57200	\$37,180
Demarcation Box	Unit	\$33	143	\$4,719
ONU	Unit	\$155	143	\$22,165
Modem	Unit	\$80	143	\$11,440
Activation	Unit	\$120	143	<u>\$17,160</u>
Net				\$101,244

Total (Capital Outlay) **\$224,084**

<u>Map Data:</u>	<u>HP</u>	<u>Footage</u>	<u>Pedestal</u>
D4MA100DATA	32	7372	22
D5MA100DATA	165	18671	76
D6MA100DATA	71	9962	38
E4MA100DATA	18	2439	9
	286	38444	145

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

NOTICE-CONFIDENTIAL INFORMATION - The information in this communication is proprietary and strictly confidential. It is intended solely for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, any dissemination, distribution including web or print posting, copying or other use of the information contained in this communication is strictly prohibited.





# Aitkin County Broadband Development Grant Application Form

**Project Title:** Big Sandy (Bridge Road)

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

**Applicant Primary Contact Person:** Scott Savage

Applicant Address: 111 Tobies Mill Pl

City: Hinckley Zip Code: 55037

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

**Authorized Signature:** 

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

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

*This project would include passing 323 homes and 1 Businesses with FTTH (Fiber to the Home) within Shamrock Township located in Aitkin County, MN. See attached map. SCI would offer residential customers with Internet speeds up to 250Mbps/20Mbps with infrastructure designed for up to 1Gig, Digital Phone service with unlimited long distance calling and Digital Cable TV services. Businesses will have access to dedicated Internet services up to 10Gig and phone service solutions including Hosted PBX and SIP Trunking. Below is our current residential speed offerings and Pricing.*

*Performance 5Mbps/1Mbps - \$34.95*

*Performance Plus 30Mbps/3Mbps - \$49.94*

*Performance Ultra 60Mbps/6Mbps - \$64.95*

*Performance Ultra 100Mbps/10Mbps - \$79.95*

*Performance Ultra 250Mbps/20Mbps - \$149.95*

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

*SCI has been servicing rural communities in East Central and Northern Minnesota for over 30 years and with our experience the estimate of return for this project is low do to the low density and seasonal residents within the project area. See attached project costs and funding projections. The Aitkin Broadband grant would move the project into organizational return on investment expectations.*

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

*When project is nearing completion we plan to do a canvass marketing campaign for the homes passed within the project area including Direct Mailers, Door Tags and Signage.*



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

**Total cost of project:** \$258,448.00

**Local/Provider match provided:** \$129,224.00

**County Funds Applied for:** \$129,224.00

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

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

**General Time Frame of Grant Project:**

*Starting upon approval of the broadband grant and execution of an agreement between parties; then ending within 12 months of said agreement*

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

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

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

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

- Number of and location of properties that will be able to receive service of at least 10Mbps down and 5Mbps upload as a result of this broadband development grant project.
- Number of and location of properties that will be receiving less than 10Mbps down and 5Mbps upload but will be scalable to meet those speeds in the near future.
- Number of locations that will be receiving less than 10Mbps down and 5Mbps upload now and into the future.
- What is your estimated time table to meet 10Mbps down and 5Mbps upload for those properties not meeting those speeds.
- Provide a three year work plan as it relates to your planned work in Aitkin County, it is our intention to not duplicate services in the same area. ***See Attached Map***

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

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



## Aitkin County Development Broadband Grant Application

### Project Cost and Funding Projections

#### Area: Big Sandy (Bridge Road)

**Homes Passed Data:**

Homes Passed (HP)	324
Homes Per Mile	37
Cost Per Home Passed	<b>\$798</b>
Cost Per Subscriber	\$1,595

**Financial Data:**

<u>Gross Revenue</u>	<u>Month</u>	<u>HP</u>	<u>Subscribers</u>	<u>Avg MRC</u>	<u>Annualized</u>
Subscriber (Permanent)	12	20%	65	\$55	\$42,496
Subscriber ( Seasonal)	6	30%	<u>97</u>	\$55	<u>\$31,872</u>
			162		\$74,368

EBITA (22% of Gross Revenue) \$16,361

Tax \$756

Capital Improvement (Escrow) \$110

		<u>Term</u>	<u>Annualized</u>
Depreciation	\$129,224	10	\$12,922

<u>Funding Sources</u>		<u>Outlay</u>	<u>Term</u>	<u>Rate</u>	<u>Annualized Payment</u>
Grant	50%	\$129,224	NA	NA	NA
Savage Communications Inc	5%	\$12,922	NA	NA	NA
Senior Debt	45%	<u>\$116,302</u>	10	6%	\$15,494
Total		\$258,448			

**Capital Outlay Data:**

<u>Hub Equipment</u>	<u>Type</u>	<u>Cost</u>	<u>Quantity</u>	
OTN Cabinet	Unit	\$4,500	1	\$4,500
UPS	Unit	\$1,500	1	\$1,500
Backup Battery	Unit	\$985	1	\$985
Chassis/wPS	Unit	\$769	1	\$769
Forward Transmitter	Unit	\$3,610	1	\$3,610
EDFA (8 Port)	Unit	\$8,892	1	\$8,892
EDFA (2 Port)	Unit	\$2,250	1	\$2,250

WDM	Unit	\$200	4	\$800
Return Transmitter	Unit	\$700	3	\$2,100
Receiver	Unit	\$535	4	<u>\$2,140</u>
Net				\$27,546

<u>Plant Infrastructure</u>	<u>Type</u>	<u>Cost</u>	<u>Quantity</u>	
Engineering/Field Staking	Mile	\$600	9	\$5,239
Last Mile Fiber Cable	Foot	\$0.25	46101	\$11,525
Labor	Foot	\$1.35	46101	\$62,236
Pedestal	Unit	\$100	189	\$18,900
Optical Splice Case (Large)	Unit	\$122	10	\$1,235
Optical Splice Case (Small)	Unit	\$57	179	\$10,196
Optical Splitter 1x32	Unit	\$679	10	<u>\$6,875</u>
Net				\$116,206

<u>Installation/CPE Equipment</u>	<u>Type</u>	<u>Cost</u>	<u>Quantity</u>	
Drop Fiber Cable	Foot	\$0.15	64800	\$9,720
Labor	Foot	\$0.65	64800	\$42,120
Demarcation Box	Unit	\$33	162	\$5,346
ONU	Unit	\$155	162	\$25,110
Modem	Unit	\$80	162	\$12,960
Activation	Unit	\$120	162	<u>\$19,440</u>
Net				\$114,696

Total (Capital Outlay) **\$258,448**

<u>Map Data:</u>	<u>HP</u>	<u>Footage</u>	<u>Pedestal</u>
A4MC100DATA	194	32699	108
A5MC100DATA	31	2283	31
H4JA100DATA	37	5312	19
H5JA100DATA	62	5807	31
	324	46101	189

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

NOTICE-CONFIDENTIAL INFORMATION - The information in this communication is proprietary and strictly confidential. It is intended solely for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, any dissemination, distribution including web or print posting, copying or other use of the information contained in this communication is strictly prohibited.

Scott Savage (SCI Broadband):

We are writing this letter in support of activities designed to bring SCI Broadband to our Big Sandy Lake/McGregor area and specifically, to our location on Big Island which is known historically as Bridge Road. It is our understanding that SCI is investigating expanding their service if it is successful in obtaining Aitkin County grant money available for improving broadband service to areas underserved by internet providers. That description certainly describes our residence on Bridge Road.

We are currently customers of Frontier internet which provides DSL service over existing phone lines. While I won't go into great detail, I will say that our existing Frontier speed of 1.4 Mbps at a cost of \$49/month is totally unacceptable. We have tried for months to improve our inadequate internet speed and reliability with Frontier only to meet with pushback from the company. It seems Frontier is very reluctant to upgrade their infrastructure on Bridge Road, despite the fact that Big Island is very densely populated with middle to upper income lakehomes and seasonal cabins. Our frustrating experiences with Frontier are best reflected in an article written by a former Frontier call center employee:

<https://badbusinesspracticesfrontier.wordpress.com/2014/06/02/exposing-frontiers-bad-business-2/>

There are a few alternative internet providers, such as cell-based Verizon and satellite-based Exede, but because of their monthly cap on data and cost, they are not the best choice for us. We are retired professionals who rely very heavily on a robust and reliable broadband speed to power our multiple computers, IP security cameras, voice-over-internet phone and residential security system in addition to the streaming content provided by Netflix, Amazon and Direct TV. It is our opinion that a connection to SCI's fiber network would easily satisfy those needs.

In terms of TV service, we are considered a "fringe" area where receiving antenna digital signals from TV stations in Duluth and the Iron Range are quite inconsistent. Your cable TV service is therefore enticing to us.

In summary, we would like to offer our support to improve the broadband service to Big Island/Bridge Road. We are anxious to take advantage of the e-commerce, continuing education, entertainment and communications technologies that a powerful broadband service, such as SCI, can provide. Please feel free to contact us in any way that we might provide assistance for this endeavor.

Best regards,

Grant and Kathy Garriott  
51130 207<sup>th</sup> Place  
McGregor, MN 55760  
218/426-3448 (landline)

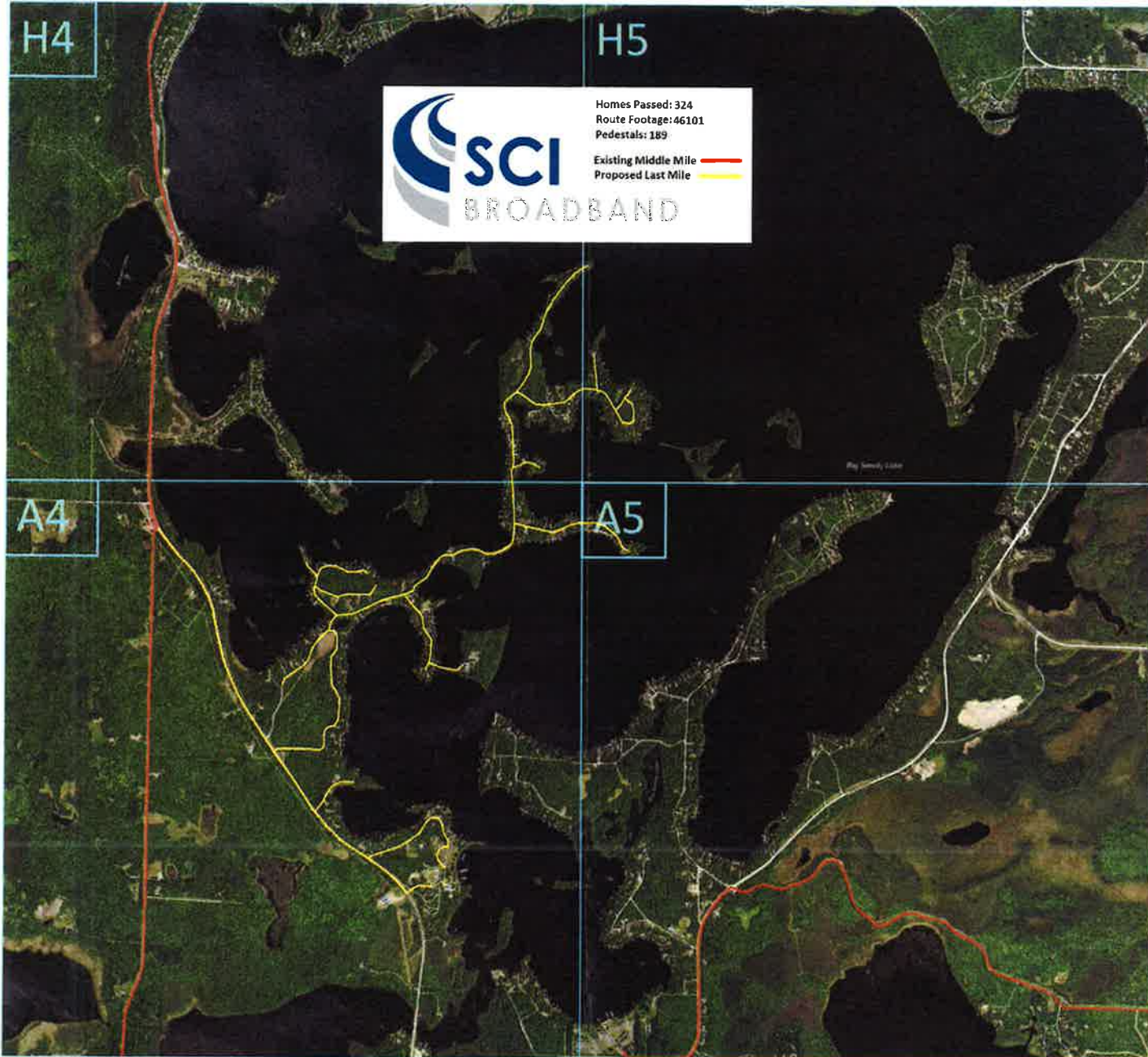
CC:

Dale Lueck – MN House of Representatives (District 10B)

Ron Smith – Shamrock Township Supervisor

Jack Brula – Shamrock Township and McGregor School District

Janet Hill – Big Sandy Lake Association Board of Directors





# Board of County Commissioners Agenda Request

3B

Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** HHS Remodel, Relocation & Funding Plan

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

<b>Submitted by:</b> Ross Wagner	<b>Department:</b> Economic Development & Forest Ind
-------------------------------------	---

<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator	<b>Estimated Time Needed:</b> 15 Minutes
---	---

**Summary of Issue:**

With the new building project moving ahead, we will need to house all employees and functions that are currently in the "Old Jail" Initially, we looked at renting office space in town and other options. One option is converting the basement of the HHS to offices for administration. With the quotes we have received, the conversion estimate is \$35,899.21. Depending on the length of displacement and size of rental spaces, we were looking at costs of nearly double that amount. In addition, the space will be usable for HHS for a variety of functions after the building project is complete. Quotes received are attached. Other costs associated with the transition will be possible on site storage units and providing safe transaction window for Court Administration possible moving and other unforeseen items. To finance the transition/renovation we recommend approval of the use of the remaining balance of the "building-construction" reserve account. The current balance as of 7/31 was \$18,792.20; \$10,000 from HHS will be used and the remainder would come from the operational building fund. A summary of the location for the displaced offices is below;

- Administration, Economic Development, Human Resources and 4-H to HHS Basement.
- Veteran Services Office to Crime Victims office in Jail Hallway.
- County Attorney to current Court Administration Offices.
- Court Administration to Judges Hearing Room.
- Meeting space for County Board, Planning Commission to be determined.

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

**Recommended Action/Motion:**  
Approve quotes, funding option presented above..

**Financial Impact:**

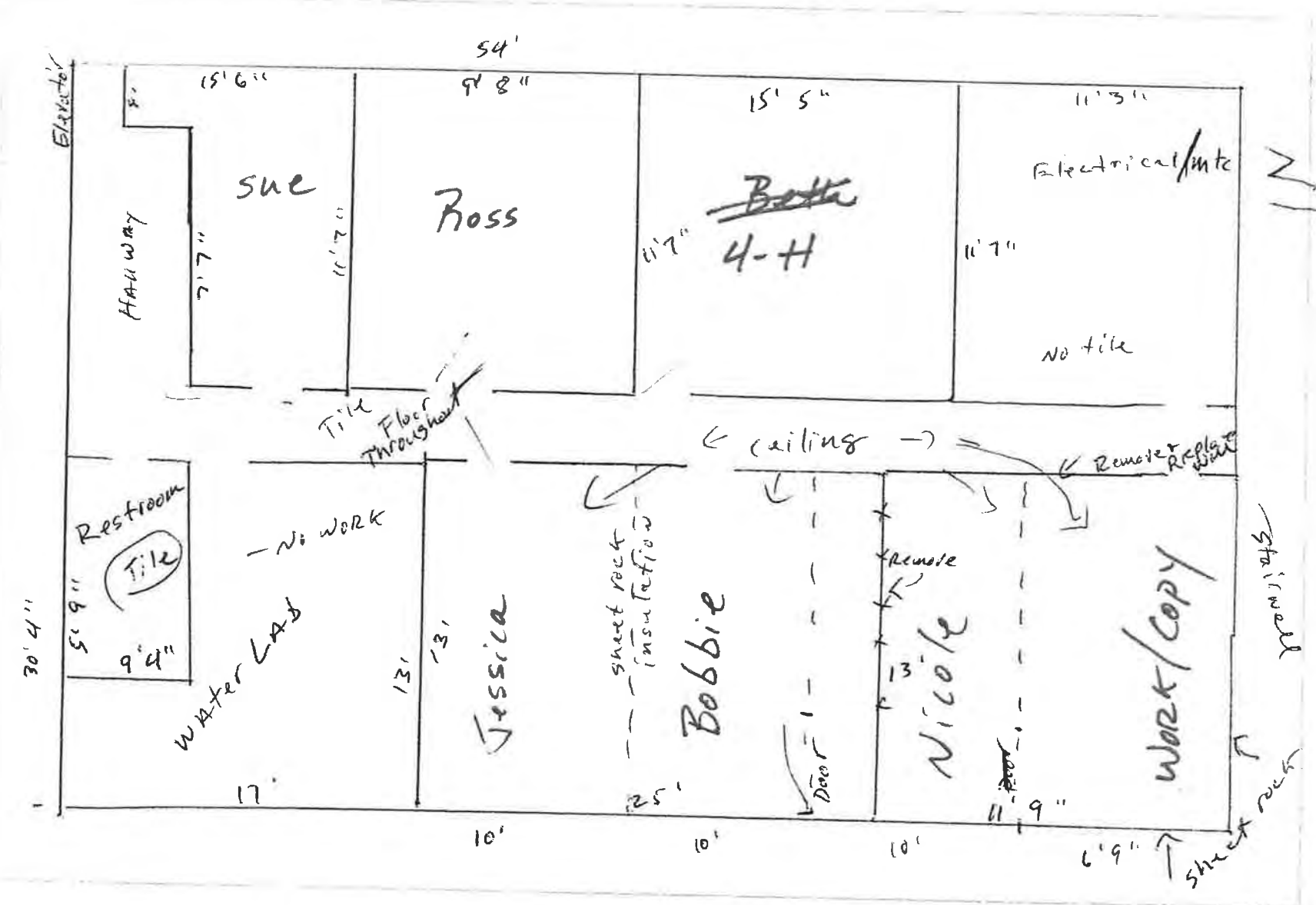
Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No Please Explain:

2017

DEC	NOV	OCT	SEP	AUG	JUL	JUN	MAY	APR	MAR	FEB	JAN
S M T W T F S 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	S M T W T F S 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	S M T W T F S 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	S M T W T F S 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	S M T W T F S 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	S M T W T F S 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	S M T W T F S 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	S M T W T F S 28 29 30 31 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	S M T W T F S 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	S M T W T F S 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	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	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



CONTACT:  
**Archie A. Landreman, CSI**  
 North Central Regional Director  
 mobile: 262.497.5550  
 email: archie@woodworks.org

WoodWorks provides free one-on-one project assistance related to code-compliant design, engineering and construction of non-residential and multi-family wood buildings.  
 VISIT: woodworks.org







Kortus Contracting and Remodeling, LLC  
37866 309th Street  
Aitkin, MN 56431  
651-325-6691  
License #8C637695

August 16, 2017

Health and Human Services Building  
Economic Development and Forest Industry  
Coordinator  
Aitkin County  
217 2<sup>nd</sup> Street NW  
Aitkin, MN 56431  
218-927-7305

Basement office remodel

- Frame up 3 offices with 3 5/8" metal track system per specs.
- Frame out wall in front of block foundation wall, using 1 5/8" metal track system.
- Insulate walls dividing offices.
- Drywall walls with 5/8" thick drywall.
- Tape drywall with 3 coats of drywall compound, finish and sand.
- Prime and paint desired color chosen by county.
- Install suspended type ceiling grid. Install 2'x4' drop in ceiling tiles throughout entire space.
- Install 3 flush entire doors matching existing door.
- Trim both sides of door, using 2 1/4" ranch style casing.
- Install hardware on all three doors.
- Stain and varnish wood doors and trim.

Kortus Contracting will clean up our site daily and dispose of all debris.

Cost of Materials: \$3,808.00

Cost of Labor: \$12,416.00

Total: \$16,224.00

Thank you for considering us for this project.

Tom Kortus  
Kortus Contracting and Remodeling, LLC  
651-325-6691

## **Ross Wagner**

---

**From:** Thomas Miller [thomas@crowwingconstruction.com]  
**Sent:** Tuesday, August 15, 2017 12:00 PM  
**To:** Ross Wagner  
**Subject:** HHS Basement Remodel

Ross,

The value to remodel the basement per your plan and per our conversations is \$39,300.

If this amount is competitive and within your budget, specifications can be provided.

Thank you for the opportunity to bid on this project.

Thomas

**McGuire Mechanical**

PO Box 108  
 Aitkin, MN 56431  
 United States

Voice: 218-927-5400  
 Fax: 218-927-5405

**QUOTATION**

Quote Number: 1327  
 Quote Date: Jul 11, 2017  
 Page: 1

**Quoted To:**

Aitkin County Courthouse Maint  
 209 2nd ST NW  
 Room 115  
 Aitkin, MN 56431

Customer ID	Good Thru	Payment Terms	Sales Rep
aitkin	8/10/17	Net 30 Days	

Description	Amount
New HVAC for basement of HHS building	10,251.00
option for UV light for air purification in system	385.00
option for Lifebreath 155 MAX air exchanger with dehumidistat and timer control	1,950.00
Option for two fire dampers in duct as it leaves mechanical room	360.00
McGuire Mechanical will supply and install one new Goodman model GMSS96060 96% efficient gas furnace with a Goodman model GGSX1403 2 1/2 ton A.C. system. with all ductwork to complete the system. Ductwork includes	
13 supplies with ceiling diffusers	
8 returns with sidewall grilles	
Price does not include any electrical	

Subtotal	12,946.00
Sales Tax	
<b>TOTAL</b>	<b>12,946.00</b>

FERRARA'S HEATING AIR CONDITIONING  
& REFRIGERATION INC.

1-800-801-5765 / 1-218-927-4062

42369 DAISY STREET  
AITKIN MN. 56431

07/14/2017

FOR: AITKIN COUNTY

FAMILY SERVICES LOWER LEVEL OFFICES

ATT: TOM

**PROPOSAL**

**WE HERBY SUBMIT ESTIMATES FOR THE  
FOLLOWING INSTALLATIONS**

**FAMILY SERVICES BASEMENT LEVEL  
HVAC SYSTEM**

1-BRYANT PREFERRED SERIES M# 926TA42060V17 60,000 BTU 96.2% EFF 2-STAGE GAS  
W/VARIABLE SPEED ECM BLOWER  
1-EXHAUST AND INTAKE PIPES  
8-SUPPLY DUCT W/2' X2' DIFFUSER INSULLATED  
7- RETURN DUCT INSULLATED  
1-SUPPLY PLENUM INSULLATED  
1-RETURN PLENUM W/BASIC FILTER RACK 1" X 16" X 25" INSULLATED  
1-BRYANT HOUSE WISE DIGITAL WI-FI PROGRAMMABLE THERMOSTAT  
1-CONDENSATE PUMP WITH DRAIN LINE  
1-GAS LINE FROM BUILDING MAIN  
1-BRYANT PREFERRED SERIES M# 127ANA036 3-TON 2-SPEED CONDENSING UNIT  
1-BRYANT EVAPORATOR COIL M# CNPV3617ALA  
1-3/8" X 7/8" X 50 FT REFRIGERATION LINE SET  
1-SET VALVE LOCKS  
1-UV PROTECTION KIT  
1-CONDENSER PAD  
1-RENEWAIRE EVR M#EV-200 AIR EXCHANGE  
1-RENEWAIRE PERCENTAGE TIMER  
2-FIRE DAMPER 1.5 HR RATED TYPE A 24" X 12" HORZ  
**TOTAL FOR ABOVE INSTALLATION -----\$21,960.00**



42188 336th LN  
Aitkin, MN 56431-4709

MN Electrical Contractor #: EA005991

# Proposal

Date	Proposal #
6/14/2017	16115

**Owner / Customer:**

Aitkin County Health & Human Services  
Julie Lueck  
204 First ST NW  
Aitkin, MN 56431

**Project Location:**

Aitkin County Health & Human Services Bld  
204 First ST NW  
Aitkin, MN 56431  
Aitkin County

**Project Description:**

2017 Basement Remodel

Antoine Electric respectfully submits this Proposal in conjunction with the electrical work to be performed at the above referenced location and project.

**Hallway**

- Supply and install (5) LED troffer style fixtures.
- Install (1) general use receptacle.
- Supply and install (2) LED emergency exit combination fixtures.
- Install (2) three way switches for hallway lights.

**Stairway**

- Retrofit (1) florescent light fixture to LED.

**Exterior**

- Connect (1) AC condenser unit. (up to 2 ton unit)
- Install (1) ac service receptacle. (code required)

**Mechanical Room**

- Install (1) 125 amp 120/208 volt main lug load center panel.
- Install (1) 125 amp circuit in main distribution center.
- Connect (1) gas furnace. (20 volt 15 amp circuit)
- Install (1) 120 volt receptacle for furnace condensate pump.
- Retrofit (2) florescent fixtures to LED.
- Remove (1) electric baseboard unit heater.

**Room 001**

- Supply and install (2) LED troffer style fixtures.
- Install (3) 120 volt surface mounted general use receptacle.
- Install (1) data jack location. Cabling and jack installation to be completed by IT department.

**Room 002**

- Supply and Install (2) LED troffer style fixtures.
- Install (1) 120 volt surface mounted general use receptacle.



42188 336th LN  
Aitkin, MN 56431-4709

MN Electrical Contractor #: EA065991

# Proposal

Date	Proposal #
6/14/2017	16115

## Owner / Customer:

Aitkin County Health & Human Services  
Julie Lueck  
204 First ST NW  
Aitkin, MN 56431

## Project Location:

Aitkin County Health & Human Services Bld  
204 First ST NW  
Aitkin, MN 56431  
Aitkin County

## Project Description:

### 2017 Basement Remodel

Remove (1) electric baseboard unit heater.  
Install (1) data jack location. Cabling and jack installation to be completed by IT department.

#### Room 003

Supply and install (2) LED troffer style fixtures.  
Install (1) 120 volt surface mounted general use receptacle.  
Remove (1) electric baseboard unit heater.  
Install (1) data jack location. Cabling and jack installation to be completed by IT department.

#### Room 004

Supply and install (2) LED troffer style fixtures.  
Install (4) general usage receptacles.  
Install (1) single pole switch for lights.  
Install (1) data jack location. Cabling and jack installation to be completed by IT department.

#### Room 005

Supply and install (2) LED troffer style fixtures.  
Install (4) general usage receptacles.  
Install (1) single pole switch for lights.  
Install (1) data jack location. Cabling and jack installation to be completed by IT department.

#### Room 006

Supply and install (2) LED troffer style fixtures.  
Install (1) dedicated 120 volt 20 amp circuit and receptacle for copier machine.  
Install (4) general usage receptacles.  
Install (1) single pole switch for lights.  
Install (3) data jack location. Cabling and jack installation to be completed by IT department.

## General Overall

Demo and clean up existing conduits, lighting, and power outlets.





42188 336th LN  
Aitkin, MN 56431-4709

MN Electrical Contractor #: EA005991

Contractor:  
Ronald "Joe" Antoine  
dba: Antoine Electric  
42188 336th LN  
Aitkin, MN 56431

# Proposal

Date	Proposal #
6/14/2017	16115

**Owner / Customer:**

Aitkin County Health & Human Services  
Julie Lueck  
204 First ST NW  
Aitkin, MN 56431

**Project Location:**

Aitkin County Health & Human Services Bld  
204 First ST NW  
Aitkin, MN 56431  
Aitkin County

**Project Description:**

**2017 Basement Remodel**

Antoine Electric will submit State of Minnesota Electrical Permit and Inspection fees and coordinate Inspections with State Electrical Inspector.

All work shall be completed in accordance to National Electric Codes, State of Minnesota requirements, and all local code requirements.

This Proposal is valid for (15) days, and at our option, this Proposal may be withdrawn or considered void.

Any changes and / or additional work shall be charged as Time and Materials at standard contractor list price.

**Proposal Amount: \$9,743.00**

**(Nine Thousand Seven Hundred Forty Three Dollars and Zero Cents)**

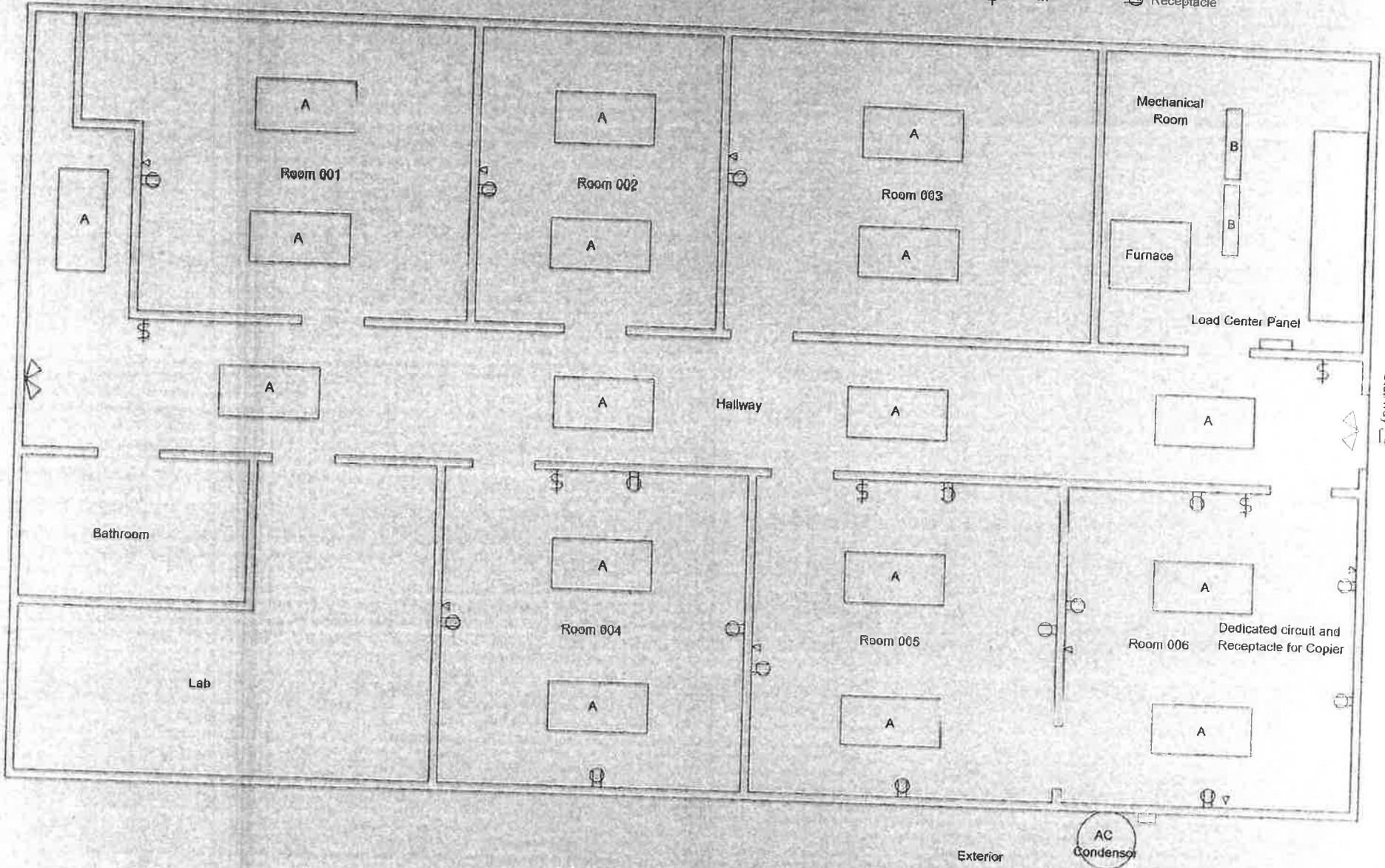
**Payment Terms:**

**Rough In Payment: \$5,750.00**

**Trim Out Payment: \$3,993.00**

A Type = 2 x 4 LED Troffer Fixtures  
 B Type = Existing Fixtures Retrofitted to LED

Exit / Emergency    Data Jack  
 Switch    Receptacle



**ANTOINE ELECTRIC** 42188 336th Lane  
 Aitkin, MN 56431

Customer Name:  
**Aitkin County H. H. S.**

Project:  
**Basement Remodel**

Electrical Print Name:

Print #:

Scale: None  
 Rev. Date:





# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** 8/22/2017

**Title of Item:** 2018 HHS budget proposal

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

<b>Submitted by:</b> Cynthia Bennett	<b>Department:</b> HHS
---	---------------------------

<b>Presenter (Name and Title):</b> Cynthia Bennett and Kathleen Ryan	<b>Estimated Time Needed:</b> 20 minutes
---	---

**Summary of Issue:**

2018 budget proposal.

**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:*

# BUDGET PROPOSAL

Aitkin County Health and Human Services  
2018



# AITKIN COUNTY HEALTH AND HUMAN SERVICES

**Our mission is to assist citizens, preserve families, and promote dignity, safety, health, responsibility, and self sufficiency.**





# 2018 BUDGET OVERVIEW

- \$346,108 Increase from 2017 Adopted
- Governor's Task Force Child Protection Aid Payment - Increased by \$15,000, included the incentive.
- Increase in LTSS/SSTS random moment revenue. A fully staffed department will offset the decrease in State Share.
- Continued utilization of our Nightingale Notes system for third party reimbursement of home visits.
- New ICWA Aid payment = \$31,397 (this amount has not been added into the preliminary budget as of 08/14/17)
- Sex Offender Program = 25% County Share (Moose Lake or St. Peter) and Forensic Transition Services = 50% County Share - we currently have one client in the Forensic Transition Services program and a new client entering the SOP in October or November.
- Child Support personnel reimbursed @ 66%
- Financial Services personnel reimbursed @ 47%
- Public Health - levy required to match local Public Health Grant by 75% - Aitkin County is required to spend at least \$100,692 to earn the \$57,538

# 2018 BUDGET PROGRAMMATIC AREAS

**Public Health:** *All Grant amounts are based on the 2017 allocation*

**LPH:** The Local Public Health Grant amount is **\$57,598**  
In addition to the \$57,538 there is a Maintenance of Effort of 75%.  
Aitkin County is required to spend **\$100,692** to earn the \$57,538.

**MCH:** The Maternal and Child Health Grant amount is **\$25,000**.  
In addition to the \$25,000 there is a Maintenance of Effort of 50%,  
Aitkin County is required to spend at least **\$37,500** to earn the \$25,000.

**WIC:** The WIC budget is based on the allocation, plus the expectation of additional funds at the end of the fiscal year.



# 2018 BUDGET PROGRAMMATIC AREAS

## **PUBLIC HEALTH Cont.**

### **Grants for each program area and funding source**

#### **Disease Prevent and Control**

Emergency Preparedness \$23,446, County Dollars, Fees, Third Party Reimbursement

#### **Emergency Medical Services**

County Dollars

#### **Women, Infants and Children**

WIC Federal Grant

#### **Child and Teen Checkups**

C & TC Federal and State Dollars = \$51,860

#### **Family Health - Maternal Child Health, TANF Home Visits, Follow A Long, Etc**

MCH Federal Grant, TANF Federal Grant, WIC Peer Breastfeeding Support Federal Grant, County Dollars and Third Party Reimbursement

#### **Health Education**

SHIP = \$50,913

# 2018 BUDGET PROGRAMMATIC AREAS

## Income Maintenance:

- MA:** There are two levels of Medicaid administrative reimbursement.  
MA General (non-enhanced activity and costs) is earned at the rate of 50 percent federal financial participation (FFP).  
Direct salaries and benefits for a narrow set of core functions related to MA eligibility determination activity is eligible for an enhanced match at 75 percent federal financial participation (FFP).
- TANF:** TANF administrative reimbursement is earned at the rate of 50 percent and is included as one component in the MFIP Consolidated Fund.  
The cap on administration for the MFIP Consolidated Fund does not apply to TANF Administration.
- SNAP:** SNAP administrative costs will continue to be reimbursed at 50 percent.
- GA:** Legislature reinstated Emergency GA and Emergency MSA effective July 1, 2010.  
2012 - EGA and EMSA were combined into one program for single persons and childless couples under 200% FPG.  
GAMC coverage ended for clients in 2010.



# 2018 BUDGET PROGRAMMATIC AREAS

## Social Services:

### **Medicaid Administration for Social Services (SSTS)**

The statewide SSTS MA administrative reimbursement will continue to be 50% FFP (federal financial participation) in CY 2017.

In addition to counties receiving 50% FFP for long-term services and supports (LTSS) reimbursement,

DHS will continue paying the state share of these LTSS expenses.

VCAA: The Vulnerable Children and Adults Act (VCA) Grant contains both a state and federal portion.

The federal portion of the grant is the Title XX Social Service Block Grant.

The 2017 allocation will be included in the 2017 allocations bulletin to be published in September 2016.



# 2018 BUDGET PROGRAMMATIC AREAS

## Social Services Cont.

**Northstar Care:** Counties, tribes and DHS share the costs of foster care, adoption assistance and kinship assistance. The state and local shares of these costs are calculated in the Northstar Care Fiscal Reconciliation process. This over-all reconciliation process determines how much each county and tribal agency has spent for the entire set of Northstar Care and legacy programs (including Relative Custody Assistance [RCA]), how much each agency should have spent, and then DHS will issue a payment or invoice each agency accordingly.

**RTC:** 100 percent for each day during the stay, including the day of admission, when the facility determines that it is clinically appropriate for the client to be discharged

**Poor Relief:** Regional Treatment Center & State Nursing Home Poor Relief Billing (20% of total cost or balance after third party liability - whichever is less)

Sex Offender Program = 25% County Share (Moose Lake or St. Peter)

Forensic Transition Services = 50% County Share

# 2018 BUDGET PROGRAMMATIC AREAS

## Social Services Cont.

**MH-MOE:** Revenue earned in the Adult and Children's Mental Health program area is tied to a Maintenance of Effort. In the 2006 State Legislative session, the Mental Health maintenance of effort was changed.  
2012 - MOE requirements for CW-TCM and MH-TCM are permanently set to 90% of the 2011 level.

**MN Choices:** Effective July 1, 2017, reduces the amount the state spends on the cost for MnCHOICES to 84.3% of the non-federal share in FY18 & 19 and then 81.9% in FY 20 & 21. Counties will be required to cover the remaining non-federal portion.

**OHP Aid:** Out of Home Placement Aid is a specific-purpose aid designed to subsidize costs incurred by counties and tribes for out-of-home placement costs for children under the Indian Child Welfare Act (ICWA). The Department of Revenue certifies this aid based on current statutes, including any changes enacted during the most recent legislative session, by August 1 each year.  
Aid amounts will be paid directly to individual counties and tribes. Counties that are part of a multi-county agency are responsible for received.  
allocating the appropriate funds to the agency once the funds are received.



# 2018 BUDGET PROGRAMMATIC AREAS

## Social Services Cont.

Child Protection Worker Grant The Child Protection Worker Grant is a state funded grant. Eighty percent of the grant is distributed on or before July 10th of each year.

The remaining twenty percent of the calendar year allocation is distributed in February of the following calendar year based on county performance measures.

CCDTF: County allocation billing for Non-MA services on client has a county share of 20.2% for the period of July 1, 2016 through June 30, 2017.

The county share is 22.95% starting July 1, 2017.

# 2018 BUDGET INFORMATION

Category	Change from 2017 Adopted	Increase/Decrease
2017 Adopted Levy	\$ 2,448,402.00	
<b>Revenues and Expenditures:</b>		
Public Aid	\$ 335,534.00	Increase
Personnel	\$ 34,043.00	Decrease
Operating Expenses	\$ 44,567.00	Increase
Revenue (excluding Levy)	\$ 119,296.00	Increase
Use of Fund Balance	\$ 400,000.00	Same
2018 Proposed Levy	\$ 2,675,164.00	

# 2018 BUDGET INFORMATION

## Health & Human Services FTE Summary

	2015	2016	2017	2018
Administration	4.5	5	5	5
Financial Assistance	13	13	13	13
Child Support	5.5	6	6	6
Social Services	17	19	19	20
Home & Community Based	8	8	9	9
Public Health	8	9	9	8
	56	60	61	61

Highlights	2015	2016	2017	2018
	6 Open Positions: 1 CD, 1 CP/CW, 1 CSP Worker	Hired Full Time CSEA and Account Tech	Hired Additional HCBS SW	Proposal to move budgeted Early Prevention Nure to CP/CW
	1 HCBS Nurse, 1 Early Prevention Nurse, 1 CSEA	Hired 1 CP/CW and 1 CD/MH Budgeted for Early Prevention Nurse	Budgeted for Early Prevention Nurse	



# 2018 BUDGET INFORMATION

	PROPOSED 2018 BUDGET	APPROVED 2017 BUDGET	ACTUAL 2016	ACTUAL 2015
<b>Income:</b>				
Tax Levy	2,675,164.00	2,448,402.00	2,376,727.00	1,982,478.00
CPA and In Lieu	15,000.00	15,000.00	207,003.00	279,448.00
State Revenue	1,102,262.00	1,089,750.00	1,062,715.00	1,043,278.00
Federal Revenue	2,321,633.00	2,238,019.00	2,047,014.00	2,084,504.00
Revenue from Third Party	376,050.00	332,700.00	341,274.00	258,635.00
Misc. Revenue	258,983.00	279,163.00	311,494.00	388,502.00
<b>Total:</b>	<b>6,749,092.00</b>	<b>6,403,034.00</b>	<b>6,346,227.00</b>	<b>6,036,845.00</b>
	<b>4,058,928.00</b>	3,939,632.00		
<b>Expenditures:</b>				
Payments to Recipients	1,807,040.00	1,471,506.00	1,881,398.00	1,719,526.00
Salaries and Fringes	4,503,060.00	4,537,103.00	4,102,280.00	3,934,931.00
Services and Charges	371,088.00	351,243.00	347,003.00	343,675.00
Travel and Insurance	154,607.00	152,419.00	155,526.00	156,611.00
Supplies & Small Equipment	94,647.00	97,613.00	100,869.00	110,486.00
Capital Outlay	96,750.00	85,850.00	48,764.00	38,483.00
Misc Expense & Pass Thru	121,900.00	107,300.00	120,507.00	150,934.00
<b>Total:</b>	<b>7,149,092.00</b>	<b>6,803,034.00</b>	<b>6,756,347.00</b>	<b>6,454,646.00</b>
<b>Final Totals:</b>	<b>(400,000.00)</b>	(400,000.00)	(410,120.00)	(417,801.00)

# 2018 BUDGET LEVY INFORMATION

<b>Agency:</b>		2004 Levy =	\$	2,188,860
	3.940%	2005 Levy =	\$	2,275,097
	4.337%	2006 Levy =	\$	2,373,771
	13.162%	2007 Levy =	\$	2,686,201
	3.000%	2008 Levy =	\$	2,766,787
	-2.988%	2009 Levy =	\$	2,684,113
	-0.410%	2010 Levy =	\$	2,673,113
	-0.344%	2011 Levy =	\$	2,663,913
	3.149%	2012 Levy =	\$	2,747,803
	1.599%	2013 Levy =	\$	2,791,733
	-24.148%	2014 Levy =	\$	2,117,591

## 2014

HHS Levy dollars received lowered by \$600,000 due to utilization of fund balance which per budget, depleted the HHS fund balance by this amount.



# 2018 BUDGET LEVY INFORMATION

## Agency:

4.722%	2015 Levy =	\$ 2,217,591
11.761%	2016 Levy =	\$ 2,478,402
-1.210%	2017 Levy =	\$ 2,448,402
9.262%	2018 Levy =	\$ 2,675,164

2016: Reduced in Levy by 2,585,245 on 09/03/15 by County Admin.

2016: Transfer of \$270,000 to Corrections budget.



# 2018 BUDGET FUND BALANCE INFORMATION

## Fund Balance

Fund Balance as of 06/30/17 =	\$ 4,060,299.21
Fund Balance as of 06/30/16 =	\$ 4,268,703.00
Fund Balance as of 06/30/15 =	\$ 4,560,231.00
Fund Balance as of 07/31/14 =	\$ 5,024,834.88
Fund Balance as of 6/30/13 =	\$ 4,951,763.55
Fund Balance as of 6/30/12 =	\$ 4,503,021.00
Fund Balance as of 7/31/11 =	\$ 3,911,456.00
Fund Balance as of 7/31/10 =	\$ 4,005,593.00
Fund Balance as of 7/31/09 =	\$ 3,968,408.00
Fund Balance as of 7/31/08 =	\$ 4,128,162.00

\*\*Per State Auditor's recommendation - 42% of expenditures should be held in Fund Balance this totals: 3,002,619

# 2018 BUDGET FUND BALANCE INFORMATION

## FUND BALANCE/LEVY ANALYSIS:

Year	Amount	% Change	Fund Balance
2004 Levy =	\$ 2,188,860		\$ 2,991,111.21
2005 Levy =	\$ 2,275,097	3.940%	\$ 3,037,418.13
2006 Levy =	\$ 2,373,771	4.337%	\$ 3,368,291.68
2007 Levy =	\$ 2,686,201	13.162%	\$ 3,879,332.65
2008 Levy =	\$ 2,766,787	3.000%	\$ 4,437,094.69
2009 Levy =	\$ 2,684,113	-2.988%	\$ 4,408,792.27
2010 Levy =	\$ 2,673,113	-0.410%	\$ 4,278,744.62
2011 Levy =	\$ 2,663,913	-0.344%	\$ 4,416,451.75
2012 Levy =	\$ 2,747,803	3.149%	\$ 4,783,513.66
2013 Levy =	\$ 2,791,733	1.599%	\$ 5,295,265.67
2014 Levy =	\$ 2,117,591	-24.148%	\$ 4,959,306.03
2015 Levy =	\$ 2,217,591	4.722%	\$ 4,544,194.41
2016 Levy =	\$ 2,478,402	11.761%	\$ 4,132,946.42
2017 Levy =	\$ 2,448,402	-1.210%	\$ 3,732,946.42
2018 Levy =	\$ 2,675,164	9.262%	\$ 3,332,946.42



# 2018 BUDGET FUND BALANCE INFORMATION

## If 3% Levy had occurred since 2004 - Current Levy would be:

Year	Amount	% Change
2004 Levy =	\$ 2,188,860	
2005 Levy =	\$ 2,254,526	3%
2006 Levy =	\$ 2,322,162	3%
2007 Levy =	\$ 2,391,826	3%
2008 Levy =	\$ 2,463,581	3%
2009 Levy =	\$ 2,537,489	3%
2010 Levy =	\$ 2,613,613	3%
2011 Levy =	\$ 2,692,022	3%
2012 Levy =	\$ 2,772,782	3%
2013 Levy =	\$ 2,855,966	3%
2014 Levy =	\$ 2,941,645	3%
2015 Levy =	\$ 3,029,894	3%
2016 Levy =	\$ 3,120,791	3%
2017 Levy =	\$ 3,214,415	3%
2018 Levy =	<b>\$3,310,847</b>	3%

**\*\*\$3,310,847 minus \$2,675,164 = \$635,683 no fund balance would be needed in 2018**

# 2018 BUDGET OVERVIEW

Proposed budget request of \$226,762 additional levy support:

- Requesting 9.26% increase in levy
- Proposed budget includes utilization from H & HS fund balance \$400,000
- Expenditure increase equals 5.09%
- Revenue increase equals 3.03% (*not including levy*)
- Personnel expenditures *DECREASED* by .75%
- No additional FTEs requested

# 2018 BUDGET PROPOSAL CONCLUSION

[https://www.youtube.com/watch?v=pb7\\_YJp9bVA](https://www.youtube.com/watch?v=pb7_YJp9bVA)





# Board of County Commissioners Agenda Request

5A  
Agenda Item #

**Requested Meeting Date:** 8-22-17

**Title of Item:** 2016 Annual Report

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>		

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
------------------------------------	--

<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 15 minutes
--	---

**Summary of Issue:**  
A copy of the 2016 Aitkin County Highway Department Annual Report will be mailed to each commissioner by Wednesday, August 16, 2017. A brief overview of the report will be given.

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

**Recommended Action/Motion:**  
Approval of the report is requested by 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

5B  
Agenda Item #

**Requested Meeting Date:** 8-22-17

**Title of Item:** 2018 Budget Presentation

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
------------------------------------	--

<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 30 minutes
--	---

**Summary of Issue:**  
 Attached are the detailed budget sheets for the proposed Highway Department Budget including the Operations, Capital Equipment/Facilities, and Capital Infrastructure Budgets. Also included is the five-year capital equipment/facilities program. The budget will be summarized by a brief presentation.

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

**Recommended Action/Motion:**  
 Discussion only, for future action.

**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:*

### 2018 Highway Department Budget Summary

Revenue:					
	2015 Actual	2016 Actual	Adopted 2017 Budget	2017 As of 6-30-16	Proposed 2018 Budget
Operating	\$ 4,062,663	\$ 4,759,287	\$ 4,276,537	\$ 1,835,912	\$ 4,274,170
Capital Equipment/Facilities	\$ 497,300	\$ 509,900	\$ 555,200	\$ 555,200	\$ 571,600
Capital Infrastructure	\$ 9,535,376	\$ 6,846,484	\$ 4,504,600	\$ 710,449	\$ 8,058,600
<b>Total:</b>	<b>\$ 14,095,339</b>	<b>\$ 12,115,670</b>	<b>\$ 9,336,337</b>	<b>\$ 3,101,561</b>	<b>\$ 12,904,370</b>
Expenditures:					
Operating	\$ 4,023,889	\$ 4,119,768	\$ 4,276,537	\$ 2,031,179	\$ 4,274,170
Capital Equipment/Facilities	\$ 456,545	\$ 819,105	\$ 555,200	\$ 92,003	\$ 571,600
Capital Infrastructure	\$ 8,045,341	\$ 6,846,848	\$ 5,382,800	\$ 544,466	\$ 8,493,600
<b>Total:</b>	<b>\$ 12,525,775</b>	<b>\$ 11,785,721</b>	<b>\$ 10,214,537</b>	<b>\$ 2,667,647</b>	<b>\$ 13,339,370</b>
Local Levy Revenue:					
	2015 Actual	2016 Actual	Adopted 2017 Budget	2017 As of 6-30-16	Proposed 2018 Budget
Operating	\$ 1,467,842	\$ 1,527,886	\$ 1,351,826	\$ 207,581	\$ 1,365,150
Capital Equipment/Facilities	\$ 497,300	\$ 509,900	\$ 555,200	\$ 555,200	\$ 571,600
Capital Infrastructure	\$ 607,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
<b>Total:</b>	<b>\$ 2,572,142</b>	<b>\$ 2,637,786</b>	<b>\$ 2,507,026</b>	<b>\$ 1,362,781</b>	<b>\$ 2,536,750</b>
<b>% Increase Over Previous Year's Budget:</b>					<b>1.19%</b>

Assumptions:



## Highway Department Operations Budget Fund 003

**Revenue:**

	2015 Actual	2016 Actual	Adopted 2017 Budget	2017 As of 6-30-17	Proposed 2018 Budget
5001 Taxes, Aids, etc.	1,467,842	1,528,034	1,351,826	207,581	1,365,150
5227 Twp Road Allotment Gas Tax	363,907	378,304	390,000	378,264	400,400
5330 State Grants - Disaster Funds	-	-	-	162,519	
5425 Federal Grants - FEMA	-	-	-	-	
5430 Federal FHWA - ER Funds	-	-	-	-	
5840 Misc. Refunds and Reimbursements	64,462	216,373	140,000	4,987	40,000
5846 State-aid: Town Bridge Funds	-	-	15,000	39,984	5,000
5848 County Bridge Bonding	-	-	-	-	-
5850 State-aid: Regular Construction Funds	-	126,604	100,000	-	50,000
5851 State-aid: Municipal Construction Funds	-	-	-	-	50,000
5852 State-aid: Regular Maintenance Funds	1,828,121	1,840,441	1,901,711	920,144	1,960,620
5853 State-aid: Municipal Maintenance Funds	66,698	107,940	105,000	53,863	105,000
5854 Township/City Receipts	219,554	313,566	253,000	54,408	282,000
5855 Individual Receipts	14,720	14,722	14,000	9,204	13,000
5857 Culverts (Individual) Receipts	7,372	2,680	5,000	237	2,000
5866 Auction Receipts	2,746	10,972	1,000	-	1,000
5881 Wetland Bank Credits	27,241	219,650	-	4,722	-
<b>Total Revenue:</b>	<b>\$ 4,062,663</b>	<b>\$ 4,759,287</b>	<b>\$ 4,276,537</b>	<b>\$ 1,835,912</b>	<b>\$ 4,274,170</b>

## Highway Department Operations Budget Fund 003

**Department 301 (Administration) Expenditures:**

	2015 Actual	2016 Actual	Adopted 2017 Budget	2017 As of 6-30-17	Proposed 2018 Budget
6101 Salaries, Full Time	328,107	339,220	334,770	164,855	342,456
6102 Salaries, Part Time	-	-	-	-	-
6108 Meals Reimbursed	164	170	200	85	200
6109 Overtime	-	-	-	-	-
6124 Medicare - Employer (1.45%)	4,591	4,733	4,854	2,220	4,965
6148 Employer Deductible Contribution- H.S.A.	8,111	11,350	11,853	6,020	12,379
6150 Health Insurance - Employer	34,558	27,156	28,514	22,836	49,202
6152 Life Insurance - Employer	222	222	221	107	272
6154 Long Term Disability - Employer	459	494	1,306	367	1,335
6159 PERA - Employer	22,906	23,534	25,107	11,734	24,758
6165 FICA - Employer (6.2%)	19,189	19,605	20,756	9,493	21,232
6205 Postage	1,380	982	1,400	648	1,200
6234 Background Checks	-	-	-	-	-
6240 Dues	2,845	2,518	3,000	-	3,000
6241 Registration Fees/Prof. Serv./Printing	3,652	1,791	4,000	344	2,000
6250 Telephone	-	-	-	-	-
6296 Meeting Expenses	5,237	3,601	4,000	4,148	4,000
6300 Service Contracts	14,171	11,095	12,000	8,080	13,490
6330 Highway Travel	21	24	-	-	-
6352 Insurance	19,827	22,478	12,790	12,854	13,240
6353 Workers Compensation Insurance	3,667	3,692	4,146	5,241	5,400
6400 Supplies and Materials	4,978	5,879	5,000	1,933	5,000
<b>Total Administration Expenditures:</b>	<b>\$ 474,085</b>	<b>\$ 478,544</b>	<b>\$ 473,917</b>	<b>\$ 250,966</b>	<b>\$ 504,129</b>

## Highway Department Operations Budget Fund 003

**Department 302 (Engineering) Expenditures:**

	2015 Actual	2016 Actual	Adopted 2017 Budget	2017 As of 6-30-17	Proposed 2018 Budget
6101 Salaries, Full Time	293,610	272,206	321,911	118,253	315,929
6102 Salaries, Part Time	6,693	4,044	13,430	2,172	7,756
6108 Meals Reimbursed	31	84	100	24	100
6109 Overtime	46,011	34,797	34,970	1,713	41,517
6124 Medicare - Employer (1.45%)	4,882	4,371	5,369	1,715	5,295
6148 Employer Deductible Contribution- H.S.A.	1,540	1,000	1,000	1,130	2,260
6150 Health Insurance - Employer	62,041	52,232	71,644	25,065	69,036
6152 Life Insurance - Employer	284	217	373	98	393
6154 Long Term Disability - Employer	156	163	260	84	270
6159 PERA - Employer	25,410	22,541	26,768	8,993	26,809
6165 FICA - Employer (6.2%)	20,875	18,688	22,960	7,333	22,642
6296 Meeting Expense/Physicals	6,534	2,951	4,000	646	3,000
6353 Workers Compensation Insurance	2,974	3,102	3,133	2,038	3,000
6411 Safety Footwear	501	221	725	145	725
6449 Engineering Supplies	5,549	5,230	5,000	2,309	5,000
6820 Health Insurance Fund	-	-	-	-	
<b>Total Engineering Expenditures:</b>	<b>\$ 477,092</b>	<b>\$ 421,846</b>	<b>\$ 511,643</b>	<b>\$ 171,718</b>	<b>\$ 503,732</b>

# Highway Department Operations Budget

## Fund 003

**Department 303 (Road Maintenance) Expenditures:**

	2015 Actual	2016 Actual	Adopted 2017 Budget	2017 As of 6-30-17	Proposed 2018 Budget
6101 Salaries, Full Time	890,822	926,068	949,699	461,007	984,113
6102 Salaries, Part Time	5,861	4,939	11,182	-	11,182
6108 Meals Reimbursed	8	32	-	-	100
6109 Overtime	17,284	43,425	47,941	27,624	49,171
6124 Medicare - Employer (1.45%)	12,884	13,727	14,632	6,869	15,143
6148 Employer Deductible Contribution- H.S.A.	3,080	4,000	4,000	3,666	5,520
6150 Health Insurance - Employer	210,433	216,776	231,815	109,996	243,492
6152 Life Insurance - Employer	1,065	1,016	1,147	489	1,245
6154 Long Term Disability - Employer	329	342	547	176	573
6159 PERA - Employer	67,731	71,909	74,826	36,144	77,501
6165 FICA - Employer (6.2%)	55,091	58,695	62,546	29,370	64,754
6254 Utilities	47,185	50,870	60,000	29,918	55,000
6296 Meeting Expense/Physicals	2,343	2,113	2,000	1,745	2,100
6297 Shop Fuel	19,913	14,599	20,000	11,210	16,000
6298 Shop Maintenance and supplies	49,905	55,610	55,000	21,285	55,000
6352 Insurance	4,978	5,405	4,761	4,758	4,900
6353 Workers Compensation Insurance	81,666	78,129	60,691	60,691	62,500
6411 Safety Footwear	1,814	2,168	2,465	674	2,465
6513 Motor Fuel and Lubricants	168,400	184,222	267,000	79,035	205,000
6514 Pavement Striping	50,678	34,405	61,215	47,704	62,150
6515 Culverts	45,818	42,168	45,000	-	30,000
6516 Signs and Posts	20,962	13,619	15,000	3,294	15,000
6517 Asphalt, Crack Sealant, Etc	27,898	62,000	4,000	-	30,000
6518 De-icing Salt	88,838	115,068	136,655	86,280	140,000
6519 Gravel & Royalty	375,624	74,288	200,000	4,168	150,000
6520 Calcium Chloride	216,286	319,082	264,000	-	260,000
6521 Other Maintenance Supplies/Services(Road only)	12,202	85,613	15,000	13,063	15,000
6524 Sand for Salt Mixture	8,538	26,762	20,000	-	28,000
6590 Repair and Maintenance of Equipment	218,013	274,913	236,856	160,740	250,000
6820 Approach Deposit Refund	-	-	3,000	-	-
6825 Municipal Maintenance Agreements	3,155	59,111	30,000	30,324	30,000
6830 Twp Road Allotment Gas Tax	363,907	378,304	390,000	378,264	400,400
<b>Total Road Maintenance Expenditures:</b>	<b>\$ 3,072,711</b>	<b>\$ 3,219,377</b>	<b>\$ 3,290,978</b>	<b>\$ 1,608,495</b>	<b>\$ 3,266,309</b>
<b>Grand Total Operations Expenditures:</b>	<b>\$ 4,023,889</b>	<b>\$ 4,119,768</b>	<b>\$ 4,276,538</b>	<b>\$ 2,031,179</b>	<b>\$ 4,274,170</b>

## Highway Department Capital Infrastructure Budget Fund 307

	2015 Actual	2016 Actual	Adopted 2017 Budget	2017 As of 6-30-17	Proposed 2018 Budget
<b>Revenue:</b>					
5001 Taxes, Aids, etc.	607,000	600,000	600,000	600,000	600,000
5840 Misc. Receipts	-	24,533	-	-	-
5841 Federal Transportation Funds	3,711,964	-	-	-	982,000
5842 State Park Funds	451,803	(3,105)	-	-	-
5844 State-aid Disaster Funds	-	-	-	-	-
5846 Town Bridge Funds	187,457	-	180,400	10,341	52,000
5848 State Bonding Funds	-	3,600	200,000	-	-
5849 LRIP (Local Road Improvement Funds)	-	-	-	-	-
5850 State-aid Regular Construction Funds	2,680,623	2,553,305	3,324,200	80,108	3,540,600
5851 State-aid Municipal Construction Funds	-	-	180,000	-	184,000
5854 Township/City/Private/Other Funds	-	57,200	20,000	20,000	-
5864 Trunk Highway Turnback	800,000	3,610,951	-	-	2,700,000
5865 DEED Money	-	-	-	-	-
5947 Transfer In	1,096,530	-	-	-	-
<b>Total Revenue:</b>	<b>\$ 9,535,376</b>	<b>\$ 6,846,484</b>	<b>\$ 4,504,600</b>	<b>\$ 710,449</b>	<b>\$ 8,058,600</b>
<b>Expenditures:</b>					
6230 Printing and Publishing	2,946	270	1,000	268	600
6260 Professional Services	72,921	123,755	15,000	20,187	136,000
6262 Contract Payments	7,918,583	6,714,097	5,156,800	338,801	8,317,000
6295 Utility Moves	-	-	25,000	123,362	40,000
6362 Right of Way	50,891	8,726	185,000	61,847	-
<b>Total Expenditures:</b>	<b>\$ 8,045,341</b>	<b>\$ 6,846,848</b>	<b>\$ 5,382,800</b>	<b>\$ 544,466</b>	<b>\$ 8,493,600</b>

Notes: Revenue line item 5001 based on proposed 2016-2020 Capital Road Improvement Program average per year.

2018 Disbursements						2018 Receipts									Notes
Project	Printing and Publishing	Professional Services	Contract Payments	Utility Moves	Right of Way	Property Tax Revenue	Federal Transportation Funds	State Park Funds	State-aid Disaster Funds	Town Bridge Funds	State Bond Funds	State-aid Regular Construction	State-aid Municipal Construction	Township/City/State/Other Funds	
S.A.P. 001-603-018	\$ 200	\$ 60,000	\$ 2,700,000	\$ 30,000								\$ 90,200		\$ 2,700,000	TB revenue received in 2012 as lump sum
S. P. 001-606-021	\$ 200	\$ 10,000	\$ 1,144,000				\$ 880,000					\$ 274,200			
S.A.P. 001-608-006		\$ 4,000	\$ 180,000										\$ 184,000		
S.A.P. 001-612-???			\$ 35,000									\$ 35,000			Right-turn lane
S.A.P. 001-612-021	\$ 200	\$ 20,000	\$ 2,275,000	\$ 10,000								\$ 2,305,200			
S.A.P. 001-632-006		\$ 10,000	\$ 785,000									\$ 795,000			
C.P. 001-053-003		\$ 10,000	\$ 670,000			\$ 680,000									
C.P. 001-076-001		\$ 5,000	\$ 350,000			\$ 355,000									
S.P. 001-070-006			\$ 128,000				\$ 102,000					\$ 26,000			
S.A.P. 001-599-039		\$ 1,000								\$ 1,000					
S.A.P. 001-599-040		\$ 1,000	\$ 50,000							\$ 51,000					
S.A.P. 001-614-???		\$ 5,000										\$ 5,000			
S.A.P. 001-625-001		\$ 10,000										\$ 10,000			
Totals:	\$ 600	\$ 136,000	\$ 8,317,000	\$ 40,000	\$ -	\$ 1,035,000	\$ 982,000	\$ -	\$ -	\$ 52,000	\$ -	\$ 3,540,600	\$ 184,000	\$ 2,700,000	

## Highway Department Capital Equipment and Facilities Budget Fund 308

**Revenue:**

	2015 Actual	2016 Actual	Adopted 2017 Budget	2017 As of 6-30-17	Proposed 2018 Budget
5001 Taxes, Aids, etc.	497,300	509,900	555,200		571,600
5840 Miscellaneous Receipts	-	-	-	-	
<b>Total Revenue:</b>	<b>\$ 497,300</b>	<b>\$ 509,900</b>	<b>\$ 555,200</b>	<b>\$ -</b>	<b>\$ 571,600</b>

**Expenditures:**

6600 Capital Outlay - Facilities	120,292	17,296	130,000		130,000
6600 Capital Outlay - Equipment	336,253	801,810	425,200		441,600
<b>Total Expenditures:</b>	<b>\$ 456,545</b>	<b>\$ 819,105</b>	<b>\$ 555,200</b>	<b>\$ -</b>	<b>\$ 571,600</b>

Main Equipment  
Aitkin County Highway Department

DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2017	2018	2019	2020	2021	2022	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #010 Case 1840 Skidsteer	JAF 0046781 1,812 hours	06/30/91 \$ 14,320.00									-	
Unit #016 Stow VPC80E Plate Compactor	9301000	10/01/93 \$ 1,618.80	08								-	
Unit #017 Hyd. Truck Conveyor	1D03789126	06/17/94 \$ 4,622.10	05								-	sell - auction
Unit #018 Graco Pavement Marker	3003	06/17/94 \$ 6,704.18	08								-	
Unit #019 Roscoe SweepPro	4820-44017 1,840 hours	3/21/2006 \$ 30,625.14	10								-	
Unit #020 Bobcat Skidsteer	519025062 1,629 hours	8/21/2009 \$12,500									-	
Unit #028 (Dozer) Felling Trailer	5FTDA292871027973	6/21/2006 \$ 15,819.88	8								-	
Unit #029 (Skid Loader) Felling Trailer	1F9FS1425M1072074	05/08/91 \$ 9,400.00	08								-	
Unit #031 Survey Trailer	4P5671213B2160170	4/1/2011 \$ 1,760.25	08								-	
Unit #032 (McGrath) Felling Trailer	5FTDA242321017075	06/07/01 \$ 11,988.86	08						30,000	30,000		
Unit #033 Homemade Culvert Trailer	DPWMN890722	01/01/90 \$ -	05								-	
Unit #034 (Jacobson) Towmaster Trailer	2471	06/21/88 \$ 10,705.35	08								-	
Unit #035 Homemade 6XB Trailer	DPSMN890723	03/14/86 \$ 100.00	08								-	
Unit #041 2014 Cimline 230DH Gen IV Melter	465 hours	3/26/2015 \$ 36,495.00	5								-	
Unit #042 Ingersoll Rand Compressor	327328UBM288 1,086 hours	02/26/02 \$ 11,762.93	5								-	
Unit #43 Pavement Compactor CATCB24	24001325 479 hours	10/15/2012 \$ 27,787.50	10								-	
Unit #50 STEPP Pothole Patch Trailer	4S9PH15Y1ES127059 392 hours	5/29/2014 \$ 15,572.00	8								-	
Unit #051 (Trackhoe) Towmaster Trailer T-50	4KNFT2431EL162184	05/30/2014 \$ 26,005.96	10								-	
Unit #52 Continental Cargo 6x10 Trailer	5NHUVH019FN079008	4/14/2016 \$ 3,243.93	10								-	
Unit #066 Honda Water Pump		8/15/2003 \$ 2,628.51	5					4,000		4,000		
Unit #067 Pul-type Pneumatic Roller	190604	11/15/2004 \$ 11,182.50	5								-	
Unit #096 All American Disk	105DH	12/11/95 \$ 4,473.00	07								-	
Unit #97 (pipe trailer) Home Made Trailer	DSPMN890724	03/10/89 \$ 694.34	08								-	
Unit #098 Ford Tandem Wheel Disc		07/25/88 \$ 1,600.00	04								-	
Unit #304 Ulnch Shoulder Mach		06/30/86 \$ 6,000.00	10	10,000		80,000				80,000		
<b>Total:</b>				\$ 10,000.00	\$ -	\$ 80,000.00	\$ -	\$ 4,000.00	\$ 30,000.00	\$ 114,000.00	R&B levy	
<b>Total: Main Equipment -----</b>				\$10,000	\$0	\$80,000	\$0	\$4,000	\$30,000	\$114,000		



Major Equipment

Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ DATE AQ COST	PROJ LIFE	5 YEAR						FUNDING SOURCE	COMMENTS	
				2017	2018	2019	2020	2021	2022			TOTAL
Unit #126: (Swatara - Florian) 2000 Ford Single Axle	2FZHDJBB0YAB12881 91,763 miles	10/22/99 \$ 89,105.34	08				120,000	80,000		200,000		acquire in early 2021
Unit #127: (Jacobsen - Butch) 2000 Ford Single Axle	2FZHOJBB2YAB12882 101,138 miles	10/22/99 \$ 93,834.69	08									
Unit #128: (Palisade - Greg) 2001 Sterling LT9511	2FZHAZAS31AJ37253 269,126 miles	04/17/01 \$ 110,632.06	08					200,000		200,000		acquire in early 2021
Unit #131: (McGrath - John) 2001 Sterling LT9511	2FZHAZAS91AJ37256 175,924 miles	04/17/01 \$ 109,972.80	08					10,000	190,000	200,000		acquire in early 2021
Unit #132: (Aitkin - Rick) 2007 Mack CV713	1M2AG11C37M066989 243,772 miles	12/1/2006 \$ 144,048.55	08	150,000	40,000					40,000		acquire in 2018
Unit #133: (Palisade - Don) 2007 Mack CV713	1M2AG11CX7M066990 210,053 miles	12/13/2006 \$ 144,048.55	08			190,000				190,000		acquire in 2018
Unit #134: (McGregor - Dave) 2007 Mack CV713	1MAG11C17M066991 229,363 miles	12/1/2006 \$ 144,048.55	08		10,000	180,000				190,000		acquire in 2018
Unit #135 (Aitkin - Duane) 2012 International Tandem	1HTGRSJT1CJ634654 103,267 miles	2/13/2012 \$ 180,115.33	8									
Unit #136 (Aitkin - Randy) 2012 International Tandem	1HTGRSJT1CJ634655 105,438 miles	2/13/2012 \$ 180,115.32	8									
Unit 137 (Scott - McGregor) 2012 International Tandem	1HTGRSJT1CJ634656 71,352 miles	2/13/2012 \$ 181,528.21	8									
Unit 138 (Aitkin - Al) 2012 International Tandem	1HTGRSJT1CJ634657 93,992 miles	2/13/2012 \$ 181,837.07	8									
Unit 139 (McGregor - Ben) 2016 Mack GU 713	1M2AX09C5GM031563 26,483 miles	11/25/2015 \$ 182,454.37	8									
Unit 140 (Palisade - Cary) 2016 Mack GU 713	1M2AX09C7GM031564 16,570 miles	11/25/2015 \$ 182,454.37	8									
Unit 141 (McGrath - Randy) 2016 Mack GU 713	1M2AX09C9GM031565 19,860 miles	11/25/2015 \$ 182,454.37	8									
Unit 200 (McGrath - John) Caterpillar 120M Motor Grader	CAT0120MJD9W00208 3,306 hours	2/28/2013 \$ 193,743.00	15									
Unit 201 (McGrath - Randy) Caterpillar 120M Motor Grader	CAT0120MPD9W00206 2,197 hours	2/28/2013 \$ 193,743.00	15									
Unit 205: (Swatara) 2016 John Deere 670GP	1DW670GPCGF678041 300 hours	11/17/2016 \$ 208,090.00	15	25,000								
<b>Total:</b>				<b>\$ 175,000</b>	<b>\$ 50,000</b>	<b>\$ 370,000</b>	<b>\$ 120,000</b>	<b>\$ 290,000</b>	<b>\$ 190,000</b>	<b>\$ 1,020,000</b>	<b>R&amp;B levy</b>	

Major Equipment  
Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2017	2018	2019	2020	2021	2022	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #206: (McGregor) 2016 John Deere 670GP	1DW670GPA6F678048 409 hours	11/17/2016 \$ 208,090.00	15	175,000							-	
Unit #209: (Spare) Cat 140G Motor Grader	72V9886: Rebuilt '99 17,792 hours	06/15/87 \$ 151,794.91	5								-	
Unit #210: (Palisade) Cat 140G Motor Grader	72V11843: Rebuilt '08 20,466 hours	04/19/89 \$ 118,166.00	7		220,000					220,000		
Unit #211: (Jacobson) Cat 140G Motor Grader	72V11844: Rebuilt '06 14,146 hours	04/19/89 \$ 118,166.00	7								-	
Unit #212: (Aitkin) Cat 140G Motor Grader	72V11903: Rebuilt '04 19,842 hours	04/19/89 \$ 126,506.00	7			15,000	210,000			225,000		
Unit #300 PT100G Terex Track Brush Machine	ASVPT100LDWF00338 1,125 hours	6/27/2011 \$ 71,832.83	10								-	
Unit #350 (Aitkin) John Deer Tractor/Mower	L06430H520378 5,203 hours	4/19/2007 \$ 75,268.00	10						75,000	75,000		
Unit #351 New Holland Tractor Mower	NT01172M 77 hours	10/6/2016 \$ 66,121.56	10								-	
Unit #366: John Deere Tractor-Loader	4S6575 7,538 hours	06/01/85 \$ 27,895.00	07								-	
Unit #369 Self-propelled Steel Drum Roller	3TM01311 2,045 hours	11/16/2004 \$ 43,665.00	5								-	
Unit #370 Cat 312 Excavator	CBA04594 5,764 hours	1/22/2008 \$ 119,667.30	10				80,000			80,000		
Unit #371 (Aitkin) John Deere 624J Loader	DW624J2620150 2,452 hours	5/15/2008 \$ 102,623.40	10								-	
Unit #386: (Swatara) JD 410E Wheel Loader Backhoe	T0410EX885689 3,390+88 hours	11/21/2013 \$ 30,459.36	10								-	
Unit #389: (Jacobson) Ford Loader/Backhoe	A428046 3,089 hours	11/01/94 \$ 49,456.05	10						50,000	50,000		
Unit #391: (Palisade) Cat 938F Loader	1KM02373 4,867 hours	06/09/97 \$ 121,976.00	10					140,000		140,000		
Unit 394: (Palisade) John Deere Tractor/Mower	L06420H392431 5,296 hours	01/29/02 \$ 62,678.12	10		55,000					85,000		
Unit #397 (McGrath) John Deere Loader/Backhoe	T0310SG927907 2,339 hours	12/22/2003 \$ 45,382.85	12								-	
Unit #398 (McGregor) John Deere 624J Loader	DW624J2591593 2,364 hours	4/8/2004 \$ 114,444.90	12								-	
Unit #399 Caterpillar D5NLGP Dozer	ADK01236 2,874 hours	12/29/2004 \$ 107,649.54	12								-	
Unit #435: (Drill Rig) 1986 Ford Pickup	1FTEF26N9GPB86481 135,602 miles	02/20/96 \$ 5,872.50	05								-	
Unit #440: (Mower) 1999 Ford Pickup	1FTSF30S7XEE77886 221,561 miles	06/24/99 \$ 27,307.66	05								-	
<b>Total:</b>				<b>\$ 175,000</b>	<b>\$ 305,000</b>	<b>\$ 15,000</b>	<b>\$ 280,000</b>	<b>\$ 140,000</b>	<b>\$ 125,000</b>	<b>\$ 876,000</b>	<b>R&amp;B levy</b>	

Major Equipment  
 Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	5 YEAR							FUNDING SOURCE	COMMENTS
				2017	2018	2019	2020	2021	2022	TOTAL		
Unit #448 (former eng. maint) 2004 Ford F-150 4x4	2FTRF18WD4CA57284 109,335 miles	8/9/2004 \$ 18,264.12	5					24,000		24,000		
Unit #453 (Maint.) (with lift) 2008 Ford F-250	1FTNF215X8ED 93,770 miles	1/2/2008 \$ 21,163.03	5						30,000	30,000		
Unit #454 (Randy) 2008 Ford F-150	1FTRX14W58FC 86,000 miles	5/13/2008 \$ 20,588.85	5						26,000	26,000		
Unit #456 (Maint.) 2008 Ford F-350 Flatbed	1FDWF36Y8BEE41635 50,123 miles	8/21/2008 \$ 25,893.33	5						30,000	30,000		
Unit #457 (Swatara) 2003 Chevrolet 2500	1GCEK14V93Z248713 161,270 miles	3/12/2009 \$ 9,895.25	5		17,000					17,000		
Unit #458 (McGregor) 2010 Ford F150 CrewCab	1FTW1E82AFC37178 58,144 miles	5/21/2010 \$ 26,065.86	5									
Unit #459 (Enc) 2010 Ford F150	1FTEX1E81AKE10754 36,351 miles	5/14/2010 \$ 23,704.75	5									
Unit #460 (Survey) 2011 Ford F350 SD	1FD8W3B66BEA79874 76,203 miles	8/4/2010 \$ 39,336.40	5									
Unit #462 (Scott) 2012 Chevy 4DR Ext	1GC2KXC63CZ177243 152,334 miles	12/19/2011 \$ 24,912.00	5	24,000								
Unit #463 (Bnan) 2012 Chevy 4DR Ext	1GC2KXCG1CZ176673 204,330 miles	12/19/2011 \$ 23,847.00	5									\$24k budgeted in '16
Unit #464 (Conrad) 2008 Ford F150 Ext Cab	1DRPX12VX8FB81363 43,093 miles	6/4/2012 \$ 12,000.00	5									
Unit# 465 (Mechanic) 2012 Chevy Mechanic Truck	1GB3KZCG1CF120836 93,170 miles	10/15/2012 \$ 55,726.00	5				58,000			58,000		
Unit #466: (Paul K) 2014 Ford F-150	1FTEX1EM3EKE13609 13,923 miles	04/10/2014 \$ 25,382.88	8									
Unit #467 (Quale) 2007 Ford F-150 4x4 Styleside	1FTPW14V37KCB6767 108,378 miles	7/6/2015 \$ 18,997.50	5					24,000		24,000		
Unit #468 (McGrath) 2007 Ford F-150	1FTPX14V37KD14388 85,492 miles	10/6/2015 \$ 17,895.95	5									
Unit #469: (Jacobson Shop) 2005 Ford F150	1FTRF145X5NA52845 83,147 miles	3/23/2016 \$ 12,795.75	5									
Unit #470 (Palisade Shop) 2006 GMC Sierra 150	1GTEK19B26Z186669 85,336 miles	5/26/2016 \$ 16,867.76	5									
Unit #471 (Sign Truck) 2017 Ford F-450 Super Duty	1FOUF4GY5HED18824 1,222 miles	5/12/2017 \$ 47,292.13	5	15,000								
Unit #498 Water Tanker Trailer	OMA102901	6/11/2003 \$ 2,500.00	2									
Unit #499 Red River Betty Dump	1R9BD423XS1051056 151,797 miles	05/04/95 \$ 26,417.80	20									
Unit #500: Ranco Betty Dump	1R9BSE608PL008911 241,231 miles	01/14/94 \$ 28,235.00	20						50,000	50,000		
Unit #501: Red Rrvr Betty Dump	4ZYBD42311000239 117,346 miles	05/22/01 \$ 28,462.32	20									
<b>Total:</b>				\$ 39,000	\$ 17,000	\$ -	\$ 58,000	\$ 48,000	\$ 138,000	\$ 259,000	R&B levy	0.00
<b>Total Major Equipment---</b>				<b>389,000</b>	<b>372,000</b>	<b>460,000</b>	<b>468,000</b>	<b>478,000</b>	<b>378,022</b>	<b>2,154,000</b>		
<b>Total 303-6600</b>				<b>399,000</b>	<b>372,000</b>	<b>460,000</b>	<b>468,000</b>	<b>482,000</b>	<b>493,022</b>	<b>2,273,000</b>		

Office Equipment  
 Altken County Highway Department

EQUIPMENT DESCRIPTION	SERIAL.# MILEAGE	AQ DATE AQ COST	PROJ. LIFE	2017	2018	2019	2020	2021	2022	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #621: (Sarah and Carol) Office Furniture		11/30/94 \$ 2,754.09	20								-	
Unit #631: (John) Office Furniture		03/06/00 \$ 3,031.74	10								-	
Unit #632 (Mike) Office Furniture		03/06/00 \$ 2,323.78	10								-	
Unit #633: (Conrad) Office Furniture		03/06/00 \$ 2,126.53	10								-	
Unit #635 Conference Room Furniture		02/02/01 \$ 2,642.74	10								-	
Unit #637: (Surveyor) Office Furniture		1/31/2003 \$ 1,385.64	10								-	
Unit #644 (Brian) Computer		08/21/15 \$ 905.00	4				1,200			1,200	-	
Unit #646 NEC Projector		11/27/2007 \$ 1,261.73									-	
Unit #646 Technician Work Stations		5/22/2008 \$ 2,896.81	5								-	
Unit #652 (John) Laptop Computer		08/27/09 \$ 1,793.58	4		1,900					1,900	-	
Unit #653 (Carol) Computer		11/13/2014 \$ 905.00	4		1,400				1,400	2,800	-	
Unit #657 (John) Computer		06/21/2013 \$ 1,159.59	4	1,400				1,400		1,400	-	
Unit #658 (Sarah) Computer		12/7/2016 \$ 910.00	4				1,200			1,200	-	
Unit #659 (Conrad) Computer		12/7/2016 \$ 1,288.00	4				1,200			1,200	-	
Unit #660 (Mike) Laptop Computer		12/07/16 \$ 1,288.00	4				1,200			1,200	-	
Unit #793 (Surveyor) Computer		10/31/2012 \$ 1,432.96	4	1,400				1,400		1,400	-	
Scott Computer					1,400				1,400	2,800	-	
<b>Total</b>				<b>\$ 2,800</b>	<b>\$ 4,700</b>	<b>\$ -</b>	<b>\$ 4,800</b>	<b>\$ 2,800</b>	<b>\$ 2,800</b>	<b>\$ 15,100</b>	<b>R&amp;B levy</b>	
<b>Total Office Equipment-----</b>				<b>2,800</b>	<b>4,700</b>	<b>-</b>	<b>4,800</b>	<b>2,800</b>	<b>3,811</b>	<b>15,100</b>		

Engineering Equipment  
 Atkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	5 YEAR					5 YEAR TOTAL	FUNDING SOURCE	COMMENTS	
				2017	2018	2019	2020	2021				2022
Unit #13 2011 Polaris 500 Ranger ATV	4XARH50A6B8070008 1,363 miles	4/15/2011 \$ 9,894.94	08									
Unit #709: Pin Finder Locator FT150	45B9096F	01/01/89 \$ 500.00	10									
Unit #711 Concrete Air Tester	P116	04/07/95 \$ 575.18	20									
Unit #718: Laser Level	14165	06/06/97 \$ 2,337.68	10									
Unit #720: 1998 Polaris ATV	4XAACH2A2WB052100 1,922 miles	05/13/98 \$ 4,897.94	8									
Unit #726: Course Sieve Shaker		06/19/01 \$ 3,522.26	5									
Unit #727 Digital Scale		03/27/02 \$ 1,452.00	5									
Unit #731 One Office DataBase/Egram		9-2-05/2008 15763.93 +5650	10									
Unit #732 Leica Total Station	220394	4/19/2006 \$ 36,180.19	8									
Unit #737 EaglePoint Software		12/20/2007 \$ 6,304.82	5									
Unit #738 HP Laserjet 5200 DTN Printer		11/27/2012 \$ 2,396.00	8									
Unit #739 Autocad Civil 3D 2017		1/12/2017 \$ 41,224.62	5									
Unit #769 (Survey Crew Chief) Panasonic Toughbook		9/21/2011 \$ 1,757.03	5	1,400					1,500	1,500		
Unit #770 (Paul) Panasonic Toughbook		9/21/2011 \$ 1,757.02	5	1,400					1,500	1,500		
Unit #771 Three Panasonic Toughbooks		1/30/2008 \$ 5,999.49	5									\$4.2k budgeted in '11
Unit #772 (Paul W ) Laptop Computer		9/2/2015 \$ 930.97	4				1,200			1,200		
Unit #773 Trimble GPS		2/20/2009 \$ 54,895.96	8		60,000					60,000		
Unit #774 Eaglepoint AutoCAD Map		1/7/2009 \$ 22,562.89	8	15,000								
Unit #777 Nikon Auto Level		6/3/2009 \$ 1,050.94	1									
Unit #778 E-TimeCard		12/24/2009 \$ 9,570.00										
Unit #779 Bryce Computer		10/31/2012 \$ 1,174.56	4	1,400				1,500		1,500		
Unit #780 Randy T Computer		10/31/2012 \$ 1,174.56	4	1,400				1,500		1,500		
Unit #781 Tach (vacant) Computer		10/31/2012 \$ 1,174.56	4	1,400				1,500		1,500		
Unit #782 Paul Computer		10/31/2012 \$ 1,174.55	4	1,400				1,500		1,500		
Unit #784 Eric Computer		4/14/2013 \$ 1,159.59	4		1,400					1,400		
Unit #785 NewRoads ACS Software		10/1/2013 \$ 9,084.38	30									
<b>Total:</b>				\$ 23,400	\$ 61,400	\$ -	\$ 1,200	\$ 6,000	\$ 3,000	\$ 71,600	R&B levy	
<b>Total Eng. Equipment --</b>				<b>\$23,400</b>	<b>\$61,400</b>	<b>\$0</b>	<b>\$1,200</b>	<b>\$6,000</b>	<b>\$3,000</b>	<b>\$71,600</b>		

Shop Equipment

Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE								5 YEAR TOTAL	FUNDING SOURCE	COMMENTS				
				2017	2018	2019	2020	2021	2022								
Unit #048: Hydro Tek Steamer	201400566	3/13/2014 \$ 6,478.90	08														
Unit #801: Hydraulic Hoist		04/14/94 \$ 5,458.13	10														
Unit #802: Airco Welder Outfit	DH911005	01/01/80 \$ 1,758.88	10		3,500						3,500						
Unit #804: (Aitkin) Pressure Washer	118215	01/01/80 \$ 750.49	10														
Unit #806: John Deere Snowblower	TY0522A003004	01/11/76 \$ 800.00	10														
Unit 807: Sears Portable Generator		03/17/95 \$ 1,124.24	10														
Unit #809 Plasma Cutter		1/12/2007 \$ 2,343.00	4														
Unit #810 Husqvarna Mower		5/27/2009 \$ 4,260.00	4														
Unit #811 Husqvarna Chop Saw K760		9/11/2013 \$ 1,916.92	4														
<b>Total:</b>					3,500						3,500						
<b>Total Shop Equipment - -</b>					3,500						3,500						
<b>Grand Total Capital Equipment:</b>				\$	425,200	\$	441,600	\$	465,000	\$	474,000	\$	490,800	\$	489,833	\$	2,358,200

**Aitkin Area Maintenance Facility:**

- constructed 1975
- addition constructed in 2000

DESCRIPTION	PROJ LIFE	2017	2018	2019	2020	2021	2022	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Office Renovation/ Addition		100,000	100,000	100,000	100,000	100,000		- 400,000		\$165k total budgeted in 2014-2016, 2018 const.
<b>Security Cameras</b>			5,000					5,000		
Gate Improvements										\$10k budgeted in 2016
<b>Total:</b>		\$ 100,000	\$ 105,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 405,000		

**Jacobson Area Maintenance Facility**

- constructed 1992
- \$106,741 construction cost

DESCRIPTION	PROJ LIFE	2017	2018	2019	2020	2021	2022	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Security Cameras			5,000					5,000		
Bituminous Lot Paving		30,000						-		
<b>Total:</b>		\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000		



**McGrath Area Maintenance Facility**

- constructed 1973
- \$59,556 construction cost

DESCRIPTION	PROJ LIFE	2017	2018	2019	2020	2021	2022	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Security Cameras			5,000					5,000		
								0		
<b>Total:</b>		\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000		

**McGregor Area Maintenance Facility**

- constructed 1974
- \$60,716 construction cost

DESCRIPTION	PROJ LIFE	2017	2018	2019	2020	2021	2022	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Security Cameras			5,000					5,000		
								0		
Total:		\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000		

**Palisade Area Maintenance Facility**

- constructed 2004
- \$390,865 construction cost

DESCRIPTION	PROJ LIFE	2017	2018	2019	2020	2021	2022	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Security Cameras			5,000					5,000		
Total:		\$ -	\$ 5,000	\$ -	\$ -		\$ -	\$ 5,000		

**Swatara Area Maintenance Facility**

- constructed 2006
- \$408,807 construction cost

DESCRIPTION	PROJ LIFE	2017	2018	2019	2020	2021	2022	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Security Cameras			5,000					5,000		
Total:		\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000		
<b>Grand Total Capital Facilities:</b>		<b>\$100,000</b>	<b>\$130,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$430,000</b>		



# Board of County Commissioners Agenda Request

6A  
Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** 2018 Appropriations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 10 min.
<b>Summary of Issue:</b>  The Board discussed 2018 appropriation requests at the last Board meeting. Information was requested regarding Aitkin County CARE and the Rural Rides program. Staff will provide follow up information.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Staff recommends action be taken on the 2018 appropriations requests.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

## Aitkin County Budget Appropriations and Dues

	2016	2017	2018 Requests	Percent Increase	Comments	Other Agreement/ Statute
<b>Dues</b>						
North Counties Land Use Coordinating Board (10-921)	\$2,000	\$2,000	\$2,000	0.0%	Assuming No Change	
MN Rural Counties Caucus (MRCC) (01-44-6844)	\$2,100	\$2,100	\$2,100	0.0%	Assuming No Change	
Association of MN Counties (AMC) (01-44-6845)	\$9,574	\$9,718	\$9,893	1.8%		
Arrowhead Counties (01-44-6846)	\$2,750	\$2,750	\$2,750	0.0%	Assuming No Change	
Joint Counties Natural Resource Board	\$1,000	\$1,000	\$1,000	0.0%	Assuming No Change	
<b>Joint Powers</b>						
East Central Regional Library (Dept 500-500-6801)	\$219,932	\$225,882	\$224,577	-0.6%		
Central MN Corrections (Fund 22) (Dept 253-6823)	\$142,243				Community Corrections	
Sobriety Court (01-257-022-6406)	\$20,000				Community Corrections	
Airport-McGregor (Dept 700-903-6801)	\$13,900	\$13,900	\$13,900	0.0%		
Snake River Watershed (Dept 600-552-6836)	\$10,079	\$10,079	\$10,079	0.0%		
Airport-Aitkin (Dept 700-903-6800)	\$14,107	\$14,107	\$14,107	0.0%		
Mississippi Headwaters Board (Dept 600-552-6847)	\$1,500	\$1,500	\$1,500	0.0%		
<b>Appropriations</b>						
Soil and Water (Dept 600-552-6801)	\$98,034	\$98,034	\$98,034	0.0%		MS 103C
C.A.R.E. (Dept 500-502-6848)	\$37,900	\$37,900	\$37,900	0.0%		
Historical Society (Dept 500-501-6801)	\$16,500	\$16,500	\$16,500	0.0%		MS 138.052
Historical Society Insurance (Dept 500)	\$3,000	\$3,000	\$3,000	0.0%		MS 138.052
Ag Society (Dept 600-550-6801)	\$10,000	\$10,000	\$10,000	0.0%		MS 38.14
Ag Society Capital Improvement (Dept 600-550-6843)	\$10,000	\$10,000	\$10,000	0.0%		
Ag Society Insurance (Dept 600)	\$5,000	\$5,000	\$4,000	-20.0%		
<b>Total Dues &amp; Appropriations</b>	<b>\$615,519</b>	<b>\$459,370</b>	<b>\$461,340</b>	<b>0.4%</b>		
<b>New Requests</b>						
CARE - Additional request for 2018			\$8,000			
Support Within Reach			\$1,500			
Arrowhead Transit (AEOA Rural Rides Program)			\$20,000			

With Additional Requests

\$490,840      6.9%

### Add'l Information

In 2017 CARE was granted a one time additional appropriation of \$8,000 for a total appropriation of \$45,900

In 2015 Arrowhead Transit received a one time appropriation of \$2,000

In 2013 Tourism Grant was reduced from \$20,000 to \$12,800



# Board of County Commissioners Agenda Request

68  
Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** MCIT Dividend Discussion

- 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:**  
Jessica Seibert, County Administrator

**Department:**  
Administration

**Presenter (Name and Title):**  
Jessica Seibert, County Administrator

**Estimated Time Needed:**  
10 min.

**Summary of Issue:**

Discussion will be held regarding the 2017 MCIT dividend in the amount of \$114,407. Staff is seeking Board direction regarding the use of 2017 funds and setting a clear policy for use of future dividends.

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

**Recommended Action/Motion:**

**Financial Impact:**

*Is there a cost associated with this request?*  Yes  No

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

*Is this budgeted?*  Yes  No *Please Explain:*

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





# Minnesota Counties Intergovernmental Trust

100 Empire Drive, Suite 100  
St. Paul, MN 55103-1885  
www.mcit.org

Phone: 651-209-6400  
Toll Free: 866-547-6516  
Fax: 651-209-6496

August 4, 2017

## BOARD OF DIRECTORS

**Scott Sanders**  
*Trust Chair*  
Watonwan County  
Commissioner

**Felix Schmiesing**  
*Vice Chair*  
Sherburne County  
Commissioner

**Don Diedrich**  
*Secretary/Treasurer*  
Polk County  
Commissioner

**Dan Kuhns**  
*Waseca County*  
Commissioner

**Charles Enter**  
*Brown County*  
Administrator

**Richard Downham**  
*Cass County*  
Commissioner

**Kevin Corbid**  
*Washington County*  
Auditor

**Randy Schreifels**  
*Stearns County*  
Auditor/ Treasurer

**Ron Antony**  
*Yellow Medicine County*  
Commissioner

Kirk Peysar  
Auditor  
Aitkin County  
209 2nd St NW Rm 202  
Aitkin, MN 56431

## RE: 2017 DIVIDEND NOTICE

Dear Kirk Peysar ,

After the review of MCIT's past and future return on investments, consideration of reserve changes to the Trust's bottom line and the final report of the independent auditors for fiscal year 2016, MCIT is again able to declare a dividend. This is the organization's 27<sup>th</sup> consecutive annual dividend to members. The financial audit conducted by Eide Bailly LLP and the analysis performed by Actuarial Advisors affirmed the soundness of the MCIT program and the fact that funds were available for dividend distribution. **This year's dividend totals \$10.332 million.** Performance in the workers' compensation division produced \$4.046 million of the dividend and \$6.286 million results from performance in the property/casualty division.

### Your 2017 Dividend is \$114,407 allocated as follows:

- |                         |          |
|-------------------------|----------|
| ▪ Workers' Compensation | \$49,307 |
| ▪ Property/Casualty     | \$65,100 |

MCIT's ability to provide dividends reflects positive investment income, members' dedication to risk management and loss control, net income from conservative fiscal program management and better than expected claims development on a pool wide basis.

Dividends are a reflection of MCIT's past performance. Nothing guarantees ongoing positive performance. Each year the MCIT Board of Directors cautions members not to plan on dividends. We remain committed to the fiscal health of the organization and will continue to annually evaluate the merits of returning fund balance.

We are providing this letter to you for purposes of 2018 planning. The actual dividend payment will be issued in mid-November of this year.

# MCIT Dividend Distribution

<b>Department</b>	<b>Account</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Sheriff</b>	01-200.5861	\$68,615.00	\$60,745.00	\$39,756.67	\$34,686.86	\$34,387.41
<b>Road &amp; Bridge</b>	03.5840	\$160,527.00	\$85,043.00	\$55,376.85	\$47,422.27	\$41,909.73
<b>LLCC</b>	19-521.5861	\$99,715.00	\$4,050.00	\$3,855.59	\$3,952.08	\$4,995.30
<b>General Fund</b>	01-44.5841	\$15,645.00	\$52,646.00	\$35,316.89	\$41,512.79	\$43,823.56
<b>Totals:</b>		<b>\$344,502.00</b>	<b>\$202,484.00</b>	<b>\$134,306.00</b>	<b>\$127,574.00</b>	<b>\$125,116.00</b>



# Board of County Commissioners Agenda Request

6C  
Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** Approve IEA Proposal

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>

<b>Submitted by:</b> Jessica Seibert, County Administrator	<b>Department:</b> Administration
---	--------------------------------------

<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 10 min.
---	--

**Summary of Issue:**

A proposal has been received from IEA, Inc. for asbestos inspection, regulated waste inventory, lead based paint sampling, and microbial sampling as part of the government center building project. A copy of the proposal is attached.

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

**Recommended Action/Motion:**  
Staff recommends acceptance of the IEA proposal.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ 7,725  
 Is this budgeted?  Yes  No *Please Explain:*

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

August 14, 2017



*Providing Trusted  
Health & Safety Solutions*

Jessica Seibert  
Aitkin County Courthouse  
209 2nd St NW  
Aitkin, MN 56431

**RE: Amendment to Asbestos Inspection Proposal Dated July 19, 2017**

Ms. Seibert:

Per your request, I have calculated some estimated costs for the additional services, including; sampling for Lead Based Paint, Microbial Sampling (airborne), and providing a Regulated Waste Inventory for the Aitkin County Courthouse. The services would include the areas of the Courthouse that were walked with Travis Fuechtmann (CGI) during our site visit on July 6, 2017. This includes the Original Sheriffs building and the Connecting Link (Demolition), the 1980's Courtroom addition, and the Main Courthouse Building (Select renovation and demolition). The services would include the follow:

#### LEAD-BASED PAINT SAMPLING

The lead-based paint inspection includes the following:

- Identification of homogeneous lead-based paint for recyclable materials (i.e. concrete and metal) located throughout the Facility.
- General screening of painted surfaces in pre-1978 areas for future reference (Main Courthouse Building).
- The paint/surface sampling will be conducted using a Niton X-Ray Fluorescence (XRF) Analyzer, which will provide immediate results.
- Inspection Summary Report which will provide a mapping of the sampling locations, and a listing of painted surfaces that are Lead-containing by material type and location. Any damaged LBP materials will be called out specifically for the planned demolition/renovation work.

#### MICROBIAL SAMPLING

The microbial sampling would include the following:

- Collection of 4 Interior air samples and 1 exterior sample (baseline) in select areas of the facility.
- The samples would be collected on Air-a-Cell cassettes and analyzed by an accredited Microbial laboratory (EMSL Analytical) with a 4 day turn around.
- Sampling Summary Report which will provide a mapping of the sampling locations, a breakdown of each sample results, a comparison of the results, general discussion of the findings, and recommendations for possible remediation actions based on the findings. The report will be reviewed by a Certified Industrial Hygienist.

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC  
[www.ieasafety.com](http://www.ieasafety.com)

BROOKLYN PARK  
9201 West Broadway, #600  
Brooklyn Park, MN 55445  
763-315-7900  
FAX 763-315-7920  
800-233-9513

MANKATO  
610 North Riverfront Drive  
Mankato, MN 56001  
507-345-5813  
FAX 507-345-5301  
800-233-9513

ROCHESTER  
210 Woodlake Drive SE  
Rochester, MN 55904  
507-281-6664  
FAX 507-281-6695  
800-233-9513

BRAINERD  
13432 Elmwood Drive, Ste 45  
Baxter, MN 56425  
218-454-0703  
FAX 218-454-0703  
800-233-9513

MARSHALL  
1420 East College Drive  
Marshall, MN 56258  
507-436-3590  
FAX 507-337-6985  
800-233-9513

VIRGINIA  
5325 Emerald Avenue  
Mountain Iron, MN 55768  
218-410-9521  
FAX 761-315-7920  
800-233-9513

## REGULATED WASTE INVENTORY

The regulated waste inventory would include the following:

- The identification and mapping of regulated waste items throughout the Facility.
- Inventory(list) of sources of Mercury (fluorescent bulbs, mechanical switch controls, thermostats, etc .. ), PCB's (light ballasts and door closures), liquid paint, and other miscellaneous materials.
- Summary Report which will provide a map and a listing of materials by room/location for the Facility.

The costs associated with these services have been projected as follows; The Regulated Waste inventory would be completed in conjunction with the Asbestos Inspection work for an add to the original proposal of \$300.00. The Lead-Based paint inspection has been projected at \$1,400.00 This includes the site work and travel related charges. The Microbial sampling has been projected at \$900.00 This includes the site work and travel related charges. If the Lead-Based paint inspection and Microbial sampling are both accepted and able to be scheduled for one trip, a reduction of \$300.00 would be allowed, (\$150.00 from each service).

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Jim Lindahl  
Sr Project Manager

JL/ ep 081417

IEA, INC.

# PROPOSAL



## Contact Us:

### BROOKLYN PARK OFFICE

9201 W. BROADWAY, #600  
BROOKLYN PARK, MN 55445  
763-315-7900

### MANKATO OFFICE

610 N. RIVERFRONT DRIVE  
MANKATO, MN 56001  
507-345-8818

### ROCHESTER OFFICE

210 WOOD LAKE DRIVE SE  
ROCHESTER, MN 55904  
507-281-6664

### BRAINERD OFFICE

601 NW 5<sup>TH</sup> STREET, STE. #4  
BRAINERD, MN 56401  
218-464-0703

### MARSHALL OFFICE

1420 EAST COLLEGE DRIVE  
MARSHALL, MN 56258  
507-476-3599

### VIRGINIA OFFICE

5525 EMERALD AVENUE  
MOUNTAIN IRON, MN 55768  
218-470-9521

[www.ieasafety.com](http://www.ieasafety.com)

[info@ieasafety.com](mailto:info@ieasafety.com)

800-233-9513

## Asbestos Inspection for Aitkin County Courthouse

AUGUST 15, 2017

PROPOSAL #6251



# Asbestos Inspection – Aitkin County Courthouse

Ms. Jessica Seibert  
Aitkin County Administrator  
217 2<sup>nd</sup> Street NW, Rm. 134  
Aitkin, MN 56431  
Phone: 218 927 3093  
E-mail: jessica.seibert@co.aitkin.mn.us

## Project Introduction

At the request of Aitkin County, IEA, Inc. is pleased to provide this proposal for asbestos inspection services.

The asbestos inspection service provides an inventory of asbestos-containing building materials (ACBM) as identified in a facility. Inspections are conducted by state-certified asbestos building inspectors. Asbestos sample analysis is performed by an independent, accredited analytical laboratory.

A final report will be submitted which profiles the presence of ACBM including location, type of material, amount of material, condition assessment, and laboratory analysis.

## Scope of Work

The scope of the inspection will address all accessible suspect asbestos-containing building materials. For purposes of this survey, "accessible" will include all occupied spaces as well as fan/mechanical rooms, vertical/horizontal pipe shafts, tunnels, and storage rooms.

The inspection includes the following:

- Visual examination of all suspect material.
- Identification and written description of homogeneous areas of asbestos-containing building materials including approximate amounts of materials in given functional spaces.

## Sampling and Analysis

Bulk samples of accessible suspect materials will be collected and analyzed using preferred Environmental Protection Agency (EPA) sampling and analytical procedures. Sampling will be conducted in a manner determined by the inspector to be sufficient to identify whether the suspect materials are asbestos-containing.

- For each homogeneous type of suspect surfacing material, three to seven samples will be collected, depending on the amount of material.
- For each homogeneous type of thermal system insulation, three samples will be collected.
- For each homogeneous type of miscellaneous material, one to three samples will be collected.

In some special cases, materials may be "assumed" to contain asbestos in lieu of sampling. These cases may include fire doors, transite, roofing materials, and other products that may be damaged by sampling or are obviously asbestos-containing.



# Asbestos Inspection – Aitkin County Courthouse

## Limitations & Assumptions

- Bulk samples will be analyzed by an independent laboratory which is accredited by NVLAP.
- Analysis will be conducted by Polarized Light Microscopy (PLM) backed by dispersion staining techniques.
- Material analysis will be reported by layer, with the exception of gypsum drywall and associated taping compound which will be reported as a composite.

### **The sample locations inside the building will not be repaired.**

The sample locations on the roof of the “Old Courthouse” will be repaired by IEA staff with a temporary patch. No Roof samples are planned for the Main Courthouse Roof areas at this time.

Lab analysis turnaround time will be 72 hours.

This inspection in the Main Courthouse area may not meet all the requirements of a Minnesota Pollution Control Agency (MPCA) demolition inspection. The inspection for the “Old Courthouse” will be performed in a manner that is intended to achieve the requirements of a demolition inspection.

It is assumed that the Owner will provide access to all materials and areas within and on the facility to be inspected.

It is also assumed the work will be completed in one site visit.

## Compensation

IEA’s fee associated with this project will be billed on a time-and-materials (T&M) basis and is estimated to be in the following range;

These costs include project management and related fees such as project planning, project development, IEA’s transportation costs, and quality control costs.

Old Sheriff’s Building & Connecting Link      \$2750.00 - \$3000.00

Main Courthouse Building      \$2,175.00 - \$2,425.00

The above cost includes the collection and analysis of up to 60 asbestos bulk sample layers in the Old Courthouse/Link area and 40 bulk samples in the Main Courthouse area. If greater than 100 total asbestos bulk sample layers are required, \$18.00 per asbestos bulk sample layer will be charged for a 3 day turnaround time.

### **Miscellaneous Consumables, Supplies and Other Project Sundries**

For project work beyond the services outlined in this proposal and/or any changes to the agreed upon scope of work, IEA will obtain approval through a client-authorized change order.

# Asbestos Inspection – Aitkin County Courthouse

## Schedule

IEA's services will commence within 10 working days upon receipt of the signed proposal. IEA will schedule this project through Aitkin County facility maintenance staff.

We anticipate completing all project related work within 60 days after receipt of authorization to proceed. This would include the site inspection work and report generation.

## Proposal Terms

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. The General Conditions as presented with the asbestos proposal dated July 19, 2017 shall also be considered part of this amended proposal.

## Accepted Items and Fees

Please initial next to your choice(s) of services.

Asbestos Inspection Services

Old Sheriff's Building & Connecting Link \$2750.00 - \$3000.00 \_\_\_\_\_

Main Courthouse Building \$2,175.00 - \$2,425.00 \_\_\_\_\_

Regulated Waste Inventory \$300 \_\_\_\_\_  
(To be completed with the asbestos inspection initial work)

Lead Based Paint Sampling \$1,400 \_\_\_\_\_  
\*\$1,250 \_\_\_\_\_

Microbial Sampling \$900 \_\_\_\_\_  
\*\$750 \_\_\_\_\_

Reduced Costs\*

If both the lead based paint and the microbial sampling are accepted and can be coordinated for completion in one site visit

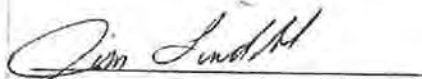
# Asbestos Inspection – Aitkin County Courthouse

## Authorization to Proceed

### Authorization to Proceed – Client Signature Required

We appreciate the opportunity to present this proposal providing regulated waste inventory for Lead Based Paint Inspection and Microbial Sampling Services. Please sign this authorization to proceed, and fax to Jim Lindahl at 763-315-7920 or e-mail jim.lindahl@ieasafety.com. Retain the original for your records. We will begin planning the project planning at the time we receive this written documentation to proceed.

IEA, Inc.



Jim Lindahl  
Sr. Project Manager

\* \* \*

Please proceed according to the above stated fees, terms, attached General Conditions, and this proposal #6251 dated August 15, 2017.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UFARS code or PO number

# **Appendix A**

## *General Conditions*

# General Conditions

The word "Consultant" refers to the Institute for Environmental Assessment ("IEA"), the contracting company is referred to as the "Client". Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

## 1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant's proposal (the "Proposal"). The services as set forth in the Proposal (the "Services") will be provided by Consultant's personnel at the location of the Client (the "Site") (hereinafter referred to as the "Project"). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant's obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

### A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

### B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. "Confidential or proprietary information" and "trade secrets" shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

### C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed

by laboratory-approved field technicians, generally under AAR Guidelines.

## 2. Payment for Services

### A. Fee Schedule & Maximum Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

### B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client's request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client's reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys' fees and costs if payment for Services are not made when due.

### C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant's expenses arising therefrom at the prevailing rate for Consultant's time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

## 3. Indemnity & Insurance

### A. Indemnity

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant's proportion of the total fault which directly caused the damages.

Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client's proportion of the total fault which directly caused the damages.

### B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUDIATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

### C. Insurance

- (1) Consultant carries coverage and limits of liability insurance as follows:
  - (a) Workers Compensation with statutory limits
  - (b) Employers' Liability with a minimum policy limit of \$1,000,000.00
  - (c) Comprehensive General Liability with the following coverage:
    - I Limit \$1,000,000.00 per occurrence
    - II \$2,000,000.00 general aggregate
    - III \$2,000,000.00 products completed/ operations aggregate
    - IV \$1,000,000.00 personal and advertising injury
    - V \$300,000.00 fire Damage (any one fire)
    - VI \$25,000.00 medical expenses (any one person)

## General Conditions (cont'd)

- (d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of \$1,000,000.00
  - (e) Professional Liability (claims made) with the following coverage: \$1,000,000.00 per occurrence
  - (f) Contractor Pollution Liability (claims made): \$1,000,000.00 each occurrence
  - (g) Umbrella Liability \$5,000,000.00 each occurrence
- (2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.
- (3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance

4. **Assignment**

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

5. **Independent Contractor**

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

6. **Restriction to hire employees of Consultant**

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages

7. **Notices**

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services

8. **Applicable Law**

This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

9. **Extent of Agreement**

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant

10. **Termination**

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.



# Board of County Commissioners Agenda Request

60  
Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** AMC Legislative Platform Development Process

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>

<b>Submitted by:</b> Jessica Seibert, County Administrator	<b>Department:</b> Administration
---	--------------------------------------

<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 15 min.
---	--

**Summary of Issue:**

Discussion will be held regarding the AMC legislative platform development process. Staff will present ideas relative to each department area.

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

**Recommended Action/Motion:**  
Approve 2018 legislative priorities.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

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





# Association of Minnesota Counties Legislative Platform Development Process



**F**or more than 100 years, the Association of Minnesota Counties (AMC) has assisted the state's 87 counties in providing effective governance for all citizens.

Every two years, AMC adopts a new legislative platform, which coincides with the biennial legislative session. This platform broadly outlines AMC's vision and policy positions. The platform is the basis for AMC policy analysts' lobbying efforts during the legislative session.

The AMC platform encompasses virtually all areas of county concern, including financing of human services programs, administration of jails, county board authority, funding for health and long term care services, economic development, affordable housing, agriculture policy, solid waste management, transportation financing, the county/state fiscal relationship and many other areas.

## General Legislative Principles

- Preserve local control so that counties have the flexibility to address the most pressing needs of their communities.
- State budget solutions should avoid adding or shifting a disproportionate burden to counties through cost shifts, cost shares and unfunded mandates.
- Funding for county-administered services should be commensurate with the level of service or results deemed acceptable.

## Annual Legislative Priorities

Each year, the membership selects a short list of priorities that will be the focus of legislative work for the coming session. Priority issues are actionable items, not general principles, concepts or philosophies. They are items that can be introduced as bills or amendments to bills. Unlike principles, which stand the test of time, priorities can be accomplished, or can change from year to year.

The purpose of developing a small number of priority issues is to focus our legislative team and members on the most important issues to counties. Our priorities raise the visibility of counties as proactive and solution-focused partners of the state.

## Do You Have a Legislative Issue You'd Like to Bring to AMC?

Here are the steps you should take to move it through AMC's legislative platform development process, which begins every year in late summer:

**August/September:** Connect with the appropriate AMC policy analyst to discuss your position. The AMC analyst can coach you through the process, as well as discuss background/context/ possible opposition to and support for the position. You will be responsible for writing your suggestion, whether it is a new item, a change to a current platform item, or a deletion from the current platform.

**September:** Discuss your platform proposal with the appropriate policy committee at the AMC Fall Policy Committee meetings. This is a chance to inform the committee about the idea, and to get feedback from the committee.

**October/November:** If your item is selected by the policy committee as a potential priority item, it may be discussed during AMC Fall District Meetings, so that all AMC members have an opportunity to vet the issue. Not every issue is discussed at district meetings.

**November 15:** Make sure your platform item has been submitted in writing to the appropriate AMC Policy Analyst by this date so that it can be brought to the appropriate policy committee for final discussion in December.

**December:** At the AMC Annual Meeting, platform items will be discussed and voted upon in the Policy Committee. You, or someone you designate to present on your behalf, will be asked to present the item at the Policy Committee meeting to help educate the committee on the need for the item. Items that get a committee recommendation will be voted upon by the General Assembly and the platform approved at that time.

**December/January:** The AMC Board will finalize the priority items for the upcoming session based on feedback from district meetings.

## Platform & Priorities Development

Development of the platform and priorities is based largely on the recommendations of our five AMC Policy Committees, which meet several times during the year to refine policies related to their respective areas: **General Government, Health & Human Services, Environment & Natural Resources, Public Safety, and Transportation & Infrastructure.**

Each member county is represented with one delegate on each of the committees, which means that more than 400 delegates serve on these committees.

County officials and staff have additional input into the platform during district meetings, which occur each spring and fall. During fall district meetings, counties receive copies of the draft platform and are invited to submit resolutions and amendments to the platform. They are also asked to review and rank a list of potential priority action items for the legislative session. The draft platform and any proposed resolutions are voted on during the AMC Annual Meeting, which takes place during the AMC Annual Conference in early December. The priorities are forwarded to the Board of Directors for final action.

While the platform forms the groundwork for the policy analysts during the legislative session, it is important to note that the platform is always a “work in progress.” Policy committee members throughout the following year consider changes, with our March Legislative Conference providing an opportunity for the full delegate assembly to revise the platform.

## Platform & Priorities Adoption

During the annual business meeting at AMC's Annual Conference, the general assembly adopts amendments to the AMC Platform in the following manner:

First, each policy committee chair presents the amendments recommended by their policy committee to the General Assembly. Each policy committee chair then moves the adoption of their committee's amendments and the AMC President asks for a second for the package of amendments. At this point, the AMC President will entertain discussion by the general assembly. Members may choose to divide an amendment into smaller parts to discuss and vote on separately, or pass the package of amendments together. This process is repeated for each policy committee and the general assembly votes on each policy committee's recommendations individually.

Under rules adopted by the Association in 1995, the presiding officer has been given the right to limit debate. Consistent with that rule, at a maximum, three persons may speak for up to three minutes each in favor of a proposed amendment and three persons may speak for up to three minutes each in opposition.

At this point, the general assembly may consider motions to suspend the rules of the conference to consider resolutions received after the mid-November cutoff or any other motions and resolutions that individual delegates may wish to offer. A motion to suspend the rules requires a two-thirds majority of those present and the usual parliamentary rules and debate limitations apply.

After all policy committee positions have been completed, the AMC president asks for a motion to adopt the platform. The AMC president will then ask for a second, and then entertain discussion by the general assembly on the full platform. The final step occurs when the AMC president will ask for a motion and a second to adopt the full platform.

In December or January of each year, the AMC Board of Directors reviews the feedback from policy committees and fall district meetings and selects a short list of key action items for the next legislative session. These items will be the primary focus of the association staff and members during the session. ■



# Board of County Commissioners Agenda Request

6E  
Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** Motor Pool Garage

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 min.
<b>Summary of Issue:</b> Information will be provided regarding the upcoming disposal of assets stored in the motor pool garage.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Informational only.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 100px;">Please Explain:</span>		



# Board of County Commissioners Agenda Request

6F  
Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** ATV Ordinance Public Input Meetings

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 10 min.
<b>Summary of Issue:</b>  Staff will present options for ATV ordinance public input meetings and a public hearing date for Board approval.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve ATV ordinance public input meeting and public hearing dates.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

66  
Agenda Item #

**Requested Meeting Date:** August 22, 2017

**Title of Item:** Public Feedback Form

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>

<b>Submitted by:</b> Jessica Seibert, County Administrator	<b>Department:</b> Administration
---	--------------------------------------

<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 10 min.
---	--

**Summary of Issue:**

As a result of recent Board discussion concerning the most effective methods of collecting public input, staff will present a public feedback form that could be made available on the Aitkin County website.

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

**Recommended Action/Motion:**  
Approve implementation of an online public feedback form.

**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:*

## Public Feedback Form Example

# Feedback for the county

Submit your comment or question to county administration.

*Required fields marked with \**

**\* Comment or question**

**Name**

Optional but leave your name if you'd like a response

**Best way to contact you**

**Email address**

**Phone number with area code**

**Mailing address**

Submit



Aitkin  
County

# Aitkin County Board of Commissioners Agenda Request Form

7

Agenda Item #

**Requested Meeting Date:** August 22, 2017  
**Title of Item:** Committee Reports

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